



## Application Form

FOR OFFICE USE ONLY							
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## Preparatory Programme for Diploma in Law University of London International Programmes

# October 2011 Intake

*(PolyU SPEED is one of the Diploma in Law teaching institutions. As required by the University of London, Diploma in Law students must attend the courses at a Diploma in Law teaching institution.)*

### 1 Personal Particulars

Name (as appears on HKID Card or Passport)

Name in Chinese  Sex M / F

Chinese Character Code  Date of Birth       
Day Month Year

HK ID Card/ Passport No.\*  If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

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

Mobile Phone  E-mail

### 2 Course Particulars & Fees

Please ✓	COURSE CODE AND TITLE
<input type="checkbox"/>	FB67 Common Law Reasoning and Institutions
<input type="checkbox"/>	FB84 Elements of the Law of Contract
<input type="checkbox"/>	FB85 Public Law
<input type="checkbox"/>	FB70 Criminal Law

OTHER FEES (Fees payable to the University of London)	
	2011/12
Registration Fee (1 <sup>st</sup> year)	£804
Continuing Registration Fee (each following year)	£330
Examination Fee*	
- 2 papers	£356
- 4 papers	£559
* Local Examination Fee payable to the Hong Kong Examinations and Assessment Authority has not been included.	

Please ✓	COURSE FEE @	CHEQUE NO.
<input type="checkbox"/>	Enrolment for two subjects : HK\$17,200	
<input type="checkbox"/>	Enrolment for four subjects : HK\$30,600	

@ Fee includes the cost of lectures, revision workshop and course materials provided by SPEED.

\* 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 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.

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.

09/2011

Signature

Date

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete Parts 1 to 8 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 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 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.)
  - a recent photo (size: 1" x 1.5") for applying a Library Card
  - a copy of Hong Kong Identity (HKID) Card / birth certificate / passport as evidence of applicant's full name and date of birth
  - copies of academic transcripts and certificates of public examination results (if any)

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

7. All applicants will be invited to attend a written test and also an admission interview arranged by the School.
8. Successful applicants will receive a written notification from the School confirming their enrolment.
9. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

### Discount and Fee refund policies

10. Discount will only be given to applicants enrolling in the specific number of subjects in a single application.
11. 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

12. Students will only be provided with the study materials from SPEED when the cheque/bank draft for the tuition fee has been settled.

### Library Card for students

13. All students will be issued a Library Card for access to the library facilities on PolyU campuses. Rights to use any facilities on campuses are given at the discretion of the School.

### Certification

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

### Use of information

15. 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.
16. Application forms of unsuccessful candidates will be destroyed after the admission process has been completed.
17. Application forms 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.
18. 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

19. 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.

## Checklist

The completed application form must be submitted with the following:

- crossed-cheque/bank draft for tuition fee
- a copy of your HKID card/birth certificate/passport
- copies of academic transcripts and certificates of public examination results (if any)
- recent photo (size: 1" x 1.5")

**SPEED / ATC / ITC**  
**Preparatory Programme for Diploma in Law**  
**University of London International Programmes**  
**October 2011 Intake**

## Tentative Timetable

### FB67 Common Law Reasoning and Institutions

Date	Day	Time	Subject
8-Oct-11	Sat	6.30pm - 9.30pm	Common Law 1
9-Oct-11	Sun	2.30pm - 5.30pm	
10-Oct-11	Mon	6.30pm - 10.30pm	
12-Nov-11	Sat	6.30pm - 9.30pm	Common Law 2
13-Nov-11	Sun	2.30pm - 5.30pm	
14-Nov-11	Mon	6.30pm - 10.30pm	
10-Dec-11	Sat	6.30pm - 9.30pm	Common Law 3
11-Dec-11	Sun	2.30pm - 5.30pm	
12-Dec-11	Mon	6.30pm - 10.30pm	
13-Jan-12	Fri	6.30pm - 10.30pm	Common Law 4
14-Jan-12	Sat	2.30pm - 5.30pm	
15-Jan-12	Sun	10.00am - 1.00pm	
24-Feb-12	Fri	6.30pm - 10.30pm	Common Law 5
25-Feb-12	Sat	2.30pm - 5.30pm	
26-Feb-12	Sun	10.00am - 1.00pm	
3-Mar-12	Sat	6.30pm - 9.30pm	Common Law 6
4-Mar-12	Sun	2.30pm - 5.30pm	
5-Mar-12	Mon	6.30pm - 10.30pm	
Mar to May-12	TBA	TBA	Revision Workshop

