



Preparatory Programme for Bachelor of Laws (LLB) University of London International Programmes

Application for Admission

This guideline is for new applicants only. Students who have already registered with the University of London (UOL) are not required to apply for admission with the UOL again.

Applicants are recommended to apply for admission to the University of London International Programmes before enrolling in the Preparatory Programme. The deadline for applying for admission to the University of London International Programmes is **1 October 2012** for applicants who intend to sit for the LLB examinations in May/June 2013.

(I) Enrolment with SPEED

Applicants should complete the attached SPEED application form and submit it to the SPEED office (**Room QR802, 8/F, Core R, PolyU Main Campus**) in person or by post before the closing date for application together with the followings:

1. a crossed cheque or cashier order payable to "The Hong Kong Polytechnic University" for the required course fee. (Please write your name and the course title at the back of the cheque or cashier order)
2. a recent photo (size: 1" x 1.5") for Library Card

The closing date for application is 2 weeks before course commencement. Applications submitted after the closing date may be considered if vacancies exist and the tuition fee must be settled by cashier order.

Successful applicants will receive a written notification from the School confirming their enrolment and also the date for collecting the study materials from the SPEED office before course commencement. Unsuccessful applicants will be notified in writing by the School and the cheque/cashier order for the course fees will be returned by ordinary mail. Place will be allocated on a first-come-first-served basis.

(II) Applying for Admission to the University of London International Programmes (UOL)

SPEED has been authorised by the UOL to collect applications on their behalf and to verify certificates/documents for applicants. As advised by UOL, applicants who have applied for our Preparatory Programme for LLB can submit at the same time the UOL application to our School.

Applicants may apply for admission to the UOL through one of the following ways:

(a) Submission of UOL application online:

1. Applicants should submit the UOL application online at <http://www.londoninternational.ac.uk/llb>. You are advised to read the Guidance notes (http://www.evision.eisa.london.ac.uk/documents/guidanceNotesforOnlineApplications_UG.pdf) for information about the online application process.
2. Applicants are required to complete a Document Enclosure Form (DEF), which can be downloaded during your online application, and to provide originals and photocopies of

certificates/documents for SPEED to verify. Hardcopies of DEFs are also available at the SPEED office.

3. **DEF must be submitted together with the application form for SPEED Preparatory Programme for LLB.**

4. The following documents should be submitted to SPEED:

- (a) completed DEF;
- (b) originals and **photocopies of all the academic/professional qualifications which the applicants have listed out in the DEF (Section B)**;
- (c) completed SPEED application form, a passport-sized photo (for library card) and a cheque/cashier order (payable to "The Hong Kong Polytechnic University") for the tuition fee; and
- (d) a photocopy of your HKID card.

5. UOL will process your application upon receiving all the necessary documentation in support of your application. UOL will inform applicants the application results directly by email. It may take around 6 to 8 weeks.

6. In case there is no updates on the UOL application for more than 6 weeks after submission, applicants may contact the UOL (<http://enquiries.londoninternational.ac.uk>) for checking the application status.

(b) Submission of UOL application to UOL local office:

Applicants may opt for submitting application for admission separately to the local Admissions Office of the University of London International Programmes at the following address:

Room 313, 3/F, Admiralty Centre
18 Harcourt Road
Hong Kong
(Tel: 3761 1122; Fax 2527 0489)

University of London LLB prospectus:

Electronic copies can be obtained from:

<http://www.londoninternational.ac.uk/sites/default/files/prospectus/intercollegiate-prospectus.pdf>

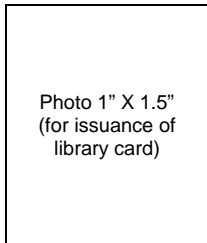
Enquiries

School of Professional Education and Executive Development (SPEED)
Room QR802, 8/F, Core R
The Hong Kong Polytechnic University
Hung Hom
Kowloon

Office hours:

Mondays to Fridays: 8.30am – 7.15pm
Saturdays: 9.00am – 12.00noon
Sundays and public holidays: Closed

Telephone: 3400 2828
Fax: 2334 3974
E-mail: splondu@speed-polyu.edu.hk
Website: www.speed-polyu.edu.hk



Application Form

FOR OFFICE USE ONLY							
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Preparatory Programme for Bachelor of Laws (LLB)

October 2012 Intake

University of London International Programmes

1 Personal Particulars

Name (as appears on HKID Card or Passport)

Name in Chinese Sex M / F

Chinese Character Code Date of Birth
Day Month Year

HK ID Card/ Passport No.* If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

Tel. No. (Home) Tel. No. (Office) Fax No.

