

Photo 1" X 1.5"  
for issuance of  
CAM student card  
& for new students  
only  
如首次報讀學分累  
積制課程，須貼上  
近照一張

## Application Form 報名表格

(for admission to credit-bearing courses 申請報讀學分累積制的課程適用)

FOR OFFICE USE ONLY									
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Please read the Guide for Applicants on the other page before completing this form. 填寫本表格前請細閱附頁的申請人須知。

Have you enrolled in any courses offered under Credit Accumulation Mechanism (CAM) before? 你是否會修讀學分累積制的課程？	Yes 是 <input type="checkbox"/>										
	No 否 <input type="checkbox"/>										
If yes, please state your student number 如有，請填寫你的學生証號碼	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>C</td> </tr> </table>										C
									C		

### SECTION 1 - Personal Particulars 個人資料 (\* Please delete as appropriate 請刪去不適用選項)

Name (as shown on HKID Card/Passport)  
英文姓名(如香港身份証/護照所示)

Name in Chinese 中文姓名 



 Gender 性別 Male 男 / Female 女

Chinese Character Codes 中文電碼 



 Date of Birth 出生日期 



  
Day 日 Month 月 Year 年

HK ID Card/ Passport No.\* 香港身份証/護照號碼\* 



 If you are a non-local applicant, please enter 'Y'  
若為非本地申請人，請在方格內填「Y」字

Nationality 國籍

Place of Origin 出生地點

Correspondence Address 通訊地址

Hong Kong 香港  Kowloon 九龍  New Territories 新界

Telephone No. (Home) 住宅電話 



 (Office) 辦公室電話 



 Ext.

Mobile Phone 手提電話 



 Pager 傳呼號碼

Fax 傳真號碼 



 E-mail 電郵

### SECTION 2 - Course Particulars 報讀課程

Course Code 課程編號 



 Cheque No./ Course Fee 支票號碼/學費 



 HK\$4,000

Course Title 課程名稱 康健強身迎耆年 Starting Date 開課日期 



  
Day 日 Month 月 Year 年

<b>Closing Date for Application</b> 截止報名日期	<b>10 / 2 / 2012</b>
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## SECTION 3 - Qualifications & Working Experience 學歷/專業資格/工作經驗

This section is applicable only to those courses with the 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 頒發學年

### B. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發學年

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

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

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

### 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)

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## SECTION 4 - Declaration 聲明

I authorise the School of Professional Education and Executive Development to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the School. 本人授權專業進修學院使用本申請表內有關的個人資料，作處理申請入學之用。本人明白，若獲得學院取錄，本人的資料將會轉為學生紀錄，並會用於有關的教學事宜上。

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資格均會被取消。所有已繳費用概不退還。

Signature 簽署

Date 日期

To be completed by the Course Organiser 由科目統籌填寫

Course: \_\_\_\_\_  Admitted     Rejected     Waiting List

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

(12/2011)

# Guide for Applicants

(for admission to credit-bearing courses under CAM)

## Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete Part 1, 2 and 4 in full. If the course you apply requires you to satisfy certain entry requirements, please fill in Part 3 as well.
3. Non-local applicants – Non-local students are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: [www.info.gov.hk/immd/](http://www.info.gov.hk/immd/)).
4. Please complete the form clearly and accurately. Incomplete application forms will not be accepted.
5. Please sign the form before submitting your application.

## Submission of application and relevant documents

6. Please submit your application by hand or by post to Institute of Active Ageing (IAA), Faculty of Health & Social Sciences, Room R505, 5/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong (Attn: Miss Fiona Fung).
7. An application should include the following documents:
  - a duly completed application form
  - supporting documents e.g. a copies of certificates, transcripts of your previous studies and etc.
  - 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.**
  - a recent photo (size: 1" x 1.5") for applying a Student Card (for new CAM students only)

## Notification of application results

8. Successful applicants will receive a written notification from the School of Professional Education and Executive Development (SPEED) confirming their enrolment before course commencement date.
9. Unsuccessful applicants will be notified in writing by SPEED. Course fees will be returned to them by ordinary mail.
10. Please contact IAA at 3400 8967 / 3400 8969 if you do not receive any notification one week before the course commencement date.

## Refund policies

11. According to the Refund Policy of SPEED, course fees paid are normally not refundable, except for cases of unsuccessful applications and course cancellation. Fees paid and places enrolled are not transferable.
12. 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 IAA at 3400 8967 / 3400 8969.