### FB84 Elements of the Law of Contract (Update)

Date	Day	Time	Subjects
15-Oct-11	Sat	2.30pm - 5.30pm	Law of Contract 1
16-Oct-11	Sun	10.00am - 1.00pm	
22-Oct-11	Sat	6.30pm - 9.30pm	Law of Contract 2
23-Oct-11	Sun	2.30pm - 5.30pm	
24-Oct-11	Mon	6.30pm - 10.30pm	
5-Nov-11	Sat	6.30pm - 9.30pm	Law of Contract 3
6-Nov-11	Sun	2.30pm - 5.30pm	
7-Nov-11	Mon	6.30pm - 10.30pm	
14-Jan-12	Sat	6.30pm - 9.30pm	Law of Contract 4
15-Jan-12	Sun	2.30pm - 5.30pm	
16-Jan-12	Mon	6.30pm - 10.30pm	
11-Feb-12	Sat	6.30pm - 9.30pm	Law of Contract 5
12-Feb-12	Sun	2.30pm - 5.30pm	
13-Feb-12	Mon	6.30pm - 10.30pm	
25-Feb-12	Sat	6.30pm - 9.30pm	Law of Contract 6
26-Feb-12	Sun	2.30pm - 5.30pm	
27-Feb-12	Mon	6.30pm - 10.30pm	
28-Feb-12	Tue	6.30pm - 10.30pm	
Mar to May-12	TBA	TBA	
			Revision Workshop

#### Remarks:

1. TBA: To be announced.
2. Classes will be conducted on PolyU campuses.
3. Details of the 20-hour revision workshop will be released in February 2012.
4. For some subject combination, 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, venues, contents and mode of delivery of the above courses.

## FB85 Public Law

Date	Day	Time	Subjects
21-Oct-11	Fri	6.30pm - 10.30pm	Public Law 1
22-Oct-11	Sat	2.30pm - 5.30 pm	
23-Oct-11	Sun	10.00am - 1.00pm	
29-Oct-11	Sat	6.30pm - 9.30pm	Public Law 2
30-Oct-11	Sun	2.30pm - 5.30pm	
31-Oct-11	Mon	6.30pm - 10.30pm	
26-Nov-11	Sat	6.30pm - 9.30pm	Public Law 3
27-Nov-11	Sun	2.30pm - 5.30pm	
28-Nov-11	Mon	6.30pm - 10.30pm	
17-Dec-11	Sat	6.30pm - 9.30pm	Public Law 4
18-Dec-11	Sun	2.30pm - 5.30pm	
19-Dec-11	Mon	6.30pm - 10.30pm	
7-Jan-12	Sat	6.30pm - 9.30pm	Public Law 5
8-Jan-12	Sun	2.30pm - 5.30pm	
9-Jan-12	Mon	6.30pm - 10.30pm	
4-Feb-12	Sat	6.30pm - 9.30pm	Public Law 6
5-Feb-12	Sun	2.30pm - 5.30pm	
6-Feb-12	Mon	6.30pm - 10.30pm	
Mar to May-12	TBA	TBA	Revision Workshop

## FB70 Criminal Law

Date	Day	Time	Subject
15-Oct-11	Sat	6.30pm - 9.30pm	Criminal Law 1
16-Oct-11	Sun	2.30pm - 5.30pm	
17-Oct-11	Mon	6.30pm - 10.30pm	
19-Nov-11	Sat	6.30pm - 9.30pm	Criminal Law 2
20-Nov-11	Sun	2.30pm - 5.30pm	
21-Nov-11	Mon	6.30pm - 10.30pm	
3-Dec-11	Sat	6.30pm - 9.30pm	Criminal Law 3
4-Dec-11	Sun	2.30pm - 5.30pm	
5-Dec-11	Mon	6.30pm - 10.30pm	
28-Jan-12	Sat	6.30pm - 9.30pm	Criminal Law 4
29-Jan-12	Sun	2.30pm - 5.30pm	
30-Jan-12	Mon	6.30pm - 10.30pm	
3-Feb-12	Fri	6.30pm - 10.30pm	Criminal Law 5
4-Feb-12	Sat	2.30pm - 5.30pm	
5-Feb-12	Sun	10.00am - 1.00pm	
18-Feb-12	Sat	6.30pm - 9.30pm	Criminal Law 6
19-Feb-12	Sun	2.30pm - 5.30pm	
20-Feb-12	Mon	6.30pm - 10.30pm	
Mar to May-12	TBA	TBA	Revision Workshop

### Remarks:

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