



## SECTION 2 - Details of Public Examination Results (HKALE, HKCEE, GCE, GCSE & IGCSE)

Enter the best results and the relevant year of attempt. Photocopy of original document(s) is required.

Public Examination	Year of Attempt	Subject and Grade <i>Start with Chinese, English (specify syllabus if applicable) and Mathematics</i>

## SECTION 3 - English Language Qualifications

If you have taken the following examinations, please enter your results below.

Enter the best results in one sitting if you have attempted a particular test more than once. Photocopy of original document(s) is required.

Examination	Year of Attempt	Results		
Test of English as a Foreign Language (TOEFL) 1. Computer-based test		Total Score	Listening:	Reading:
			Structure / Writing:	Essay Rating:
2. Paper-based test		Total Score	Listening:	Reading:
			Structure / Writing:	TWE:
International English Language Testing System (IELTS)		Overall Band Score	Listening:	Reading:
			Writing:	Speaking:
Others (please specify)				

## SECTION 4 - Post-Secondary Qualifications

List in reverse chronological order. Photocopy of original document(s) is required.

DO NOT enter any extra-mural, short or extension courses in post-secondary institutions.

Indicate the Level of Award by filling in 'C' for Certificate, 'D' for Diploma, 'AD' for Associate Degree, 'HD' for Higher Diploma, 'BD' for Bachelor's Degree and 'MD' for Master's Degree.

The Award Classifications include 'P' (for Pass), 'C' (for Credit), 'D' (for Distinction), 'FH' (for First Class Honours), 'UH' (for Second Upper Class Honours), 'LH' (for Second Lower Class Honours) and 'TH' (for Third Class Honours). Indicate as appropriate.

Name of Institution	Level of Award	Award Classification*
Programme / Award Title	Month & Year of Award* <i>Month / Year</i>	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year ( <i>graduating in 2011</i> ) <input type="checkbox"/> Non-final Year ( <i>graduating in 2012 or after</i> ) <input type="checkbox"/> Study Incomplete		

Name of Institution	Level of Award	Award Classification*
Programme / Award Title	Month & Year of Award* <i>Month / Year</i>	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year ( <i>graduating in 2011</i> ) <input type="checkbox"/> Non-final Year ( <i>graduating in 2012 or after</i> ) <input type="checkbox"/> Study Incomplete		

\* If you are currently studying the programme, enter the expected month and year of obtaining the award. Indicate your latest cumulative GPA (if applicable) in the box of Award Classification.

## SECTION 5 - Professional Qualifications

List in reverse chronological order. Do not enter the qualification for which you have not yet acquired full membership status. Photocopy of supporting document(s) is required.

Name of Awarding Institution	Title of Professional Qualification	Year of Award

## SECTION 6 - Full-time and Part-time Working Experience

List in reverse chronological order. Enter 'NOW' in the 'To' column of the row for present employment.

From <i>Month / Year</i>	To <i>Month / Year</i>	Name of Organisation	Business Type <i>(refer to coding table below)</i>	Post	Employment Nature <i>(Full-time or Part-time)</i>
/	/				
/	/				
/	/				

If you are in full-time employment at the time of application, fill in 'Y'

Total duration of full-time employment

/

*(Year / Month)*

### Business Type Codes

01 Advertising and Public Relations  
02 Banking and Financial Services  
03 Engineering and IT  
04 Health Care and Nursing  
05 Hospitality and Tourism

06 Human Resources  
09 Marketing  
11 Design and Printing  
13 Social Services  
14 Telecommunications

16 Accounting  
17 Education  
18 Fashion and Clothing  
19 Housing Management  
20 Manufacturing

21 Trading  
22 Transport and Logistics  
99 Others

## SECTION 7 - Declaration

I authorise the School of Professional Education and Executive Development to use my data including the HKID number, public examination results and qualifications for the following purposes:

1. as a basis for all types of processing relevant to my application for admission to PolyU SPEED top-up bachelor's degree programmes and for all other associated purposes, including identifying multiple applications / registrations, and checking records of my studies as a student in institutions in Hong Kong and elsewhere;
2. for the School to extract from its records and for relevant institutions to provide the School with information about my studies / qualifications;
3. for the School to notify me by post, email or telephone if a place of study is offered;
4. for the School to send me programme information from time to time;
5. for transferring to the student record system as appropriate upon successful outcome of my application. The data together with my photo image collected at the time of registration will be used in activities in support of my study at the School including those conducted by the student organisations. They will later on form the graduate record; and
6. for statistical and research purposes (all personal identifiers such as name, HKID number, address and telephone number will be deleted).

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Check List

Before submitting your application, please check if you have attached:

- proof of application fee payment.
- one photocopy set of academic transcripts (full records of study) of your post-secondary qualifications and certificates of public examination results (including HKALE & English language qualifications) as well as supporting documents for professional qualifications, if any.

Write down your name and HKID number on the top right hand corner of all documents.

**Except programme cancellation, all application fees paid are neither refundable nor transferable.**

Please return your application to service counters of the School at:

Room QR802, 8/F, Core R  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon

Room 807, 8/F  
PolyU Hung Hom Bay Campus  
8 Hung Lok Road, Hung Hom, Kowloon

Room S1201, 12/F, South Tower  
PolyU West Kowloon Campus  
9 Hoi Ting Road, Yau Ma Tei, Kowloon

**Closing Date for Application:**

# 8 July 2011

**Instead of completing this application form, you may submit your application through SPEED Web Admission System (WAS)**

[http://www.cpce-polyu.edu.hk/speed/its/speed\\_was](http://www.cpce-polyu.edu.hk/speed/its/speed_was)

## Application Procedures

1. The application fee of HK\$150 can be settled by 1) cash at any branch of Hang Seng Bank or by direct deposit or ATM transfer of The Hong Kong Polytechnic University's Hang Seng Bank Account 222-049298-001; OR 2) Octopus at SPEED service counters. Please retain the payment slip and attach it to the application form as proof of payment. **Except programme cancellation, all application fees paid are neither refundable nor transferable.**
2. Supporting documents as stated in relevant sections of this form should be submitted together with the completed application form. **All submitted documents will not be returned.** You may be asked to submit the syllabuses / descriptors of the courses as stated in the transcript(s).
3. A Web Admission System (WAS) at [http://www.cpce-polyu.edu.hk/speed/its/speed\\_was](http://www.cpce-polyu.edu.hk/speed/its/speed_was) has been developed to handle applications. It enables applicants to view application data, update personal particulars and check application status. **You are advised to login to WAS to check accuracy of information captured from your application form 10 days after submission of your application.** NO separate application acknowledgement will be sent to you. For logging into the WAS, you will be required to input your e-mail address as provided in this form.
4. The qualifications stated in the form will be verified by checking of the original documents at the time of registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to **DISQUALIFICATION** of the application and any offer made will be declared null and void. **All fees paid will NOT be refunded.**
5. Applicants are not allowed to submit more than one application for PolyU SPEED top-up degree programmes. In case you decide to change your indicated choice after submission of application, you may submit a written request to the School. The School reserves the right not to consider any requests submitted after the commencement of the selection process.
6. You must ensure that you satisfy the specified entry requirements before submission. The School will make selection on the basis of the information provided in the application form and in particular, academic and professional qualifications, working experience and performance at the interview, if any. Additional information supplied after the commencement of the selection process will be considered only if time permits.
7. Interview as part of the selection process may be arranged and shortlisted applicants will be notified by post, via email or by phone. Successful applicants will receive an official notification normally about one month after closing of applications.
8. Applicants who do not receive any notification by mid August 2011 may assume that their applications are unsuccessful.