Mobile Phone E-mail

If you are a holder of the Federation of The Hong Kong Polytechnic University Alumni Associations (FHKPUAA) Membership Card or the PolyU Privilege Card, please enter "Y" and enclose a photocopy of your Card.

* Please delete as appropriate.

2 Course Particulars (The fees shown are subject to annual review.)

Tentative timetables are attached at the back of this form. Please note that no change of choice will be allowed once the application has been submitted.

Please ✓	COURSE CODE AND TITLE
<input type="checkbox"/>	FC64 Common Law Reasoning and Institutions [#]
<input type="checkbox"/>	FC65 Elements of the Law of Contract
<input type="checkbox"/>	FC54 Public Law
<input type="checkbox"/>	FC66 Criminal Law

[#] Compulsory course in the first year.

OTHER FEES (Fees payable to the University of London)	
	2012/13
Application Handling Fee	£70
Registration Fee (1 st year)	£829
Continuing Registration Fee (each following year)	£340
Examination Fee [*]	
- 1 paper	£229
- 2 papers	£367
- 3 papers	£533
- 4 papers	£593

^{*} Local Examination Fee payable to the Hong Kong Examinations and Assessment Authority has not been included.

Please ✓	NUMBER OF COURSES ENROLLED	COURSE FEE [@]	CHEQUE NO.
<input type="checkbox"/>	One course	HK\$10,600	
<input type="checkbox"/>	Two courses	HK\$17,600	
<input type="checkbox"/>	Three courses	HK\$24,700	
<input type="checkbox"/>	Four courses	HK\$31,200	

[@] Fee includes the cost of lectures, revision workshop and course materials provided by SPEED.

3 Academic Qualifications

Awarding Institution	Title of Award	Year of Award

4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

5 Working Experience

From	To	Full-time / Part-time	Name of Organisation	Position

6 Students with a Disability and/or Special Needs

Do you have any condition that may require special examination arrangements to be made (e.g. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes / No If 'Yes', please describe your condition(s)/circumstances.

Taking account of the condition(s)/circumstances that you have described above, do you have any special requirements with regard to the materials we will provide in support of your study programme? (e.g. large print)

Yes / No If 'Yes', please give details of those requirements.

NOTE: In order for this request to be assessed, you must also write as soon as possible to the University of London, with full details of your condition/circumstances, together with medical/other documentary evidence in support of your request. If your application for admission is successful and you are given an offer to register for this programme, please note that the offer will be made subject to approval being given that the special examination arrangements are possible and/or the study materials can be provided in the format you have requested.

7 Other information relevant to this application

Have you applied for admission to the University of London International Programmes? YES/NO *
(If yes, please provide your Student Number _____)

* Please delete as appropriate.

8 Declaration

I authorise the School of Professional Education and Executive Development to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the School.

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the School. **All course fees paid are non-refundable and non-transferrable.**

Guide for Applicants

Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete Part 1, 2, 3 and 4 in full.
3. Non-local applicants - If you or your immediate families (parents/spouse) have continuously resided in Hong Kong for three years immediately preceding the date of application or you have the right of abode, you are classified as a local applicant and you should leave the box blank; otherwise, enter "Y" in the box.
4. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign on the application form before submitting your application.

Submission of applications

6. Completed application forms should be submitted to the School Office at the address below by hand or by post before the closing date for applications together with the following documents:
 - a crossed cheque or cashier order payable to "The Hong Kong Polytechnic University" for the required course fee (please write your name and the course code at the back of the cheque or cashier order).
 - a recent photo (size: 1" x 1.5") for applying for a Library Card
7. The closing date for application is two weeks before course commencement. Applications submitted after the closing date may be considered if vacancies exist and tuition fees must be settled by cashier order.

