



## 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. 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): \_\_\_\_\_

### D. 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：

- 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。

- 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）。

- 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

Admitted  Rejected  Waiting List

Name of Course Organiser \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Guide for Applicants

(for admission to non credit-bearing courses)

### How to enrol

1. Application forms can be downloaded from our website at [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk).
2. Please submit one application form for each course and one bank draft/ crossed cheque payable to "The Hong Kong Polytechnic University". Kindly complete the application form clearly in block letters and write your name and the course code at the back of the bank draft/ crossed cheque. Incomplete application forms and post-dated cheques will not be accepted.
3. 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>).
4. Please send your duly completed application form and bank draft/ crossed cheque by mail or by hand to School of Professional Education and Executive Development (SPEED) before the closing date for application.

### Closing date for application

5. Unless otherwise specified, the closing date for enrolment 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.

### Notification of application results

6. 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.
7. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

### Refund policies

8. 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.
9. 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.

### Certificates of Attendance/ Attainment

10. Unless otherwise specified, Certificates of Attendance will be issued to students whose attendance rate is 70% or more.
11. Certain courses have an optional final assessment. If you have achieved satisfactory attendance and successfully passed the assessment, you will be eligible for a Certificate of Attainment issued by SPEED. For details, please refer to individual course descriptions.
12. Eligible students will be notified in writing by the School for collecting the Certificate of Attendance/ Certificate of Attainment at the SPEED office.
13. 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.
14. No certificate will be re-issued. If you need additional certification that you have completed a course, you may apply in writing and pay a fee of HK\$100<sup>#</sup>.

### Use of Information

15. 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.
16. Application documents and other related information of unsuccessful applicants will be destroyed one month after the course commencement.
17. 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.
18. 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

19. 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: 2363 0540  
E-mail: [speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk)  
Website: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

#### Office Hours

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

<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 (申請報讀非學分課程適用)

### 報名手續

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. 每申請一項課程，須呈交一張報名表格及一張銀行本票/劃線支票，抬頭請寫上「香港理工大學」。請以英文正楷填妥報名表格，並於本票/支票背頁寫上姓名及課程編號。資料不全的報名表格及期票恕不受理。
3. 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>〕。
4. 填妥的報名表格須連同銀行本票/劃線支票，於課程截止報名日期前郵寄或交回本學院。

### 截止報名日期

5. 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。

### 通知申請結果

6. 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。
7. 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

8. 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。
9. 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〕。

### 聽講/修業證書

10. 除特別註明外，學員出席率不少於百分之七十，可獲發聽講證書。
11. 部份課程設有結業考試。若學員上課達滿意出席率，並考獲及格成績，可獲專業進修學院頒發修業證書。詳情請參閱個別課程資料單張。
12. 學院會以書面通知符合資格的學員到學院辦事處領取聽講/修業證書。
13. 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及格要求者，將不獲安排重考。
14. 所有證書將不予補發。若學員需要本學院另行證明其完成某課程，可以書面提出申請。每張證明收費港幣一百元正<sup>#</sup>。

### 申請資料的用途

15. 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〕作處理申請人學事宜之用。
16. 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。
17. 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。
18. 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

19. 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)

#### 辦公時間

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。