

# Application Form 報名表格

FOR OFFICE USE ONLY									
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## Professional Short Courses 專業人員短期課程

### 1 Personal Particulars 個人資料

Name (Surname first)  
英文姓名(先填姓氏)

Name in Chinese  
中文姓名  Sex 性別 M 男 / F 女

Chinese Character Code  
中文電碼  Date of Birth  
出生日期  Day 日 Month 月 Year 年

HK ID Card/ Passport No.\*  
香港身份證/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

(\* Please delete as appropriate. 請刪去不適用選項。)

Nationality 國籍

Correspondence Address  
通訊地址

Tel. No. (Home)  Tel. No. (Office)  Fax No.

Mobile Phone  E-mail

If you are a member of the Chartered Institute of Marketing (CIM), please tick the box. 若為英國特許市場學會員，請於方格內加上✓號。  
(If yes, please provide your CIM Membership Number. 請填上 CIM 會員號碼 \_\_\_\_\_)

### 2 Course Particulars 報讀課程

Please ✓	COURSE CODE AND TITLE 課程編號及名稱	START DATE 開課日期
<input type="checkbox"/>	F995 Financial Management for Non-finance Specialists	8/9/2009
<input type="checkbox"/>	F996 Essential Laws for Marketers	6/10/2009

Please ✓	COURSE FEE 學費 (CIM Members / CIM 會員)	Please ✓	COURSE FEE 學費 (Non-CIM Members / 非 CIM 會員)	CHEQUE NO. 支票號碼
<input type="checkbox"/>	HK\$1,300 (1 course)	<input type="checkbox"/>	HK\$1,600 (1 course)	
<input type="checkbox"/>	HK\$2,600 (2 courses)	<input type="checkbox"/>	HK\$3,200 (2 courses)	

劃線支票抬頭請寫「香港理工大學」。Crossed cheque should be made payable to "The Hong Kong Polytechnic University".

If you wish to be issued with a Continuing Professional Development Certificate issued by CIM, please tick the box. 若希望獲取由英國特許市場學會發出的 CPD 證書，請於方格內加上✓號。

### 3 Academic Qualifications 學歷

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

## 4 Professional Qualifications 專業資格

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

## 5 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

## 6 Declaration 聲明

I authorise the School of Professional Education and Executive Development (SPEED) to use my personal data for processing my application for admission and for transferring the information 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 SPEED. 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 the 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 SPEED. 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。

08/09

Signature 簽署

Date 日期

## Guide for Applicants

### Instructions on completing the Application Form

1. Please complete the Form in English and print in block letters.
2. Please complete Part 1, 2, 3, 4, 5 and 6 in full.
3. Non-local applicants - If you or your immediate families (parents/spouse) have continuously resided in Hong Kong for three years immediately preceding the date of application or you have the right of abode, you are classified as a local applicant and you are required to leave the box blank; otherwise, enter "Y" in the box.
4. Please complete the Application Form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign the Application Form before submitting your application.

### Submission of applications

6. Completed application forms should be submitted to the SPEED office at the address below in person or by post before the closing date for application together with a crossed cheque or bank draft 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 or bank draft.)

### Notification of application results

7. Normally successful applicants will receive a written notification from SPEED confirming their enrolment before course commencement.
8. Unsuccessful applicants will be notified in writing by SPEED. Course fees will be returned to them by ordinary mail.
9. Please contact the SPEED office if you do not receive any notification two days before course commencement.

### Fee refund policies

10. 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.

### Certification

11. Students who have attended 70% or more of the classes and successfully passed the assessment will be eligible for a Certificate of Attainment issued by SPEED. The Certificate will be sent by ordinary mail.
12. No re-examination will be arranged if you are absent from or fail the assessment. Eligible students will receive Certificates by ordinary mail after the course has ended.
13. No Certification 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 (subject to change without further notice).

### Use of information

14. 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.
15. Application papers of unsuccessful applicants will be destroyed after the admission process has been completed.
16. Application papers of successful applicants will become part of the student file and the data will thereafter be handled by SPEED and other relevant institutions authorised to receive it.
17. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants who wish to access or make corrections to their data should submit written requests to SPEED.

# 申請人須知

## 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 至 6 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。如閣下被介定為非本地申請人，請於表內相關部份填上「Y」字。
4. 請確保申請表內所填的資料清楚及正確。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. 請將填妥的申請表郵寄或交回學院辦事處，地址為九龍紅磡香港理工大學 R 棟 8 樓 QR802 室專業進修學院。交回的申請文件應包括一張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」(請在支票或本票背面寫上姓名及課程編號。)

## 通知申請結果

7. 成功申請者將於開課前收到由本學院發出的入學通知。
8. 申請若不被接納，申請人將於收到本學院的書面通知。學費亦會以平郵退還申請人。
9. 若申請人在開課前 2 天尚未收到任何通知，請自行向學院辦事處查詢。

## 學費退還

10. 除申請不獲接納或所選讀的課程被取消外，所有已繳學費恕不退還。學費及學額亦不可轉讓他人。

## 進修證明

11. 學員上課出席率達百分之七十或以上，並在結業考試考獲合格成績，可獲香港理工大學專業進修學院頒發修業證書。修業證書會以平郵寄出。
12. 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。課程完結後，符合資格的學員會收到學院以平郵寄出修業證書。
13. 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 (如有調整，恕不另行通知)。

## 申請資料的用途

14. 本申請表內有關的個人資料僅供本學院或有關獲授權機構作處理申請入學事宜之用。
15. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
16. 成功申請者的個人資料將會存入學生檔案並由本學院或有關獲授權機構處理。
17. 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。申請人如須查詢或更改其個人資料，請來函本學院。

<b>Enquiries</b>	<b>查詢</b>
School of Professional Education and Executive Development (SPEED)	專業進修學院
Room QR802, 8/F, Core R	九龍紅磡香港理工大學 R 棟 8 樓 QR802 室
The Hong Kong Polytechnic University, Hung Hom, Kowloon	
Tel: 3400 2828 Fax: 2363 0540	電話: 3400 2828 傳真: 2363 0540
E-mail: speed@speed-polyu.edu.hk Website: www.speed-polyu.edu.hk	電郵: speed@speed-polyu.edu.hk 網頁: www.speed-polyu.edu.hk

<b>Office Hours</b>	<b>辦公時間</b>		
Mondays to Fridays	8:30 am - 7:15 pm	星期一至五	上午 8 時 30 分至下午 7 時 15 分
Saturdays	9:00 am - 12:00 noon	星期六	上午 9 時正至中午 12 時正
Sundays and Public Holidays	CLOSED	星期日及公眾假期	休息

Note: SPEED reserves the rights to cancel and to make variations to the schedules, 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.

註: 學院有權修訂上課時間、地點、內容及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。