





## 7 Disability and/ or Special Needs

Do you have any condition (e.g. partial sight, wheelchair user, dyslexia, specific learning difficulties) that may require special arrangements for classes/ course materials?

Yes / No\*  If 'Yes', please describe your condition(s)/ circumstances for consideration of special arrangements.

**NOTE:** The information provided above will be used by SPEED for consideration of special arrangements for classes and course materials only. You are required to inform the University of London (UOL) separately if you need any special arrangements in relation to your study and examinations with the UOL.

\* Please delete as appropriate.

## 8 Other information relevant to this application

Are you a University of London (UOL) student? YES / NO \*

(If yes, please provide your UOL Student Number: \_\_\_\_\_ )

\* Please delete as appropriate.

## 9 Declaration

I authorise the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

- processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and partnering institutions in offering the course(s) I have enrolled on, if any, in activities in support of my study at SPEED.
- statistical and research purposes (no personal identifiers such as name, HKID number, correspondence address and telephone number will be released in the survey results).
- delivering to me the announcements of SPEED, CPCE and other faculties/ departments/ offices of PolyU and other promotional information related to activities, programmes, and benefits & services. My personal data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

[If you do not wish to receive information mentioned in point c) above, please put a cross "X" in the box on the right.]

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.

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Checklist

The completed application form must be submitted with the following:

- a crossed cheque for the course fees (Payable to 'The Hong Kong Polytechnic University')
- a recent photo (size: 1" x 1.25")
- a copy of your HKID card / birth certificate / passport
- copies of academic transcripts and certificates of public examination results (if any)

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete ALL parts in full.
3. "Non-local student" is defined as students holding –  
(a) student visa/ entry permit issued by the Director of Immigration of the Government of Hong Kong Special Administrative Region (HKSAR); OR  
(b) visa/ entry permit under the Immigration Arrangements for Non-local Graduates (IANG) issued by the Director of Immigration of HKSAR Government; OR  
(c) dependent visa/ entry permit who were 18 years old or above when they were issued with such visa/ entry permit by the Director of Immigration of HKSAR Government.  
Non-local applicants who possess only a visitor or tourist visa should neither be registered as students nor commence their studies. If one holds a work permit and takes up a part-time course, he/ she will be regarded as a local student. Throughout the course of study, it is the responsibility of individual students to ensure that their visas/ entry permits are valid. Non-local applicants with IANG or dependent visa/ entry permit are required to attach a copy of their valid visa/ entry permit to the completed application form. On admission, they will be required to provide the original visa/ entry permit for verification.
4. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign on the application form before submission.

### Submission of application

6. Completed application form should be submitted to the School Office at the address below by hand or by post together with the following documents:
  - a crossed cheque payable to "**The Hong Kong Polytechnic University**" for the required course fees. (Please write your name and the course code at the back of the cheque.)
  - a recent photo (size: 1" x 1.25") for applying for a Library Card
  - a copy of Hong Kong Identity (HKID) card/ birth certificate/ passport as evidence of the applicant's full name and date of birth
  - copies of academic transcripts and certificates of public examination results (if any)
7. Please arrange for your application to reach the School Office on or before the closing date of application as stated below.

### Closing date of application

8. Application will normally be closed on the working day (Monday – Friday) which is two weeks before the course start date. [If the course start date is on Tuesday, the closing date will be the Tuesday that is two weeks before the course start date. If the course start date is on Saturday or Sunday, the closing date will be the Friday that is two weeks before the course start date. However, if the closing date falls on a public holiday, the working day (Monday – Friday) before the public holiday will be the deadline.]

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

9. Applicants may be invited to attend a written test and also an admission interview arranged by the School.
10. Offering of any courses is subject to sufficient applications.
11. Successful applicants will receive a written notification from the School confirming their enrolment about 1 week before course commencement.
12. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
13. Please contact the School Office if you do not receive any notification two days before course commencement.

### Discount and fee refund policies

14. Discount will only be given to applicants enrolling for more than one courses in a single application. Please refer to the course fee table on Section 2 of the Application Form.
15. 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

16. Students will only be provided with the study packs from SPEED when the cheque for the course fees has been settled.
17. Additional study materials may be distributed in softcopy by email only.