Notification of application results

8. Successful applicants will receive a written notification from the School confirming their enrolment about 1 week before course commencement.
9. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
10. Please contact the School Office if you do not receive any notification two days before course commencement.

Discount and Fee refund policies

11. Discount will only be given to applicants enrolling in the specific number of courses in a single application.
12. Except for unsuccessful applications or course cancellation, course fees paid are not refundable. Fees paid and places allocated on courses are not transferable after application.

Study Materials from SPEED

13. Students will only be provided with the study materials from SPEED when the cheque / cashier order for the tuition fee has been settled.

Library Card for students

14. All students will be issued a Library Card for accessing to the Pao Yue-kong Library in the PolyU Main Campus. Rights to use any facilities on campuses are given at the discretion of the School.

Certification

15. Certificates of Attendance will be issued to students who have attended 70% or more of the classes.

Use of information

16. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection, the data will be handled by SPEED and other relevant institutions authorised to receive it.
17. Application forms of unsuccessful candidates will be destroyed after the admission process has been completed.
18. Application forms of successful candidates will become part of the student file and the data will thereafter be handled by SPEED and other relevant institutions authorised to receive it.
19. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to SPEED.

Enquiries

20. All enquiries should be directed to:

School of Professional Education and Executive Development (SPEED)
Room QR802, 8/F, Core R,
The Hong Kong Polytechnic University, Hung Hom, Kowloon
Tel: 3400 2828 Fax: 2334 3974
E-mail: splondu@speed-polyu.edu.hk Website: www.speed-polyu.edu.hk

Office Hours	
Mondays to Fridays	8:30 am - 7:15 pm
Saturdays	9:00 am - 12:00 noon

Note: The School reserves the rights to cancel any courses, and to make variations to the schedules, contents, and mode of delivery of the courses offered.

SPEED / ATC / ITC
Preparatory Programme for Bachelor of Laws (LLB)
University of London International Programmes
October 2012 Intake

Tentative Timetable

FC64 Common Law Reasoning and Institutions

Date	Day	Time	Session
26-Oct-12	Fri	7.00pm - 10.00pm	Common Law 1
27-Oct-12	Sat	2.30pm - 5.30pm	
28-Oct-12	Sun	9.30am - 1.30pm	
3-Nov-12	Sat	6.30pm - 10.30pm	Common Law 2
4-Nov-12	Sun	2.30pm - 5.30pm	
5-Nov-12	Mon	7.00pm - 10.00pm	
17-Nov-12	Sat	6.30pm - 10.30pm	Common Law 3
18-Nov-12	Sun	2.30pm - 5.30pm	
19-Nov-12	Mon	7.00pm - 10.00pm	
15-Dec-12	Sat	2.30pm - 5.30pm	Common Law 4
16-Dec-12	Sun	9.30am - 1.30pm	
17-Dec-12	Mon	7.00pm - 10.00pm	
19-Jan-13	Sat	6.30pm - 10.30pm	Common Law 5
20-Jan-13	Sun	2.30pm - 5.30pm	
21-Jan-13	Mon	7.00pm - 10.00pm	
23-Feb-13	Sat	6.30pm - 9.30pm	Common Law 6
24-Feb-13	Sun	2.30pm - 5.30pm	
25-Feb-13	Mon	6.30pm - 10.30pm	
Mar to May-13	TBA	TBA	Revision Workshops (20 hours)

Compulsory course in the first year

FC65 Elements of the Law of Contract

Date	Day	Time	Session
12-Oct-12	Fri	7.00pm - 10.00pm	Law of Contract 1
13-Oct-12	Sat	2.30pm - 5.30pm	
14-Oct-12	Sun	9.30am - 1.30pm	
27-Oct-12	Sat	6.30pm - 10.30pm	Law of Contract 2
28-Oct-12	Sun	2.30pm - 5.30pm	
29-Oct-12	Mon	7.00pm - 10.00pm	
1-Dec-12	Sat	6.30pm - 10.30pm	Law of Contract 3
2-Dec-12	Sun	2.30pm - 5.30pm	
3-Dec-12	Mon	7.00pm - 10.00pm	
5-Jan-13	Sat	6.30pm - 10.30pm	Law of Contract 4
6-Jan-13	Sun	2.30pm - 5.30pm	
7-Jan-13	Mon	7.00pm - 10.00pm	
26-Jan-13	Sat	6.30pm - 10.30pm	Law of Contract 5
27-Jan-13	Sun	2.30pm - 5.30pm	
28-Jan-13	Mon	7.00pm - 10.00pm	
15-Feb-13	Fri	6.30pm - 10.30pm	Law of Contract 6
16-Feb-13	Sat	2.30pm - 5.30pm	
17-Feb-13	Sun	10.00am - 1.00pm	
Mar to May-13	TBA	TBA	Revision Workshops (20 hours)

