





## 7 Students with a Disability and/or Special Needs

Do you have any condition (e.g. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions) that may require special arrangements for classes/ examinations/ study materials?

Yes / No\*  If 'Yes', please describe your condition(s)/ circumstances for consideration of special arrangements.

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**NOTE:** In order for this request to be processed and 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.

\* Please delete as appropriate.

## 8 Other information relevant to this application

**Are you a University of London International Programmes student? YES / NO \***

(If yes, please provide your Student Number: \_\_\_\_\_ )

\* Please delete as appropriate.

## 9 Declaration

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

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.
2. statistical and research purposes (no personal identifiers such as name, HKID number, correspondence address and telephone number will be released in the survey results).
3. delivering the announcements of SPEED, CPCE and other faculties/ departments/ offices of PolyU and other promotional information related to activities, programmes, and benefits & services to me. My data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

**[If you do not wish to receive information mentioned above, please put a cross "X" in the box on the right.]**

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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

07/2017

## Checklist

The completed application form must be submitted with the following:

- a crossed cheque for tuition fee (Payable to 'The Hong Kong Polytechnic University')
- a recent photo (size: 1" x 1.25")
- a copy of your HKID card / birth certificate / passport
- copies of academic transcripts and certificates of public examination results (if any)

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete ALL parts in full.
3. 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 you hold a dependent visa, you do not require a student visa and will be regarded as a local student. If you hold a work permit and take up a part-time programme, you will also be regarded as a local student. If you hold neither a work permit nor a dependent visa, it is unlikely that the Hong Kong Immigration Department will grant you 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. Non-local applicants with IANG status are required to attach a copy of their valid visa to the completed application form. On admission, they will be required to provide the original visa for verification.
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 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.)
  - a recent photo (size: 1" x 1.25") for applying for a Library Card
  - a copy of Hong Kong Identity (HKID) card/ birth certificate/ passport as evidence of the applicant's full name and date of birth
  - copies of academic transcripts and certificates of public examination results (if any)
7. The closing date for application is two weeks before course commencement.

### Written test, admission interview & notification of application results

8. Applicants may be invited to attend a written test and also an admission interview arranged by the School.
9. Successful applicants will receive a written notification from the School confirming their enrolment about 1 week before course commencement.
10. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
11. Please contact the School Office if you do not receive any notification two days before course commencement.

### Discount and fee refund policies

12. Discount will only be given to applicants enrolling in the specific number of courses in a single application.
13. 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

14. Students will only be provided with the study packs from SPEED when the cheque for the tuition fee has been settled.
15. Additional study materials may be distributed in softcopy by email only.

### Library card for students

16. 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

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

### Use of information

18. 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.
19. Application documents of unsuccessful applicants will be destroyed after the admission process has been completed.
20. 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.
21. 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

22. 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

<b>Mondays to Fridays</b>	8:30 am - 7:15 pm
<b>Saturdays</b>	9:00 am - 12:00 noon

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

**SPEED / ATC / ITC****Preparatory Courses for Certificate of Higher Education in Common Law**

University of London International Programmes

September 2017 Intake

**Tentative Timetable****FG16 Legal System and Method<sup>#</sup>**

Date	Day	Time	Session
15-Sep-17	Fri	7.00 pm - 10.00 pm	Legal System and Method 1
16-Sep-17	Sat	2.30 pm - 5.30 pm	
17-Sep-17	Sun	9.30 am - 1.30 pm	
29-Sep-17	Fri	7.00 pm - 10.00 pm	Legal System and Method 2
30-Sep-17	Sat	2.30 pm - 5.30 pm	
1-Oct-17	Sun	9.30 am - 1.30 pm	
10-Nov-17	Fri	7.00 pm - 10.00 pm	Legal System and Method 3
11-Nov-17	Sat	2.30 pm - 5.30 pm	
12-Nov-17	Sun	9.30 am - 1.30 pm	
1-Dec-17	Fri	7.00 pm - 10.00 pm	Legal System and Method 4
2-Dec-17	Sat	2.30 pm - 5.30 pm	
3-Dec-17	Sun	9.30 am - 1.30 pm	
5-Jan-18	Fri	7.00 pm - 10.00 pm	Legal System and Method 5
6-Jan-18	Sat	2.30 pm - 5.30 pm	
7-Jan-18	Sun	9.30 am - 1.30 pm	
19-Jan-18	Fri	7.00 pm - 10.00 pm	Legal System and Method 6
20-Jan-18	Sat	2.30 pm - 5.30 pm	
21-Jan-18	Sun	9.30 am - 1.30 pm	
Mar to May-18	TBA	TBA	Revision Workshops (20 hours)