### Library card for students

18. All students will be issued a Library Card for accessing to the Pao Yue-kong Library in the PolyU Main Campus. Rights to use any facilities on campuses are given at the discretion of the School.

### Certification

19. A Certificate of Attendance will be issued to students who have attended 70% or more of the classes on a course.

### Use of information

20. 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 relevant offices within The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE), SPEED and other partnering institutions in offering the courses, if any.
21. Application documents of unsuccessful applicants will be destroyed after the admission process has been completed.
22. Application documents of successful applicants will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other offices of PolyU and other partnering institutions in offering the courses, if any.
23. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants/ students wishing to access or make corrections to their personal data should submit written requests to SPEED.

### Enquiries

24. 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

Office Hours	
<b>Mondays to Fridays</b>	8:30 am - 7:15 pm
<b>Saturdays</b>	9:00 am - 12:00 noon
<b>Sundays &amp; Public Holidays</b>	Closed

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.

*The preparatory courses listed on the Application Form are exempted courses under the Non-local Higher and Professional Education(Regulation) Ordinance in Hong Kong. It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.*

School of Professional Education and Executive Development  
 Preparatory Courses for Certificate of Higher Education in Common Law, University of London  
 July 2019 Intake

## Tentative Timetable

### FG97 Legal System and Method#

Date	Day	Time	Session
26-Jul-19	Fri	7.00 pm - 10.00 pm	Legal System and Method 1
27-Jul-19	Sat	2.30 pm - 5.30 pm	
28-Jul-19	Sun	9.30 am - 1.30 pm	
13-Sep-19	Fri	7.00 pm - 10.00 pm	Legal System and Method 2
14-Sep-19*	Sat	2.30 pm - 5.30 pm	
15-Sep-19	Sun	9.30 am - 1.30 pm	
11-Oct-19	Fri	7.00 pm - 10.00 pm	Legal System and Method 3
12-Oct-19	Sat	2.30 pm - 5.30 pm	
13-Oct-19	Sun	9.30 am - 1.30 pm	
8-Nov-19	Fri	7.00 pm - 10.00 pm	Legal System and Method 4
9-Nov-19	Sat	2.30 pm - 5.30 pm	
10-Nov-19	Sun	9.30 am - 1.30 pm	
3-Jan-20	Fri	7.00 pm - 10.00 pm	Legal System and Method 5
4-Jan-20	Sat	2.30 pm - 5.30 pm	
5-Jan-20	Sun	9.30 am - 1.30 pm	
14-Feb-20	Fri	7.00 pm - 10.00 pm	Legal System and Method 6
15-Feb-20	Sat	2.30 pm - 5.30 pm	
16-Feb-20	Sun	9.30 am - 1.30 pm	
Mar to May-20	TBA	TBA	Revision Workshops (20 hours)

# Compulsory course in the first year

\* Public holiday

### FH04 Contract Law

Date	Day	Time	Session
5-Jul-19	Fri	7.00 pm - 10.00 pm	Contract Law 1
6-Jul-19	Sat	2.30 pm - 5.30 pm	
7-Jul-19	Sun	9.30 am - 1.30 pm	
10-Aug-19	Sat	6.30 pm - 10.30 pm	Contract Law 2
11-Aug-19	Sun	2.30 pm - 5.30 pm	
12-Aug-19	Mon	7.00 pm - 10.00 pm	Contract Law 3
6-Sep-19	Fri	7.00 pm - 10.00 pm	
7-Sep-19	Sat	2.30 pm - 5.30 pm	
8-Sep-19	Sun	9.30 am - 1.30 pm	Contract Law 4
1-Nov-19	Fri	7.00 pm - 10.00 pm	
2-Nov-19	Sat	2.30 pm - 5.30 pm	
3-Nov-19	Sun	9.30 am - 1.30 pm	Contract Law 5
13-Dec-19	Fri	7.00 pm - 10.00 pm	
14-Dec-19	Sat	2.30 pm - 5.30 pm	
15-Dec-19	Sun	9.30 am - 1.30 pm	Contract Law 6
31-Jan-20	Fri	7.00 pm - 10.00 pm	
1-Feb-20	Sat	2.30 pm - 5.30 pm	
2-Feb-20	Sun	9.30 am - 1.30 pm	Revision Workshops (20 hours)
Mar to May-20	TBA	TBA	