## CAM student card

13. For identification purpose, all students under CAM will be issued a Student Card. Students may use this card to access to the Library and Student Computing 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

14. A certification will be issued to students who have satisfied all the prescribed requirements for completion. The certification will specify the title and level of the course, the number of credits earned and the grade achieved.

## Professional and Continuing Education (PCE) Awards

15. Students who wish to claim PCE awards have to submit an application to SPEED in which they have to specify which credits in their record of study they will use for claiming the award. Application forms for claiming PCE awards are obtainable from the SPEED offices or website. A non-refundable graduation fee is required for claiming PCE awards.

## Use of information

16. 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 SPEED and other relevant institutions authorised to receive it.
17. Application documents of unsuccessful candidates will be destroyed after the admission process has been completed.
18. Application documents of successful candidates will become part of the student file and the data will thereafter be handled by SPEED and other relevant institutions authorised to receive it.
19. 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

20. All enquiries should be directed to:  
 Institute of Active Ageing (IAA)  
 Faculty of Health and Social Sciences, Room R505, 5/F, Core R  
 The Hong Kong Polytechnic University, Hung Hom, Kowloon.  
 Tel : 3400 8967 / 3400 8969 Fax : 2994 5690  
 E-mail : [dhiaa@inet.polyu.edu.hk](mailto:dhiaa@inet.polyu.edu.hk)

### Office Hours

**Mondays to Fridays** 9:00 am – 5:30 pm (except 1:00 pm – 2:00 pm)  
 Closed on Saturdays, Sundays and Public Holidays

## 申請人須知 (申請報讀學分累積制課程適用)

### 填寫申請表注意事項

1. 請用英文正楷填寫。
2. 請填妥申請表內第 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. 非本地申請人-非本地學生是指持有香港特區政府入境事務處簽發的學生簽證來港就讀的人士。詳情可向香港特區政府入境事務處查詢(電話：2824 6111；網址：www.info.gov.hk/immd)。
4. 請確保申請表內所填的資料均為清楚、正確。資料不全的申請表恕不受理。
5. 請確保已在申請表上簽署，然後才寄出或交回申請表。

### 交回申請表及有關文件

6. 請將填妥的申請表及有關文件郵寄或交回醫療及社會科學院活齡學院馮小姐，地址為九龍紅磡香港理工大學 R 棟 5 樓 R505 室。
7. 交回的申請文件應包括：
  - 填妥的申請表
  - 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。**

  - 一張 1 吋 X 1.5 吋的近照，作申請學生證之用（第一次報讀學分累積制課程的人士適用）

### 通知申請結果

8. 成功申請者會在開課前收到由專業進修學院發出的入學通知。
9. 申請若不被接納，申請人將收到專業進修學院的書面通知。學費亦會以平郵退還申請人。
10. 若申請人在開課前 1 星期尚未收到任何通知，請自行向醫療及社會科學院活齡學院查詢(電話: 3400 8967 / 3400 8969)。

### 學費退還

11. 按照專業進修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。
12. 學費退還會以普通平郵方式退還給申請者。若申請者於**收到學費退還通知書四星期後**仍未收到有關退款，請致電醫療及社會科學院活齡學院查詢(電話: 3400 8967 / 3400 8969)。

### 學分累積制學生證

13. 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。專業進修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

14. 學員在完成課程及經評審後，成績達到大學的要求，將獲發證明書乙張。該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。

### 專業進修學術資格

15. 學員須向專業進修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專業進修學院辦事處索取或於網頁下載。學員必須在申請表內選取用作申請專業進修學術資的學分，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

16. 本申請表內有關的個人資料將僅供專業進修學院或有關獲授權機構作處理申請入學事宜之用。
17. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
18. 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或有關獲授權機構處理。
19. 根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請來函專業進修學院，地址為九龍紅磡香港理工大學 R 棟 8 樓 QR802 室。

### 查詢

20. 查詢請逕達：

九龍紅磡香港理工大學 R 棟 5 樓 R505 室  
 醫療及社會科學院活齡學院  
 電話: 3400 8967 / 3400 8969 傳真: 2994 5690  
 電郵: dhiaa@inet.polyu.edu.hk

#### 辦公時間

星期一至五 上午 9 時至 下午 5 時 30 分 (下午 1 時至 2 時除外)  
 星期六、日及公眾假期休息

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