



APPLICATION FOR REPLACEMENT OF CERTIFICATION OF SUBJECT COMPLETION
(for students registered under Credit Accumulation Mechanism)
申請補領修畢課程證明書 (學分累積制的註冊學生適用)

Please read the instructions overleaf before completing this form 填寫本表格前請細閱背頁的申請人須知

1. Personal Particulars 個人資料

Name (Surname first) 英文姓名(姓氏先行)																
Name in Chinese 中文姓名					Student card no. 持續進修學生證號碼						C					
HKID Card/Passport No 香港身份證/護照號碼							Contact telephone no. 聯絡電話									

2. Declaration 聲明

I declare that I have not received the Certification of Subject Completion for _____
(course code and course title). I understand that if I declare falsely that I have not received the Certification in order to
apply for a replacement, I will be subject to the School's disciplinary action.

本人謹此聲明從未收到 _____ (課程編號及名稱) 的
修畢課程證明書。本人明白，如有任何虛報從未收到修畢課程證明書，學院可向本人採取紀律處分。

Date 日期 _____

Signature 簽署 _____

3. Acknowledgement 領取補發修畢課程證明書

(To be completed by student upon collection of replacement Certification of Subject Completion 簽收補發修畢課程證明書時填寫)

I acknowledge receipt of a replacement Certification of Subject Completion. I understand that this Certification will
only be issued once under any circumstances.

本人現簽收補發修畢課程證明書。本人明白在任何情況下，修畢課程證明書只限獲補發乙次。

Signature of the Applicant/Appointee

Date 日期 _____

申請人或其委託人簽署 _____

FOR OFFICE USE 只供學院填寫	
Student's HK ID Card checked upon submission of application/collection of replacement Certification.	
Checked by _____ upon application submission	Date _____
Checked by _____ upon Certification collection	Date _____
Replacement Certification issued by _____	Date _____
Replacement Certification checked by _____	Date _____

INSTRUCTIONS TO APPLICANTS 申請人須知

Submission of application 提交申請

1. Replacement of Certification of Subject Completion will only be issued ONCE under any circumstances.
在任何情況下，修畢課程證明書只限獲補發乙次。
2. Please complete Parts 1 and 2.
請填妥申請表內第 1 及 2 部份。
3. Please bring along your Hong Kong Identity Card / passport and hand in this application form to the School office.
請將填妥的申請表交回學院辦事處。遞交申請時請攜同身份證或護照以便覆核身份。
4. If you cannot submit the application in person, you may ask a designated representative to submit it for you. Please note, however, that your identity has to be verified upon collection of your replacement Certification. The School reserves the right not to issue the replacement Certification if you fail to present your Hong Kong Identity Card / passport for verification. **In any case, emailed or faxed application will not be processed.**
你亦可委託他人交回申請表。惟本院須在你領取補發修畢課程證明書時核實身份。若屆時未能出示香港身份證／護照，學院保留不補發修畢課程證明書的權利。**在任何情況下，透過電郵或傳真提出的補領申請將不受理。**

Collection of replacement Certification of Subject Completion 領取補發修畢課程證明書

5. The processing time for issuing a replacement Certification of Subject Completion is normally seven working days. You may collect your replacement Certification at the School office during office hours seven working days after the date of submitting your application. If unclaimed, your Certification will be disposed of six months after the receipt of your application, and no more replacement will be issued.
補發修畢課程證明書一般需時七個工作天。你必須於提出申請補領後的七個工作天起計的六個月內，到學院辦事處領取證明書。學院將銷毀過期未被領取的補發證明書。已銷毀之證明書將不獲再次補發。
6. You should bring along your Hong Kong Identity Card / passport to collect the replacement Certification of Subject Completion. If you wish to appoint another person to collect it on your behalf, that appointed person has to produce his/her Identity Card, photocopy of your Identity Card together with a letter of authorisation duly signed by you. To protect your privacy, the photocopy of your Identity Card will be destroyed in the presence of your authorised representative.
領取補發修畢課程證明書時，請出示你的香港身份證／護照。如你委託他人領取證明書，代領人必須在領取證明書時出示其身份證、你簽署的授權書及身份證副本。為保障私隱，你的身份證副本會在辦理領取證明書手續完成後立刻被銷毀。
7. Please note that the information given in the form will only be used for processing this application.
注意：你於本申請表內填寫的資料將只作處理申請補領修畢課程證明書。

SCHOOL OFFICE

School of Professional Education and Executive Development
Room QR802, 8/F Core R
The Hong Kong Polytechnic University, Hung Hom, Kowloon
Enquiry Hotline: 3400 2828

學院辦事處

專業進修學院
九龍紅磡香港理工大學 R 棟 8 樓 QR802 室
電話: 3400 2828

OFFICE HOURS	
Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed

辦公時間	
星期一至五	上午 8 時 30 分至下午 7 時 15 分
星期六	上午 9 時至中午 12 時
星期日及公眾假期	休息