



## SECTION 3 - Qualifications & Working Experience 學歷/專業資格/工作經驗

This section is applicable only to those courses with entry requirements. 如申請的課程有註明入學資格，則必須填寫此部份。

### A. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

### B. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

### C. Highest education level achieved 最高學歷程度 (Please 請 ✓)

- Primary or below 小學或以下程度  
 Lower Secondary 初中  
 Form 5 or equivalent 中五或同等程度  
 Form 6, Form 7 or equivalent 中六、中七或同等程度
- Diploma/ Certificate 文憑/證書  
 Associate Degree/ Higher Diploma 副學士/高級文憑  
 Bachelor's Degree 學士學位  
 Postgraduate Diploma/ Certificate 深造文憑/證書
- Master's Degree 碩士  
 Doctoral Degree 博士

### D. Working Experience 工作經驗

From 由		To 至		Full-time 全職/ Part-time 兼職	Name of Organisation 機構名稱	Position 職位	Occupation 職業類別 (enter code^ 請填寫編號^)
Month 月	Year 年	Month 月	Year 年				

### ^ Occupation Codes 職業類別編號

- 01 Accounting 會計  
02 Administration & Management 行政及管理  
03 Advertising 廣告  
04 Banking & Financial Services 銀行及金融服務  
05 Computing & Information Technology 資訊科技
- 06 Education 教育  
07 Engineering 工程  
08 Literary & Creative Work 文字及創作工作  
09 Marketing & Sales 推廣及銷售  
10 Public Relations 公共關係
- 11 Social Services 社會服務  
12 Surveying 測量  
13 Transport and Logistics 運輸及物流  
14 Others 其他 (Please specify 請註明): \_\_\_\_\_

### E. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary. 如不敷應用，請另備紙張填寫。)

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## SECTION 4 - Declaration 聲明

I authorise the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

本人授權專業進修學院使用本報名表格內有關的個人資料作以下用途：

1. processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and partnering institutions in offering the course I have enrolled on, if any, in activities in support of my study at SPEED.

處理申請入學之用。若獲得學院取錄，本人的資料將會轉為學生記錄。香港理工大學及專業及持續教育學院之有關部門、專業進修學院，以及課程的合辦機構（如有）將使用本人的資料於有關的教學事宜上。

2. statistical and research purposes (no personal identifiers such as name, HKID card number, correspondence address and telephone number will be released in the survey results).

統計及研究用途（所有個人資料，如姓名、香港身份證號碼、通訊地址及聯絡電話號碼均不會於調查結果中公開）。

3. delivering the announcements of SPEED, CPCE and other faculties/ departments/ offices of PolyU and other promotional information related to activities, programmes, and benefits and services to me. My data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

發放專業進修學院、專業及持續教育學院和香港理工大學其他學系/部門的通訊，以及活動、課程、優惠及服務的推廣資訊給本人。本人的資料包括姓名、電郵地址、通訊地址、聯絡電話號碼及傳真號碼有可能用作此用途。

**[If you do not wish to receive information as stated in item 3, please put a cross 'X' in the box on the right.**

**如閣下不欲收到上述第3項的資訊，請於右方的空格填上「X」符號。]**

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. Any fees paid will not be refunded.

本人謹此聲明，此表格內所填報各事項，均屬真實無訛。如有任何虛報或誤導資料，則本人的申請及註冊均會被取消。所有已繳費用概不退還。

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

本人已閱讀以上各項細則，並明白本人所作出之聲明（包括有關使用個人資料的安排）。

Signature 簽署

Date 日期

### To be completed by the Course Organiser 由課程統籌填寫

Course: _____	<input type="checkbox"/> Admitted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Waiting List
Name of Course Organiser _____	Signature _____	Date _____	

## Guide for Applicants

(for admission to credit-bearing courses under CAM)

### Instructions on completing the application form

1. Application forms can be downloaded from our website at [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk).
2. Please complete Sections 1, 2 and 4 in full. If the course you apply requires certain entry requirements, please fill in Section 3 as well.
3. Please enter the course titles and codes correctly in Section 2. You may apply up to three courses in the same form.
4. Please complete the application form clearly and accurately in block letters. Incomplete application forms will not be accepted.
5. Non-local applicants — A "non-local student" is defined as one who requires a student visa/ entry permit 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. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: <http://www.immd.gov.hk/eng/services/visas/study.html>).
6. Please sign the form before submitting your application.

