

4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

5 Working Experience

From	To	Full Time / Part Time	Name of Organisation	Position

6 Other information relevant to this application

Are you a University of London external student? YES/NO * (If yes, please provide your Student Number _____)

(* Please delete as appropriate.)

7 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.

07/2010

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 Part 1, 2, 3 and 4 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 document:
 - 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

Notification of application results

7. Successful applicants will receive a written notification from the School confirming their enrolment about 1 week before course commencement.
8. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
9. Please contact the School 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.

Library Card for students

11. 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

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

Use of information

13. 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.
14. Application forms of unsuccessful candidates will be destroyed after the admission process has been completed.
15. 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.
16. 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

17. 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

Mondays to Fridays	8:30 am - 7:15 pm
Saturdays	9:00 am - 12:00 noon

Note: The School reserves the rights to cancel any courses, and to make variations to the schedules, contents, and mode of delivery of the courses offered.

SPEED / ATC / ITC
Preparatory Programme for Bachelor of Laws (LLB)
University of London External System
September 2010 Intake

Tentative Timetable

FB01 Common Law Reasoning and Institutions

Date	Day	Time	Subjects
25-Sep-10	Sat	6.30pm - 9.30pm	Common Law 1
26-Sep-10	Sun	2.30pm - 5.30pm	
27-Sep-10	Mon	6.30pm - 10.30pm	
17-Oct-10	Sun	10.00am - 1.00pm	Common Law 2
18-Oct-10	Mon	6.30pm - 10.30pm	
19-Oct-10	Tue	6.30pm - 9.30pm	
20-Nov-10	Sat	6.30pm - 9.30pm	Common Law 3
21-Nov-10	Sun	2.30pm - 5.30pm	
22-Nov-10	Mon	6.30pm - 10.30pm	
15-Jan-11	Sat	6.30pm - 9.30pm	Common Law 4
16-Jan-11	Sun	2.30pm - 5.30pm	
17-Jan-11	Mon	6.30pm - 10.30pm	
29-Jan-11	Sat	6.30pm - 9.30pm	Common Law 5
30-Jan-11	Sun	2.30pm - 5.30pm	
31-Jan-11	Mon	6.30pm - 10.30pm	
5-Mar-11	Sat	6.30pm - 9.30pm	Common Law 6
6-Mar-11	Sun	2.30pm - 5.30pm	
7-Mar-11	Mon	6.30pm - 10.30pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB02 Elements of the Law of Contract

Date	Day	Time	Subjects
9-Oct-10	Sat	6.30pm - 9.30pm	Law of Contract 1
10-Oct-10	Sun	2.30pm - 5.30pm	
11-Oct-10	Mon	6.30pm - 10.30pm	
13-Nov-10	Sat	6.30pm - 9.30pm	Law of Contract 2
14-Nov-10	Sun	2.30pm - 5.30pm	
15-Nov-10	Mon	6.30pm - 10.30pm	
27-Nov-10	Sat	6.30pm - 9.30pm	Law of Contract 3
28-Nov-10	Sun	2.30pm - 5.30pm	
29-Nov-10	Mon	6.30pm - 10.30pm	
18-Dec-10	Sat	6.30pm - 9.30pm	Law of Contract 4
19-Dec-10	Sun	2.30pm - 5.30pm	
20-Dec-10	Mon	6.30pm - 10.30pm	
12-Feb-11	Sat	6.30pm - 9.30pm	Law of Contract 5
13-Feb-11	Sun	2.30pm - 5.30pm	
14-Feb-11	Mon	6.30pm - 10.30pm	
26-Feb-11	Sat	6.30pm - 9.30pm	Law of Contract 6
27-Feb-11	Sun	2.30pm - 5.30pm	
28-Feb-11	Mon	6.30pm - 10.30pm	
Mar to May-11	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 2011.
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.

