

Application and Admission

Application Materials

Application materials comprising this brochure and application form are obtainable

- at website www.speed-polyu.edu.hk
- by email to speed@speed-polyu.edu.hk
- by fax to 2363 0540
- by writing to School of Professional Education and Executive Development, The Hong Kong Polytechnic University, Hung Hom, Kowloon
- in person from the SPEED service counters at
 - Room QR802, 8/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon
 - Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon
 - Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Application Procedures

Completed application forms should be returned by mail or in person to SPEED together with the following:

- proof of application fee payment*
- photocopy of academic transcripts (full records of study) of your post-secondary qualifications, certificates of public examination results (including HKALE & English language qualifications) as well as supporting documents for professional qualifications, if any

- * An application fee of HK\$150 can be settled by
- deposit to PolyU's Hang Seng Bank account number 222-049298-001
 - Octopus at SPEED service counters

Application fee is waived for students and graduates of PolyU, including Hong Kong Community College (HKCC) before the close of first round admission (i.e. 7 May 2010).

Other applicants who submit applications on-site during the Information Day (17 April 2010) for PolyU SPEED Top-up Degree Programmes are also not required to pay the application fee. Please visit our website at www.speed-polyu.edu.hk for details of the Information Day.

Except programme cancellation, all application fees paid are neither refundable nor transferable.

Please refer to the application form for more information about the procedures.

Online applications are welcome via the Web Admission System at http://www.cpce-polyu.edu.hk/speed/its/speed_was.

Admission Policy

Applicants must prioritise their choice of study. They are required to indicate their preference on programmes on offer. Applicants may have as many as 4 choices. Applications will be processed according to applicant's preference of study.

Applicants are not allowed to submit more than one application. In case the applicants wish to change their indicated choice after submission of their applications, they may submit written requests to the School. The School reserves the right of not to consider any requests submitted after the commencement of the selection process.

Admission of Non-local Students

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. Non-local persons having met the minimum entry requirements may apply for admission to full-time programmes. They must obtain a visa to study in Hong Kong, application for which should be made at a Chinese embassy.

Applicants apply for admission with non-local qualifications are required to attain the below English language requirement:

— IELTS 6.0 **or** TOEFL 550 (computer based 213; Internet based 79)

The above requirement may be exempted for applicants who have completed sub-degree programmes with English as medium of instruction.

Non-local students are not eligible for financial assistance of any kind provided by the HKSAR Government. Apart from tuition fee, there will be other expenses such as those for air tickets, accommodation, local transportation, insurance, clothing, food, entertainment and textbooks.

Selection of Applicants

Applications will be considered on the basis of the information (such as academic, professional qualifications and work experience) provided in the application forms. Interview and / or test as part of the selection process may be arranged and shortlisted applicants will be notified by post, via email or by phone.

The selection exercise will be done right after closing of applications as stipulated in the application form. Additional information supplied after the commencement of the selection process will be considered only if time permits.

Announcement of Application Results

Application results will be announced via Web Admission System at http://www.cpce-polyu.edu.hk/speed/its/speed_was. 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 June to August 2010.