### Submission of application and relevant documents

7. Please submit your application by hand or by post to SPEED Offices.
8. An application should include the following documents:
  - a duly completed application form
  - copies of supporting documents e.g. certificates and transcripts
  - a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fees

**\* Please submit one cheque or bank draft for each course you apply. Kindly write your name and the course code at the back of the cheque or bank draft.**

### Closing date for application

9. Unless otherwise specified, the closing date for application is normally 3 weeks before the commencement date of the course. Late application may cause cancellation of courses due to insufficient enrolment. Early enrolment from applicants will be appreciated.

### Acknowledgement of application

10. Applicants will receive an acknowledgement of application from the School within 2 weeks after submitting their applications.

### Notification of application results

11. Applicants will be notified the results of their applications in writing by the School. Please contact the School if you do not receive any notification 1 week before course commencement.
12. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

### Refund policies

13. According to the School's Refund Policy, **course fees paid are normally not refundable**, except cases of unsuccessful applications and course cancellation. Fees paid and places allocated are not transferrable.
14. The refund will be sent to the applicant by ordinary mail. If the applicant does not receive any refund **4 weeks after receipt of "Notification of Refund"**, please check with the School at 3400 2828.

### CAM Student Card

15. For identification purpose, all students under CAM will be issued a Student Card. Students may use this card to get access to the Library and Computer Centre if the courses they enrol provide them with the relevant access rights. Rights to use any facilities are given at the discretion of the School.

### Certification

16. A certificate will be issued to students who have satisfied all the prescribed requirements for completion. The certificate will specify the title and level of the course, the number of credits earned and the grade achieved. Eligible students will be notified in writing by the School for collecting the certificate at the SPEED office.
17. No re-examination will be arranged if you are absent from or fail the assessment, except certain courses where specific examination policies have been specified in the course brochures.
18. No certificate will be re-issued. Students who need additional certification on course duration, contact hours or attendance rate, etc. may apply in writing and pay a fee of HK\$100<sup>#</sup>.

### Professional and Continuing Education (PCE) Awards

19. Students who wish to receive PCE awards have to submit an application to the School. They have to specify which credits in their records of study they will use to claim the award. A non-refundable graduation fee is required for claiming the awards. Application forms for claiming PCE awards are obtainable at SPEED Offices.

### Use of Information

20. 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 relevant offices within The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE), SPEED and other partnering institutions in offering the course, if any.
21. Application documents and other related information of unsuccessful applicants will be destroyed one month after the course commencement.
22. Application documents of successful applicants will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other faculties/ departments/ offices of PolyU and other partnering institutions in offering the course, if any.
23. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and the correction of, their personal data. Applicants wishing to get access or make corrections to their data should submit written requests to SPEED.

### Enquiries

24. All enquiries should be directed to:

<b>School of Professional Education and Executive Development (SPEED)</b> Room QR802, 8/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon Tel: 3400 2828 Fax: 2363 0540 E-mail: <a href="mailto:speed@speed-polyu.edu.hk">speed@speed-polyu.edu.hk</a> Website: <a href="http://www.speed-polyu.edu.hk">www.speed-polyu.edu.hk</a>	<b>Office Hours</b> Mondays to Fridays : 8:30 am - 7:15 pm Saturdays: : 9:00 am - 12:00 noon Closed on Sundays and Public Holidays
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<sup>#</sup> Subject to change without further notice.

The School reserves the rights to cancel any courses, and to make variations to the schedules, venue, contents and mode of delivery of the courses offered. In the event of any discrepancy of interpretation between any printed English statement and its Chinese translation in this Guide, the English version shall prevail.

## 申請人須知

(申請報讀學分累積制課程適用)

### 填寫報名表格注意事項

1. 報名表格可從本學院網頁下載〔網址：[www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)〕。
2. 請填妥報名表格內第1、2及4部份。如報讀的課程註明入學條件，請同時填寫第3部份。
3. 請小心填寫第2部份的課程名稱及編號。申請人可用同一張報名表格報讀最多3項課程。
4. 請確保報名表格內所填寫的資料均為清楚、正確。資料不全的報名表格恕不受理。
5. 非本地申請人—非本地學生是指須由香港入境事務處發出學生簽證/ 進入許可來港就讀的人士，或根據「非本地畢業生留港/ 回港就業安排」獲批准留港/ 來港工作的人士。以訪客身份來港的非本地申請人必須獲得學生簽證，方能註冊成為學生，並在香港接受教育。持有受養人簽證的人士，並不需要申請學生簽證，故被視為本地學生。持有在港工作簽證並修讀兼讀制課程的人士，亦被視為本地學生。一般而言，香港入境事務處不會批准未獲在港工作簽證或受養人簽證的非本地人士來港修讀兼讀制課程。學生有責任確保在學期間持有有效的簽證。詳情可向香港特區政府入境事務處查詢〔電話：2824 6111；網址：<http://www.immd.gov.hk/hkt/services/visas/study.html>〕。
6. 請確保已在報名表格上簽署，然後才交回報名表格。