FB03 Public Law

Date	Day	Time	Subjects
18-Sep-10	Sat	6.30pm - 9.30pm	Public Law 1
19-Sep-10	Sun	2.30pm - 5.30pm	
20-Sep-10	Mon	6.30pm - 10.30pm	
23-Oct-10	Sat	6.30pm - 9.30pm	Public Law 2
24-Oct-10	Sun	2.30pm - 5.30pm	
25-Oct-10	Mon	6.30pm - 10.30pm	
6-Nov-10	Sat	6.30pm - 9.30pm	Public Law 3
7-Nov-10	Sun	2.30pm - 5.30pm	
8-Nov-10	Mon	6.30pm - 10.30pm	
4-Dec-10	Sat	6.30pm - 9.30pm	Public Law 4
5-Dec-10	Sun	2.30pm - 5.30pm	
6-Dec-10	Mon	6.30pm - 10.30pm	
11-Dec-10	Sat	6.30pm - 9.30pm	Public Law 5
12-Dec-10	Sun	2.30pm - 5.30pm	
13-Dec-10	Mon	6.30pm - 10.30pm	
22-Jan-11	Sat	6.30pm - 9.30pm	Public Law 6
23-Jan-11	Sun	2.30pm - 5.30pm	
24-Jan-11	Mon	6.30pm - 10.30pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB04 Criminal Law

Date	Day	Time	Subjects
2-Oct-10	Sat	6.30pm - 9.30pm	Criminal Law 1
3-Oct-10	Sun	2.30pm - 5.30pm	
4-Oct-10	Mon	6.30pm - 10.30pm	
30-Oct-10	Sat	6.30pm - 9.30pm	Criminal Law 2
31-Oct-10	Sun	2.30pm - 5.30pm	
1-Nov-10	Mon	6.30pm - 10.30pm	
3-Dec-10	Fri	6.30pm - 10.30pm	Criminal Law 3
4-Dec-10	Sat	2.30pm - 5.30pm	
5-Dec-10	Sun	10.00am - 1.00pm	
8-Jan-11	Sat	6.30pm - 9.30pm	Criminal Law 4
9-Jan-11	Sun	2.30pm - 5.30pm	
10-Jan-11	Mon	6.30pm - 10.30pm	
14-Jan-11	Fri	6.30pm - 10.30pm	Criminal Law 5
15-Jan-11	Sat	2.30pm - 5.30pm	
16-Jan-11	Sun	10.00am - 1.00pm	
19-Feb-11	Sat	6.30pm - 9.30pm	Criminal Law 6
20-Feb-11	Sun	2.30pm - 5.30pm	
21-Feb-11	Mon	6.30pm - 10.30pm	
Mar to May-11	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 2011.
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.

FB05 Law of Trusts

Date	Day	Time	Subjects
24-Sep-10	Fri	6.30pm - 9.30pm	Law of Trusts 1
25-Sep-10	Sat	2.00pm - 6.00pm	
26-Sep-10	Sun	9.00am - 2.00pm	
16-Oct-10	Sat	5.30pm - 9.30pm	Law of Trusts 2
17-Oct-10	Sun	2.30pm - 7.30pm	
13-Nov-10	Sat	2.00pm - 6.00pm	Law of Trusts 3
14-Nov-10	Sun	9.00am - 2.00pm	
17-Dec-10	Fri	6.30pm - 9.30pm	Law of Trusts 4
18-Dec-10	Sat	2.00pm - 6.00pm	
19-Dec-10	Sun	9.00am - 2.00pm	
22-Jan-11	Sat	2.00pm - 6.00pm	Law of Trusts 5
23-Jan-11	Sun	9.00am - 2.00pm	
12-Feb-11	Sat	2.00pm - 6.00pm	Law of Trusts 6
13-Feb-11	Sun	9.00am - 2.00pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB06 Law of Tort

Date	Day	Time	Subjects
18-Sep-10	Sat	2.00pm - 6.00pm	Law of Tort 1
19-Sep-10	Sun	9.00am - 2.00pm	
4-Nov-10	Thu	6.30pm - 9.30pm	Law of Tort 2
6-Nov-10	Sat	2.00pm - 6.00pm	
7-Nov-10	Sun	9.00am - 2.00pm	
27-Nov-10	Sat	2.00pm - 6.00pm	Law of Tort 3
28-Nov-10	Sun	9.00am - 2.00pm	
7-Jan-11	Fri	6.30pm - 9.30pm	Law of Tort 4
8-Jan-11	Sat	2.00pm - 6.00pm	
9-Jan-11	Sun	9.00am - 2.00pm	
19-Feb-11	Sat	2.00pm - 6.00pm	Law of Tort 5
20-Feb-11	Sun	9.00am - 2.00pm	
5-Mar-11	Sat	2.00pm - 6.00pm	Law of Tort 6
6-Mar-11	Sun	9.00am - 2.00pm	
Mar to May-11	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 2011.
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.

