

APPLICATION NO: HW

REGISTRATION NO:

## Application for Admission to School of Management and Languages' External Programmes

### APPROVED LEARNING PARTNER (ALP)

SPEED, The Hong Kong Polytechnic University

### PERSONAL DETAILS

SURNAME / FAMILY NAME #

GIVEN NAME(S)

TITLE (Mr / Miss / Mrs / Ms)

DATE OF BIRTH (day / month / year)

SEX (male / female)

HKID Number

Please affix a current  
colour passport-type  
photograph

Please ensure that  
your referee signs the  
'Certificate Of  
Authenticity' on page 6  
of this Application  
Form

# Please note that your surname will appear on your student identity card and will be used for all alphabetised university records

### PERMANENT HOME ADDRESS

### CORRESPONDENCE ADDRESS

		SPEED Room QR802, 8/F, Core R The Hong Kong Polytechnic University Hung Hom, Kowloon HONG KONG
Phone Number (Mobile):	Phone Number (Office):	
Phone Number (Home):	Fax Number:	

E-mail Address^:

^ This is required in order to register for the School of Management and Languages' External Programmes Student Web-support Site.

COUNTRY OF BIRTH \*

DOMICILE (i.e. Country Of Permanent Residence) \*

NATIONALITY \*

\* See guidance notes on page 8 of the application form

Please tick if you are a non-local applicant

(Note: Non-local applicant is defined by reference to "local applicant". A local applicant is an applicant who has a right of abode in Hong Kong, or has resided or had his / her home in Hong Kong continuously for three years immediately prior to the commencement of his / her study. If you satisfy any of the above criteria for local applicant, you should leave the box blank, otherwise, please tick the box.

**SPECIAL NEEDS**

Please give details of any physical or other disabilities (If none, please write 'None' or 'N/A')


Ethnicity Code *		Disability Allowance *		Disability Code *	
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\* See guidance notes on page 8 of the application form

**PATHWAY OF STUDY**

Please indicate (tick ✓) your preferred pathway of study. This will in no way affect your ability to change to other pathways of study.

<b>Bachelor of Business Administration (BBA)</b>	
<b>Bachelor of Arts in Accountancy</b>	
<b>Bachelor of Arts in Accountancy and Finance</b>	
<b>Bachelor of Arts in Business and Finance</b>	
<b>Bachelor of Arts in Management</b>	

<b>YEAR AND MONTH OF APPLICATION</b>	
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**PLEASE NOTE:**

YOU MUST INFORM HERIOT-WATT UNIVERSITY OF ANY CHANGE IN YOUR PERSONAL DETAILS.

HERIOT-WATT UNIVERSITY IS REQUIRED BY THE U.K. HIGHER EDUCATION STATISTICS AGENCY (HESA) TO OBTAIN INFORMATION IN THIS SECTION FOR ALL STUDENTS. IT WILL IN NO WAY AFFECT YOUR APPLICATION.

**EDUCATION AND EMPLOYMENT DETAILS****EDUCATION FROM AGE 16**

Please enter the name of each school / college and include, if applicable, the institution you are presently attending:

School / College	From		To		Method of Study * (PT/FT/DL)
	Month	Year	Month	Year	

\* PT = Part-Time; FT = Full-Time; DL = Distance Learning

**EMPLOYMENT**

Enter present and previous employment (if applicable) starting with the most recent:

Employer	Nature of Work	From		To	
		Month	Year	Month	Year

**ACADEMIC QUALIFICATIONS – Examinations or assessments for which results are known.**

[List all subjects taken, including failures, in order of the most recent result first. Group together subjects taken at one sitting. **Verified Copies of Certificates and Academic Transcripts must be provided.** Without these, your application will not be considered. Continue on a separate sheet if required.]

Name of the Awarding Institution	Title of Qualification and 'class' (e.g. Diploma in Management with distinction)	Mode of Study* (PT / FT / DL)	Date of Award

\* PT = Part-time; FT = Full-time; DL = Distance Learning

**Examinations or assessments to be completed or results pending.**

[Any examinations or assessments that are to be completed which are not disclosed at the time of application **cannot** retrospectively be used to apply for any exemptions.]

