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Application Form - *undergraduate*

(for undergraduate programmes offered by Newcastle Business School of Northumbria University, in collaboration with the School of Professional Education and Executive Development)

1. Programme (Please indicate your preference if you wish to be considered for admission to more than one programme, e.g. mark "1" for first choice, "2" for second choice, etc.; otherwise, please tick.)	
<input type="checkbox"/> Bachelor of Arts (Honours) in Business Management (Part-time) <input type="checkbox"/> Bachelor of Arts (Honours) in Human Resource Management (Part-time) <input type="checkbox"/> Bachelor of Arts (Honours) in Logistics and Supply Chain Management (Part-time)	
2. Personal details	
Title (Mr / Mrs / Miss / Ms / Others, please specify)	
Name (This should correspond with that on your Hong Kong ID Card / passport.)	
Surname / Family name	First / Given name(s)
Correspondence address	
Telephone	(mobile) (office / home*)
Fax	
E-mail address	
Hong Kong ID Card no.	
Date of birth (dd / mm / yyyy)	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth	
Country of residence	
Nationality	
Years of residence in Hong Kong	
<input type="checkbox"/> Please tick if you are a non-local applicant Place of Origin _____ (Specify your home city / province if you are an applicant from the Chinese Mainland _____)	
<small>(Note: A "non-local student" is defined as one who requires a student visa to study in Hong Kong or is staying in Hong Kong under the "Immigration Arrangements for Non-local Graduates" (IANG). Non-local applicants who possess only a visitor or a tourist visa can neither be registered as students nor commence their studies until they have obtained student visas. If one holds a dependent visa, s/he does not require a student visa and will be regarded as a local student. If one holds a work permit and takes up a part-time programme, s/he will also be regarded as a local student. If one holds neither a work permit nor a dependent visa, it is unlikely that the Immigration Department of the HKSAR Government will grant him / her a student visa to take up a part-time programme. Throughout the course of study, it is the responsibility of individual students to ensure that their visas are valid. Admissibility of applicants will be subject to possession of a valid student visa / entry visa to this effect. Failing this, no refund of application fee and tuition fee will be arranged.)</small>	
We offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of students, please tick the box below and specify the details if any special assistance is required.	
<input type="checkbox"/> Applicant with a Disability Details of the Disability: _____	

* Please delete as appropriate

3. Fee status details	
Fee Payer Who is expected to pay your fees: (Yourself, family member, employer, others)	

4. English language proficiency			
If English was the language of instruction in your previous study (i.e. secondary school, high school or university), please state the number of years you studied in English and in which institution(s):			
If your first language is not English, have you taken or will you be taking any of the following tests:	Date (Taken or to be taken)		Score (Please attach a copy of your results or certificate)
	Month	Year	
HKALE Use of English			
HKDSE English Language			
International English Language Testing System (IELTS)			
Test of English as a Foreign Language (TOEFL)			
Others, please specify			

5a. Formal studies and qualifications (Please specify all formal qualifications, academic and professional, you currently have. Attach a copy of certificates and transcripts of all results.)					
Level / Award (e.g. High School / Bachelor's)	Subject / Major	Start Date (mm / yy)	End Date (mm / yy)	Institution and Place of Study	Overall result / Grade

5b. Current studies (Please specify any academic and / or professional qualifications for which you are currently studying.)			
Level / Award	Subject / Major	Institution and Place of Study	Expected Completion Date

5c. Additional training (Please specify any courses of study or training, including in-company training, which did not lead to a formal qualification.)				
Level / Award	Subject / Major	Start Date (mm / yy)	End Date (mm / yy)	Institution and Place of Study

6a. Current employment details (if applicable)		
Employer's name and business		
Employer's address		
Telephone number		
Your current position	Start date	Full-time / Part-time*
Brief descriptions of duties		

6b. Previous work history (Give details below of any previous work experience and employment. Continue on a separate sheet if necessary, or attach your CV / resumé.)						
Job title / Nature of work	Name of organisation	Full-time or Part-time	From		To	
			Month	Year	Month	Year

