



Application Form for Admission to PolyU SPEED Top-up Degree Programmes 2009/10

Application Number
0 9 S
(For office use)

This application form is for applying to PolyU SPEED top-up bachelor's degree programmes. Please read the Application Procedures printed on the last page of this form before completing the form.

Choice of Study

You may choose a maximum of 4 programmes. Fill in "1" for the first choice and "2" for the second and so on.

Full-time Programmes

- BA in Applied and Media Arts (Code: 84012)
- BA in Business* (Code: 84020)
- BA in Business - Finance (Code: 84020-F)
- BA in Business - International Business (Code: 84020-IB)
- BA in Housing Management^ (Code: 84016)
- BA in Marketing and Public Relations (Code: 84011)

- BA in Public Administration* (Code: 84029)
- BA in Travel Industry Management (Code: 84010)

Part-time Programmes

- BA in Applied and Media Arts (Code: 84015)
- BA in Business* (Code: 84027)
- BA in Business - Finance (Code: 84027-F)
- BA in Business - International Business (Code: 84027-IB)

- BA in Marketing and Public Relations (Code: 84014)
- BA in Policing and Public Order (Code: 84026)

- BA in Travel Industry Management (Code: 84013)

* The programme is subject to approval by PolyU.

^ The programme is currently under review.

SECTION 1 - Personal Particulars

Full Name in English
as shown on HKID Card

Name in Chinese

Gender "M" for Male; "F" for Female

Chinese Character Codes
as shown on HKID Card

Hong Kong Identity Card Number ()

Date of Birth 1 9
Day Month Year

Passport Number
for Non HKID Card holder

Nationality *Fill in "CHINESE/HKSAR" if you have the right of abode in Hong Kong SAR*

Correspondence Address

Telephone Number "H" for Hong Kong Island; "K" for Kowloon; "N" for New Territories; "O" for outside Hong Kong SAR

Daytime Evening Mobile

Fax Email

It is the School's policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of the students, please fill in "Y" in the box below and specify the details if any special assistance is required.

Applicant with a Disability Details of the Disability:

Non-Local Applicants

Non-local students are defined as persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration.

Are you a non-local applicant? "Y" for Yes; "N" for No

Please state your place of origin if you are a non-local applicant (specify your home city/province if you are an applicant from the Chinese Mainland).

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: Structure/Writing:	Reading: Essay Rating:
2. Paper-based test		Total Score	Listening: Structure/Writing:	Reading: TWE:
International English Language Testing System (IELTS)		Overall Band Score	Listening: Writing:	Reading: 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* Month / Year	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year (graduating in 2009) <input type="checkbox"/> Non-final Year (graduating in 2010 or after) <input type="checkbox"/> Study Incomplete		

Name of Institution	Level of Award	Award Classification*
Programme / Award Title	Month & Year of Award* Month / Year	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year (graduating in 2009) <input type="checkbox"/> Non-final Year (graduating in 2010 or after) <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 Month / Year	To Month / Year	Name of Organisation	Business Type (refer to coding table below)	Post	Employment Nature (Full-time or Part-time)
/	/				
/	/				
/	/				

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 and certificates of public examination results (including HKALE & English language qualifications) as well as supporting documents for professional qualifications.

Put your name and HKID number at the top right hand corner of all documents.

Please return your application to:

School of Professional Education and Executive Development
Room QR802, 8/F, Core R
The Hong Kong Polytechnic University
Hung Hom, Kowloon

Closing Date for Application: 19 June 2009

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

Application Procedures

1. The application fee of HK\$150 can be settled by cash at any branch of Hang Seng Bank or by direct deposit or ATM transfer to The Hong Kong Polytechnic University's Hang Seng Bank Account 222-049298-001. 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 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.
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. Registration package detailing the requisite procedures will be sent off during July to August 2009.