FB07 Land Law

Date	Day	Time	Subjects
1-Oct-10	Fri	6.30pm - 9.30pm	Land Law 1
2-Oct-10	Sat	2.00pm - 6.00pm	
3-Oct-10	Sun	9.00am - 2.00pm	
23-Oct-10	Sat	2.00pm - 6.00pm	Land Law 2
24-Oct-10	Sun	9.00am - 2.00pm	
20-Nov-10	Sat	2.00pm - 6.00pm	Land Law 3
21-Nov-10	Sun	9.00am - 2.00pm	
10-Dec-10	Fri	6.30pm - 9.30pm	Land Law 4
11-Dec-10	Sat	2.00pm - 6.00pm	
12-Dec-10	Sun	9.00am - 2.00pm	
29-Jan-11	Sat	2.00pm - 6.00pm	Land Law 5
30-Jan-11	Sun	9.00am - 2.00pm	
26-Feb-11	Sat	2.00pm - 6.00pm	Land Law 6
27-Feb-11	Sun	9.00am - 2.00pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB08 Company Law

Date	Day	Time	Subjects
2-Oct-10	Sat	6.30pm - 10.30pm	Company Law 1
3-Oct-10	Sun	2.30pm - 7.30pm	
29-Oct-10	Fri	6.30pm - 9.30pm	Company Law 2
30-Oct-10	Sat	2.00pm - 6.00pm	
31-Oct-10	Sun	9.00am - 2.00pm	
26-Nov-10	Fri	6.30pm - 9.30pm	Company Law 3
27-Nov-10	Sat	6.30pm - 10.30pm	
28-Nov-10	Sun	2.30pm - 7.30pm	
18-Dec-10	Sat	6.30pm - 10.30pm	Company Law 4
19-Dec-10	Sun	2.30pm - 7.30pm	
15-Jan-11	Sat	6.30pm - 10.30pm	Company Law 5
16-Jan-11	Sun	2.30pm - 7.30pm	
5-Mar-11	Sat	6.30pm - 10.30pm	Company Law 6
6-Mar-11	Sun	2.30pm - 7.30pm	
Mar to May-11	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 2011.
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.

FB09 Evidence

Date	Day	Time	Subjects
9-Oct-10	Sat	2.00pm - 6.00pm	Evidence 1
10-Oct-10	Sun	9.00am - 2.00pm	
12-Nov-10	Fri	6.30pm - 9.30pm	Evidence 2
13-Nov-10	Sat	6.30pm - 10.30pm	
14-Nov-10	Sun	2.30pm - 7.30pm	
4-Dec-10	Sat	2.00pm - 6.00pm	Evidence 3
5-Dec-10	Sun	9.00am - 2.00pm	
8-Jan-11	Sat	6.30pm - 10.30pm	Evidence 4
9-Jan-11	Sun	2.30pm - 7.30pm	
21-Jan-11	Fri	6.30pm - 9.30pm	Evidence 5
22-Jan-11	Sat	6.30pm - 10.30pm	
23-Jan-11	Sun	2.30pm - 7.30pm	
26-Feb-11	Sat	6.30pm - 10.30pm	Evidence 6
27-Feb-11	Sun	2.30pm - 7.30pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB10 Intellectual Property

Date	Day	Time	Subjects
25-Sep-10	Sat	6.30pm - 10.30pm	Intellectual Property 1
26-Sep-10	Sun	2.30pm - 7.30pm	
30-Oct-10	Sat	6.30pm - 10.30pm	Intellectual Property 2
31-Oct-10	Sun	2.30pm - 7.30pm	
19-Nov-10	Fri	6.30pm - 9.30pm	Intellectual Property 3
20-Nov-10	Sat	6.30pm - 10.30pm	
21-Nov-10	Sun	2.30pm - 7.30pm	
4-Dec-10	Sat	6.30pm - 10.30pm	Intellectual Property 4
5-Dec-10	Sun	2.30pm - 7.30pm	
11-Jan-11	Tue	6.30pm - 9.30pm	Intellectual Property 5
12-Jan-11	Wed	6.30pm - 10.30pm	
13-Jan-11	Thu	6.30pm - 9.30pm	
22-Feb-11	Tue	6.30pm - 9.30pm	Intellectual Property 6
23-Feb-11	Wed	6.30pm - 10.30pm	
24-Feb-11	Thu	6.30pm - 10.30pm	
Mar to May-11	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 2011.
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.