Examining Body	Examination Date	Subject	Level	Result Expected

**LEVEL OF ATTAINMENT IN ENGLISH**

If English is not your first language, please specify in the space below the standard you have attained. **Copies of certificates and academic transcripts must be provided.**

<b>Formal Qualifications</b> (e.g. GCSE, IELTS or TOEFL)	<b>Grade</b>	<b>Date</b>	<b>Other experience of using the English language</b> (please give details)

**FURTHER INFORMATION**

Other Information - Information in support of your application, such as details of responsibilities held, voluntary work, memberships of societies and other interests such as reading and sports may be given below:


## APPLICATION FOR EXEMPTION FROM MODULE(S) OR DIRECT ENTRY TO STAGE 3

Module Exemptions, or Direct Entry to Stage 3, may be given to holders of prior awards. There is already a list of approved exemptions from the Programme. Please check with your local Approved Learning Partner (ALP) or directly with Heriot-Watt University for the latest information on exemptions / direct entry requirements.

For **all applications** for exemption / direct entry, you **must** enclose copies of your certificates / academic transcripts for the award(s) undertaken and have these stamped and signed by your ALP. No exemptions, or direct entry status, will be awarded without official or verified copies of results and awards.

If your prior award is **not** on the list, then **additionally you must** enclose the course documentation (which at a minimum must include subject syllabuses and assessment methods) for those subjects that you are basing your exemption / direct entry application on.

**IMPORTANT:**

1. Students can only be awarded a **maximum of TWELVE module exemptions (i.e. 180 credits)** and students must clearly indicate (✓) the module exemption(s) they are applying for – including those that are dependant on future or awaited results.
2. Students can only be awarded a **maximum of TWO module exemptions (i.e. 30 credits) at Stage 3.**
3. Students can **ONLY** apply for exemptions at the date of application.

**NOTE:** In all cases Heriot-Watt University has sole authority to award exemptions from module(s), or direct entry to Stage 3, within the Management Programme.

Name of Module(s)	Name of Module(s) / Course(s) completed – relevant to exemption sought	Grade
<b>Stage 1 (tick as applicable)</b>		
<input type="checkbox"/> Introduction to Accounting 1 <u>and</u> Introduction to Accounting 2 (30 credits)		
<input type="checkbox"/> Introduction to Economics 1 <u>and</u> Introduction to Economics 2 (30 credits)		
<input type="checkbox"/> Introduction to Finance 1 <u>and</u> Introduction to Banking and Financial Services (30 credits)		
<input type="checkbox"/> Introduction to Management 1 <u>and</u> Introduction to Management 2 (30 credits)		
<b>Stage 2 (tick as applicable)</b>		
<input type="checkbox"/> Commercial Law 1 <u>and</u> Commercial Law 2 (30 credits)		
<input type="checkbox"/> Finance Theory & Markets 1 <u>and</u> Finance Theory & Markets 2 (30 credits)		
<input type="checkbox"/> Financial Accounting <u>and</u> Management Accounting (30 credits)		
<input type="checkbox"/> Marketing Fundamentals <u>and</u> Marketing Perspectives (30 credits)		
<input type="checkbox"/> Organisational Behaviour <u>and</u> Human Resource Management (30 credits)		
<input type="checkbox"/> Quantitative Methods 1 <u>and</u> Quantitative Methods 2 (30 credits)		
<b>Stage 3 (tick as applicable)</b>		
<input type="checkbox"/> Auditing <u>and</u> Contemporary Issues in Financial Accounting (30 credits)		
<input type="checkbox"/> Consumer Behaviour <u>and</u> International Marketing (30 credits)		
<input type="checkbox"/> Corporate Finance 1 <u>and</u> Corporate Finance 2 (30 credits)		
<input type="checkbox"/> Operations Management 1 <u>and</u> Operations Management 2 (30 credits)		
<input type="checkbox"/> Securities Markets 1 <u>and</u> Securities Markets 2 (30 credits)		
<input type="checkbox"/> Strategic Management <u>and</u> International Strategic Management (30 credits)		
<input type="checkbox"/> Employment Law (15 credits)		
<input type="checkbox"/> International Financial Markets (15 credits)		
<input type="checkbox"/> Management Accounting Techniques and Decisions (15 credits)		
<input type="checkbox"/> Project Management (15 credits)		
<input type="checkbox"/> Taxation (15 credits)		
<b>DIRECT ENTRY:</b>		
<input type="checkbox"/> Stage 3 Entry		

**REFERENCES (MUST BE COMPLETED)**

This should be an **employer, member of academic staff** or **member of the community** who has known the applicant for a number of years **in a professional or academic capacity**.

**Note:** Family members, friends or classmates are **NOT** permitted to act as referees.

**NAME OF APPLICANT:**

**Name of Referee:**

**Post / Occupation / Relationship to Applicant:**

**Address:**

**Telephone Number:**

**E-mail Address:**

**Fax Number:**

**REFERENCE:**

This is strictly confidential, unless stated otherwise by referee.