7. Your reasons for applying for the programme, and how you think you will benefit (This section must be completed.)

8. How did you learn about the programme(s) for which you are applying? (Please tick more than one box if appropriate.)			
<input type="checkbox"/> Family	<input type="checkbox"/> Friend	<input type="checkbox"/> Advertisement	<input type="checkbox"/> School / University
<input type="checkbox"/> Website	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Others, please specify:	

* Please delete as appropriate

9. Personal Information Collection Statement & Declaration

The information collected from you will be used for the following purposes:

During application for admission

- a) Your data will be used for managing your application account and processing your application with Northumbria University (UNN) via SPEED.
- b) It is mandatory for you to provide your personal data in this application form. In the event that you do not provide such personal data, we will not be able to further process your application.
- c) Your name and personal identification number (e.g. Hong Kong ID number or Passport number) will be used by SPEED to identify multiple applications and extract records of your previous studies at UNN / SPEED; and by relevant institutions / organisations to provide SPEED with information about your studies / qualifications.
- d) Your email address and telephone number will be used by SPEED to send you email / SMS for important information concerning your application (including shortlist for interview / test and / or offer / conditional offer).
- e) Your information provided in this application form may be used for statistical and research purposes (where all personal identifiers such as name, HKID number, address, email address and telephone number will be deleted).
- f) The information you submit in this application form will be encrypted (a secure means of transmission) when it is transferred electronically to SPEED.
- g) All application data (including the hard and soft copy of your supporting documents), except for those who have been admitted and registered as UNN / SPEED students, will be discarded by SPEED after the completion of the admission exercise.

During study

- h) Upon admission, your data together with the photo image (collected at the time of registration) will be transferred to the Student Management System of SPEED.
- i) These will be used in activities and services provided by UNN / offices / units of PolyU / CPCE in support of your study at SPEED including those conducted by the student organisations.
- j) Your data may be transferred to parties outside SPEED for processing student visa (for non-local students) and / or any other activities related to your study (such as field trips, exchange programme and training).
- k) Your data, together with your records of study at SPEED, may be used by UNN / SPEED for statistical and research purposes, and in analysis of institutional surveys to enable UNN / SPEED to improve academic and support provisions to its students.

Upon graduation

- l) Your contact information will be used by UNN / offices / units of PolyU / CPCE for maintaining on-going communication with you after your graduation, including the delivery of announcement and other information, such as activities, education programmes, benefits and services.

Declaration

I confirm that I have read and understood the above Personal Information Collection Statement (PICS). I declare and agree that any personal data contained in this application or collected by SPEED in relation to my application will be used in accordance with the PICS.

I declare that the information given in support of this application is accurate and complete, and understand that any false information and misinterpretation will lead to disqualification of my application for admission and subsequent registration. Fees paid will not be refunded.

UNN, SPEED, CPCE and other faculties / departments / offices / constituent units of PolyU may also send you announcements and other promotional information related to activities, education programmes, benefits and services. Your personal data including name, email address, correspondence address, phone number and fax number may be used for this purpose. Please indicate if you wish to receive our latest updates and promotional information by ticking the appropriate box below:

- I wish to obtain the promotional information.
- I do NOT wish to obtain the promotional information.

You must tick either one of the above boxes. Otherwise, your application cannot be processed.

You may change your wish to receive promotional information subsequently by notifying SPEED in writing via email, by post or in person at SPEED offices. (If your application is unsuccessful, the data related to your personal identifiers will be disposed of within 3 months after the commencement of the intake that you apply for.)

Applicant signature..... Date

Please return your completed application to:

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

Checklist for applicant

- The form is completed in full.
- The form is signed.
- Copies of certificates are enclosed.
- Copies of transcripts are enclosed.
- English language test results are enclosed.
- Original receipt of application fee payment (e.g. ATM receipt) is enclosed.