FB11 Jurisprudence and Legal Theory

Date	Day	Time	Subjects
18-Sep-10	Sat	6.30pm - 10.30pm	Jurisprudence 1
19-Sep-10	Sun	2.30pm - 7.30pm	
5-Oct-10	Tue	6.30pm - 9.30pm	Jurisprudence 2
6-Oct-10	Wed	6.30pm - 10.30pm	
7-Oct-10	Thu	6.30pm - 9.30pm	
5-Nov-10	Fri	6.30pm - 9.30pm	Jurisprudence 3
6-Nov-10	Sat	6.30pm - 10.30pm	
7-Nov-10	Sun	2.30pm - 7.30pm	
16-Nov-10	Tue	6.30pm - 9.30pm	Jurisprudence 4
17-Nov-10	Wed	6.30pm - 10.30pm	
18-Nov-10	Thu	6.30pm - 9.30pm	
29-Jan-11	Sat	6.30pm - 10.30pm	Jurisprudence 5
30-Jan-11	Sun	2.30pm - 7.30pm	
15-Feb-11	Tue	6.30pm - 9.30pm	Jurisprudence 6
16-Feb-11	Wed	6.30pm - 10.30pm	
17-Feb-11	Thu	6.30pm - 9.30pm	
Mar to May-11	TBA	TBA	Revision Workshop

FB12 Succession

Date	Day	Time	Subjects
8-Oct-10	Fri	6.30pm - 9.30pm	Succession 1
9-Oct-10	Sat	6.30pm - 10.30pm	
10-Oct-10	Sun	2.30pm - 7.30pm	
9-Nov-10	Tue	6.30pm - 9.30pm	Succession 2
10-Nov-10	Wed	6.30pm - 10.30pm	
11-Nov-10	Thu	6.30pm - 9.30pm	
14-Dec-10	Tue	6.30pm - 9.30pm	Succession 3
15-Dec-10	Wed	6.30pm - 9.30pm	
16-Dec-10	Thu	6.30pm - 9.30pm	
18-Jan-11	Tue	6.30pm - 9.30pm	Succession 4
19-Jan-11	Wed	6.30pm - 10.30pm	
20-Jan-11	Thu	6.30pm - 9.30pm	
12-Feb-11	Sat	6.30pm - 10.30pm	Succession 5
13-Feb-11	Sun	2.30pm - 7.30pm	
1-Mar-11	Tue	6.30pm - 9.30pm	Succession 6
2-Mar-11	Wed	6.30pm - 10.30pm	
3-Mar-11	Thu	6.30pm - 9.30pm	
Mar to May-11	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 2011.
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).
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FB13 Commercial Law

Date	Day	Time	Subjects
12-Oct-10	Tue	6.30pm - 9.30pm	Commercial Law 1
13-Oct-10	Wed	6.30pm - 10.30pm	
14-Oct-10	Thu	6.30pm - 9.30pm	
22-Oct-10	Fri	6.30pm - 9.30pm	Commercial Law 2
23-Oct-10	Sat	6.30pm - 10.30pm	
24-Oct-10	Sun	2.30pm - 7.30pm	
23-Nov-10	Tue	6.30pm - 9.30pm	Commercial Law 3
24-Nov-10	Wed	6.30pm - 10.30pm	
25-Nov-10	Thu	6.30pm - 9.30pm	
11-Dec-10	Sat	6.30pm - 10.30pm	Commercial Law 4
12-Dec-10	Sun	2.30pm - 7.30pm	
25-Jan-11	Tue	6.30pm - 9.30pm	Commercial Law 5
26-Jan-11	Wed	6.30pm - 10.30pm	
27-Jan-11	Thu	6.30pm - 9.30pm	
19-Feb-11	Sat	6.30pm - 10.30pm	Commercial Law 6
20-Feb-11	Sun	2.30pm - 7.30pm	
Mar to May-11	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 2011.
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.