**CERTIFICATE OF AUTHENTICITY**

I certify that the photograph attached to this Application Form is a true likeness of the applicant.

**Signature of Referee:**

**Date:**

**DECLARATION (to be read carefully and signed by applicant)**

1. I confirm that to the best of my knowledge the information given in this form is correct.
2. I understand that, as a student of Heriot-Watt University, I am required to abide by the regulations of Heriot-Watt University and conform to its Policies, Procedures, Ordinances and Regulations.
3. I accept liability for payment of tuition fees in the absence of a sponsor (e.g. employer) and I note that fees are non-refundable once I have commenced study.
4. I agree that Heriot-Watt University may use my personal data in accordance with the University Data Protection Policy, the UK Data Protection Act 1998 and other applicable data protection law.
5. I understand that in processing my application to study at an Approved Learning Partner, Heriot-Watt University may be required to share personal information which it holds about me with my Approved Learning Partner.
6. The information held by Heriot-Watt University about me may be obtained from various sources, including directly from me and from my dealings with Heriot-Watt University. It will be used by my Approved Learning Partner to oversee the admission of students, to assess academic performance, to regulate and oversee the operation and administration of academic courses at my Approved Learning Partner by Heriot-Watt University.
7. I agree that Heriot-Watt University may transfer my personal data to my Approved Learning Partner.
8. I authorise the School of Professional Education and Executive Development of The Hong Kong Polytechnic University to use my data, including the HKID number, public examination results and qualifications, for the following purposes:
  - as a basis for all types of processing relevant to my application for admission to part-time Bachelor's degree programme and for all other associated purposes, including identifying multiple applications / registration, checking records of my studies as a student in institutions in Hong Kong and elsewhere;
  - for the School to extract from its records and for relevant institutions to provide the School with information about my studies/qualifications;
  - for the School to notify me via email or by telephone if a place of study is offered;
  - for the School to send me programme information from time-to-time;
  - for transferring to Heriot-Watt University for consideration of my application;
  - 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
  - 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 and misrepresentation will lead to disqualification of my application for admission and resulted registration. Fees paid will not be refunded.

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

**PLEASE RETURN THIS FORM TO:**

**Heriot-Watt University  
via  
School of Professional Education and Executive Development  
Room QR802, 8/F, Core R  
The Hong Kong Polytechnic University, Hung Hom, Kowloon, HONG KONG**

## APPLICATION CHECKLIST

Have you .....

- ..... answered all questions
- ..... provided proof of English language proficiency (if applicable)
- ..... provided originals, or certified copies, of academic certificates and transcripts
- ..... attached a certified passport-sized colour photograph
- ..... provided a reference
- ..... read and signed your application

## GUIDANCE NOTES ON COMPLETING THIS FORM

Ethnicity		Disability		Disabled Student Allowance	
10	White	00	No known disability	1	No known disability
14	Irish Traveller	08	Two or more impairments and / or disabling medical conditions	4	In receipt of Disabled Student Allowance
21	Black or Black British – Caribbean	51	A specific learning difficult such as dyslexia, dyspraxia or AD(H)D	5	Not in receipt of Disabled Student Allowance
22	Black or Black British – African	53	A social/communication impairment such as Asperger's syndrome / other autistic spectrum disorder		
29	Other Black background	54	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy		
31	Asian or Asian British – Indian	55	A mental health condition, such as depression, schizophrenia or anxiety disorder		
32	Asian or Asian British – Pakistani	56	A physical impairment or mobility issues, such as difficult using arms or using a wheelchair or crutches		
33	Asian or Asian British – Bangladeshi	57	Deaf or a serious hearing impairment		
34	Chinese	58	Blind or a serious visual impairment uncorrected by glasses		
39	Other Asian background	96	A disability, impairment or medical condition that is not listed above		
41	Mixed – White & Black Caribbean				
42	Mixed – White & Black African				
43	Mixed – White & Asian				
49	Other Mixed background				
80	Other Ethnic background				
90	Not known				
98	Information refused				

1. You must provide official documentary proof of Degrees, Diplomas and other Qualifications. These documents must either be originals (which will be returned to you in due course) or certified copies. It is permissible for your Approved Learning Partner (ALP) to take photocopies of the certificates and stamp them with their stamp before enclosing the copies with your application.
2. You must also provide a reference. The person who writes a reference for you should know you well enough to write about you. References from family, other relatives or friends are not accepted. A reference from a current employer or member of staff from your local Approved Learning Partner (ALP) (if previously studied there) is appropriate.