### 交回報名表格及有關文件

7. 請將填妥的報名表格及有關文件親身交回或郵寄到學院辦事處。
8. 交回的申請文件應包括：
  - 填妥的報名表格
  - 有關的證明文件副本，例如學業成績表、畢業證書等副本
  - 劃線支票或銀行本票作支付學費之用，抬頭請寫上「香港理工大學」

**\* 每申請一項課程，需遞交一張支付學費的支票或本票。請在支票或本票背頁寫上姓名及課程編號。**

### 截止報名日期

9. 除特別註明外，課程截止報名日期一般為開課前3星期，但申請人應盡早報名。報名延誤可能引致某課程因人數不足而被取消。

### 申請記錄回條

10. 申請人在交回報名表格後約2星期內，會收到本學院發出的申請記錄回條。

### 通知申請結果

11. 學院將以書面通知申請人有關的申請結果。若申請人於所報讀課程開課前1星期仍未收到通知，則應自行向學院查詢。
12. 申請若不被接納，申請人將收到本學院的書面通知。學費亦會以平郵退還申請人。

### 學費退還

13. 按照學院學費退還的政策，除申請不獲接納或所選的課程取消外，**所有已繳學費恕不退還**。學費及學額亦不可轉讓他人。
14. 學費退還會以平郵方法退還申請者。若申請者於**收到學費退還通知書4星期後仍未收到有關退款**，請致電學院辦事處查詢〔電話：3400 2828〕。

### 學分累積制學生證

15. 學分累積制課程的學員均獲發一張學生證，以作辨別身份之用。如報讀的課程註明可享用圖書館或電腦中心的設施，學員可憑證進入。學院有權決定是否賦予學員享用有關設施的權利。

### 進修證明書

16. 學員在完成課程及經評審後，成績達到學院的要求，將獲發進修證明書乙張。該進修證明書會註明完成的課程名稱、水平、所取得的學分及其等級。學院會以書面通知符合資格的學員到學院辦事處領取進修證明書。
17. 除非課程訂明特別考試規則〔詳列於課程資料單張〕，學員缺席結業考試或成績未符合合格要求者，將不獲安排重考。
18. 所有證書將不予補發。若學員需要本學院另行證明課程日期、時數、出席率等，可以書面提出申請。每張證明收費港幣一百元正<sup>#</sup>。

### 專業進修學術資格

19. 學員須向學院申請有關的專業進修學術資格。申請專業進修學術資格的表格可在學院辦事處索取。學員在提出申請前必須選取其進修記錄中作申請進修學術資格之用的學分，並需要繳付有關的畢業費用。已繳付的畢業費用恕不退還。

### 申請資料的用途

20. 本報名表格內有關的個人資料將僅供香港理工大學及專業及持續教育學院之有關部門、專業進修學院，以及課程的合辦機構〔如有〕作處理申請入學事宜之用。
21. 如入學申請不被接納，本學院將於開課後一個月銷毀有關的報名表格及個人資料。
22. 成功申請者的個人資料將會存入學生檔案，並由專業進修學院、專業及持續教育學院、香港理工大學有關學系/ 部門，以及課程的合辦機構〔如有〕處理。
23. 根據個人資料〔私隱〕條例，申請者有權查閱及更改其個人資料。申請者如須查閱或更改其個人資料，請來函本學院。

### 查詢

24. 查詢請逕達：

#### 專業進修學院 (SPEED)

九龍紅磡香港理工大學R棟8樓QR802室

電話：3400 2828 傳真：2363 0540

電郵：[speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk) 網頁：[www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

星期一至五：上午8時30分至晚上7時15分

星期六：上午9時至正午12時

星期日及公眾假期休息

<sup>#</sup> 如有調整，恕不另行通知。

學院有權修訂上課時間、地點、內容及授課形式等課程細則，並保留取消課程的權利。申請者須知中文譯本如與英文原文有歧義，概以英文為準。