<sup>#</sup>Compulsory course in the first year**FG29 Contract Law**

Date	Day	Time	Session
23-Sep-17	Sat	6.30 pm - 10.30 pm	Contract Law 1
24-Sep-17	Sun	2.30 pm - 5.30 pm	
25-Sep-17	Mon	7.00 pm - 10.00 pm	
28-Oct-17*	Sat	6.30 pm - 10.30 pm	Contract Law 2
29-Oct-17	Sun	2.30 pm - 5.30 pm	
30-Oct-17	Mon	7.00 pm - 10.00 pm	
11-Nov-17	Sat	6.30 pm - 10.30 pm	Contract Law 3
12-Nov-17	Sun	2.30 pm - 5.30 pm	
13-Nov-17	Mon	7.00 pm - 10.00 pm	
9-Dec-17	Sat	6.30 pm - 10.30 pm	Contract Law 4
10-Dec-17	Sun	2.30 pm - 5.30 pm	
11-Dec-17	Mon	7.00 pm - 10.00 pm	
13-Jan-18	Sat	6.30 pm - 10.30 pm	Contract Law 5
14-Jan-18	Sun	2.30 pm - 5.30 pm	
15-Jan-18	Mon	7.00 pm - 10.00 pm	
3-Feb-18	Sat	6.30 pm - 10.30 pm	Contract Law 6
4-Feb-18	Sun	2.30 pm - 5.30 pm	
5-Feb-18	Mon	7.00 pm - 10.00 pm	
Mar to May-18	TBA	TBA	Revision Workshops (20 hours)

\*Public Holiday

**Remarks:**

1. TBA: To be announced.
2. Classes will be conducted in PolyU campuses (PolyU Main Campus, PolyU Hung Hom Bay Campus or PolyU 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 2018.
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.

**FG18 Public Law**

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

**FG19 Criminal Law**

Date	Day	Time	Session
21-Oct-17	Sat	6.30 pm - 10.30 pm	Criminal Law 1
22-Oct-17	Sun	2.30 pm - 5.30 pm	
23-Oct-17	Mon	7.00 pm - 10.00 pm	
25-Nov-17	Sat	6.30 pm - 10.30 pm	Criminal Law 2
26-Nov-17	Sun	2.30 pm - 5.30 pm	
27-Nov-17	Mon	7.00 pm - 10.00 pm	
2-Dec-17	Sat	6.30 pm - 10.30 pm	Criminal Law 3
3-Dec-17	Sun	2.30 pm - 5.30 pm	
4-Dec-17	Mon	7.00 pm - 10.00 pm	
6-Jan-18	Sat	6.30 pm - 10.30 pm	Criminal Law 4
7-Jan-18	Sun	2.30 pm - 5.30 pm	
8-Jan-18	Mon	7.00 pm - 10.00 pm	
27-Jan-18	Sat	6.30 pm - 10.30 pm	Criminal Law 5
28-Jan-18	Sun	2.30 pm - 5.30 pm	
29-Jan-18	Mon	7.00 pm - 10.00 pm	
10-Feb-18	Sat	6.30 pm - 10.30 pm	Criminal Law 6
11-Feb-18	Sun	2.30 pm - 5.30 pm	
12-Feb-18	Mon	7.00 pm - 10.00 pm	
Mar to May-18	TBA	TBA	Revision Workshops (20 hours)

**Remarks:**

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