SPEED / ATC / ITC
Preparatory Programme for Bachelor of Laws (LLB)
University of London External System

Date: 26 July 2010

Application Deadlines (September 2010 Intake)

Course Code and Title	Commencement Date	Application Deadline
FB01 Common Law Reasoning and Institutions	25-Sep-10 (Sat)	11-Sep-10 (Sat)
FB02 Elements of the Law of Contract	9-Oct-10 (Sat)	25-Sep-10 (Sat)
FB03 Public Law	18-Sep-10 (Sat)	4-Sep-10 (Sat)
FB04 Criminal Law	2-Oct-10 (Sat)	18-Sep-10 (Sat)
FB05 Law of Trusts	24-Sep-10 (Fri)	10-Sep-10 (Fri)
FB06 Law of Tort	18-Sep-10 (Sat)	4-Sep-10 (Sat)
FB07 Land Law	1-Oct-10 (Fri)	17-Sep-10 (Fri)
FB08 Company Law	2-Oct-10 (Sat)	18-Sep-10 (Sat)
FB09 Evidence	9-Oct-10 (Sat)	25-Sep-10 (Sat)
FB10 Intellectual Property	25-Sep-10 (Sat)	11-Sep-10 (Sat)
FB11 Jurisprudence and Legal Theory	18-Sep-10 (Sat)	4-Sep-10 (Sat)
FB12 Succession	8-Oct-10 (Fri)	24-Sep-10 (Fri)
FB13 Commercial Law	12-Oct-10 (Tue)	28-Sep-10 (Tue)

**Preparatory Programme for Bachelor of Laws (LLB)
University of London External System**

New Arrangement for Applying for Admission to University of London

SPEED is now authorised by the University of London (UOL) to collect applications on their behalf and to verify certificates/documents for applicants.

Please note the followings:

1. As advised by the UOL, applicants who have applied for our Preparatory Programme for LLB can **submit at the same time the UOL application to our School**.
2. UOL application can be submitted either in person at the **SPEED office** (Room QR802, 8/F, Core R, PolyU) **or online via the UOL website**.
3. The closing date for applying for admission to UOL via our School is **3 September**.
4. Admission/conditional offer/reject letters will be prepared by the UOL for despatch to the applicants by SPEED. It will take around 6 to 8 weeks.
5. In case there is no updates on the UOL application for more than 6 weeks after submission, applicants may email to UOL at: admissions@london.ac.uk for checking the application status.

Submission of hardcopy of UOL application:

6. Applicants should complete the UOL application form and fee slip (for the application fee of £60) which can be downloaded from:
http://www.londonexternal.ac.uk/prospective_students/undergraduate/panel/law/apply_paper.shtml

Hardcopies of the UOL application forms and fee slips are available at the SPEED office.

7. UOL application **must be submitted together** with the completed SPEED Preparatory Programme for LLB application form. The form can be downloaded from:
<http://www.speed-polyu.edu.hk>

Hardcopies of the SPEED application form are available at the SPEED office.

8. The following documents should be submitted to SPEED at the time of application:
 - (a) completed UOL application form and fee slip;
 - (b) originals and **2 sets of photocopies of all the academic/professional qualifications which have been listed out in the UOL application form (Sections 8 – 12)**;
 - (c) completed SPEED application form, a passport-sized photo (for library card) and a cheque/bank draft (payable to “The Hong Kong Polytechnic University”) for the tuition fee; and
 - (d) **2 sets** of photocopy of HKID card.

9. Applicants will receive an application acknowledgement from UOL via email when their application form arrived there.

Submission of UOL application online:

10. Applicants who wish to submit the UOL application online should apply at:
http://www.londonexternal.ac.uk/prospective_students/undergraduate/panel/law/apply_online.shtml

11. For applicants who have already submitted the UOL application online must **NOT** submit hardcopy of application to avoid duplication. Applicants are only required to complete a Document Enclosure Form (DEF) and to provide originals and photocopies of certificates/documents for SPEED to verify. The DEF can be downloaded from:
http://www.londonexternal.ac.uk/forms/online_application_forms/ug_document_enc_f_orm.pdf

Hardcopies of DEFs are available at the SPEED office.

12. DEF **must be submitted together** with the SPEED Preparatory Programme for LLB application form.

13. The following documents should be submitted to SPEED at the time of application:

- (a) completed DEF;
- (b) originals and **2 sets of photocopies of all the academic/professional qualifications which the applicants have listed out in the DEF (Section B)**;
- (c) completed SPEED application form, a passport-sized photo (for library card) and a cheque/bank draft (payable to "The Hong Kong Polytechnic University") for the tuition fee; and
- (d) **2 sets** of photocopy of HKID card.

University of London LLB prospectus:

Electronic copies can be obtained from:

http://www.londonexternal.ac.uk/prospectus/llb_prospectus.pdf

Enquiries

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

Office hours:

Monday – Friday:	8.30am – 7.15pm
Saturday:	9.00am – 12.00 noon
Sunday and public holidays:	Closed

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