Remarks:

1. TBA: To be announced.
2. Classes will be conducted in PolyU campuses (PolyU Main Campus, Hung Hom Bay Campus or West Kowloon Campus).
3. Each course consists of 60 hours of lectures and 20 hours of revision workshops. Schedule of the 20-hour revision workshops will be released in February 2013.
4. For some course combinations, students will be required to attend classes in both afternoon and evening sessions (for Saturday) and/or morning and afternoon sessions (for Sunday).
5. The School reserves the right to cancel any course, and to make variations to the schedules, contents and mode of delivery of the above courses.

FC54 Public Law

Date	Day	Time	Session
13-Oct-12	Sat	6.30pm - 10.30pm	Public Law 1
14-Oct-12	Sun	2.30pm - 5.30pm	
15-Oct-12	Mon	7.00pm - 10.00pm	
20-Oct-12	Sat	6.30pm - 10.30pm	Public Law 2
21-Oct-12	Sun	2.30pm - 5.30pm	
22-Oct-12	Mon	7.00pm - 10.00pm	
24-Nov-12	Sat	6.30pm - 10.30pm	Public Law 3
25-Nov-12	Sun	2.30pm - 5.30pm	
26-Nov-12	Mon	7.00pm - 10.00pm	
8-Dec-12	Sat	6.30pm - 10.30pm	Public Law 4
9-Dec-12	Sun	2.30pm - 5.30pm	
10-Dec-12	Mon	7.00pm - 10.00pm	
12-Jan-13	Sat	6.30pm - 10.30pm	Public Law 5
13-Jan-13	Sun	2.30pm - 5.30pm	
14-Jan-13	Mon	7.00pm - 10.00pm	
16-Feb-13	Sat	6.30pm - 9.30pm	Public Law 6
17-Feb-13	Sun	2.30pm - 5.30pm	
18-Feb-13	Mon	6.30pm - 10.30pm	
Mar to May-13	TBA	TBA	Revision Workshops (20 hours)

FC66 Criminal Law

Date	Day	Time	Session
2-Nov-12	Fri	7.00pm - 10.00pm	Criminal Law 1
3-Nov-12	Sat	2.30pm - 5.30pm	
4-Nov-12	Sun	9.30am - 1.30pm	
10-Nov-12	Sat	6.30pm - 10.30pm	Criminal Law 2
11-Nov-12	Sun	2.30pm - 5.30pm	
12-Nov-12	Mon	7.00pm - 10.00pm	
22-Nov-12	Thu	7.00pm - 10.00pm	Criminal Law 3
24-Nov-12	Sat	2.30pm - 5.30pm	
25-Nov-12	Sun	9.30am - 1.30pm	
13-Dec-12	Thu	7.00pm - 10.00pm	Criminal Law 4
15-Dec-12	Sat	6.30pm - 10.30pm	
16-Dec-12	Sun	2.30pm - 5.30pm	
4-Jan-13	Fri	6.30pm - 10.30pm	Criminal Law 5
5-Jan-13	Sat	2.30pm - 5.30pm	
6-Jan-13	Sun	10.00am - 1.00pm	
2-Feb-13	Sat	6.30pm - 9.30pm	Criminal Law 6
3-Feb-13	Sun	2.30pm - 5.30pm	
4-Feb-13	Mon	6.30pm - 10.30pm	
Mar to May-13	TBA	TBA	Revision Workshops (20 hours)

Remarks:

1. TBA: To be announced.
2. Classes will be conducted in PolyU campuses (PolyU Main Campus, Hung Hom Bay Campus or West Kowloon Campus).
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