#### Remarks:

1. TBA: To be announced.
2. Classes will be conducted in PolyU campuses (PolyU Main Campus, PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus).
3. Each course consists of 60 hours of lectures and 20 hours of revision workshops. Schedule of the 20-hour revision workshops will be released in February 2020.
4. For some course combinations, 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, contents and mode of delivery of the above courses.

**FH08 Public Law**

Date	Day	Time	Session
12-Jul-19	Fri	7.00 pm - 10.00 pm	Public Law 1
13-Jul-19	Sat	2.30 pm - 5.30 pm	
14-Jul-19	Sun	9.30 am - 1.30 pm	
19-Jul-19	Fri	7.00 pm - 10.00 pm	Public Law 2
20-Jul-19	Sat	2.30 pm - 5.30 pm	
21-Jul-19	Sun	9.30 am - 1.30 pm	
23-Aug-19	Fri	7.00 pm - 10.00 pm	Public Law 3
24-Aug-19	Sat	2.30 pm - 5.30 pm	
25-Aug-19	Sun	9.30 am - 1.30 pm	
27-Sep-19	Fri	7.00 pm - 10.00 pm	Public Law 4
28-Sep-19	Sat	2.30 pm - 5.30 pm	
29-Sep-19	Sun	9.30 am - 1.30 pm	
22-Nov-19	Fri	7.00 pm - 10.00 pm	Public Law 5
23-Nov-19	Sat	2.30 pm - 5.30 pm	
24-Nov-19	Sun	9.30 am - 1.30 pm	
10-Jan-20	Fri	7.00 pm - 10.00 pm	Public Law 6
11-Jan-20	Sat	2.30 pm - 5.30 pm	
12-Jan-20	Sun	9.30 am - 1.30 pm	
Mar to May-20	TBA	TBA	Revision Workshops (20 hours)

**FH09 Criminal Law**

Date	Day	Time	Session
27-Jul-19	Sat	6.30 pm - 10.30 pm	Criminal Law 1
28-Jul-19	Sun	2.30 pm - 5.30 pm	
29-Jul-19	Mon	7.00 pm - 10.00 pm	
3-Aug-19	Sat	6.30 pm - 10.30 pm	Criminal Law 2
4-Aug-19	Sun	2.30 pm - 5.30 pm	
5-Aug-19	Mon	7.00 pm - 10.00 pm	
30-Aug-19	Fri	7.00 pm - 10.00 pm	Criminal Law 3
31-Aug-19	Sat	2.30 pm - 5.30 pm	
1-Sep-19	Sun	9.30 am - 1.30 pm	
18-Oct-19	Fri	7.00 pm - 10.00 pm	Criminal Law 4
19-Oct-19	Sat	2.30 pm - 5.30 pm	
20-Oct-19	Sun	9.30 am - 1.30 pm	
29-Nov-19	Fri	7.00 pm - 10.00 pm	Criminal Law 5
30-Nov-19	Sat	2.30 pm - 5.30 pm	
1-Dec-19	Sun	9.30 am - 1.30 pm	
17-Jan-20	Fri	7.00 pm - 10.00 pm	Criminal Law 6
18-Jan-20	Sat	2.30 pm - 5.30 pm	
19-Jan-20	Sun	9.30 am - 1.30 pm	
Mar to May-20	TBA	TBA	Revision Workshops (20 hours)

**Remarks:**

1. TBA: To be announced.
2. Classes will be conducted in PolyU campuses (PolyU Main Campus, PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus).
3. Each course consists of 60 hours of lectures and 20 hours of revision workshops. Schedule of the 20-hour revision workshops will be released in February 2020.
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