



### 3 Qualifications & Working Experience 學歷 / 專業資格 / 工作經驗

Do not fill in this part if the course you apply for is open-entry. 如申請的課程沒有註明入學資格，則毋須填寫此部份。

#### a. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學術	Year of Award 頒發學年

#### b. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學術	Year of Award 頒發學年

#### c. Highest education level achieved (Please ✓) 最高學歷程度 (請 ✓)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Primary or below 小學或以下程度                | <input type="checkbox"/> Lower Secondary 初中                         | <input type="checkbox"/> Form 5 or equivalent 中五或同等程度 |
| <input type="checkbox"/> Form 6, Form 7 or equivalent 中六、中七或同等程度 | <input type="checkbox"/> Sub-degree 非學位文憑 / 證書                      | <input type="checkbox"/> Associate Degree 副學士         |
| <input type="checkbox"/> Bachelor's Degree 學士學位                  | <input type="checkbox"/> Postgraduate Diploma/Certificate 深造文憑 / 證書 | <input type="checkbox"/> Master's Degree 碩士           |
| <input type="checkbox"/> Doctoral Degree 博士                      |   |   |

#### d. Working experience 工作經驗

From 由		To 至		Full Time 全職 / Part Time 兼職	Name of Organisation 機構名稱	Position 職位	Occupation 職業類別 <small>(enter code 請填寫編號)</small>
Month 月	Year 年	Month 月	Year 年				

#### Occupation Codes 職業類別編號

- |   |  |                            |                                    |
|---|--|----------------------------|------------------------------------|
| 01 Accounting 會計                        | 05 Computing & Information Technology 資訊科技 | 09 Marketing & Sales 推廣及銷售 | 13 Transport 運輸                    |
| 02 Administration & Management 行政及管理    | 06 Education 教育                            | 10 Public Relations 公共關係   | 14 Others 其他 (Please specify 請註明): |
| 03 Advertising 廣告                       | 07 Engineering 工程                          | 11 Social Services 社會服務    |                                    |
| 04 Banking & Financial Services 銀行及金融服務 | 08 Literary & Creative Work 文字及創作工作        | 12 Surveying 測量            |                                    |

#### e. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary 如不敷應用，請另備紙張)

### 4 Declaration 聲明

I authorise The Hong Kong Polytechnic University 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 University. 本人授權香港理工大學使用本申請表內有關的個人資料，作處理申請入學之用。本人明白，若獲得大學取錄，本人的資料將會轉為學生紀錄，並會用於有關的教學事宜上。

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 University. Any fees paid will not be refunded. 本人謹此聲明，此表格內所填報各事項，均屬真實無訛。如有任何虛報或誤導資料，則本人的申請及註冊資格均會被取消。所有已繳費用概不退還。

Signature 簽署

Date 日期

## Guide for Applicants

(for admission to credit-bearing courses under CAM)

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete Part 1, 2 and 4 in full. If the course you apply requires you to satisfy certain entry requirements, please fill in Part 3 as well.
3. Take care to enter the course titles and codes correctly in Part 2. You may make application for up to four courses on the application form.
4. 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.
5. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
6. Please sign the application form before submitting your application.

### Submission of application

7. Please submit your application by hand or by post to the School office at Room AG511, 5/F Core A, Chung Sze Yuen Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.
8. An application should include the followings:
  - a duly completed application form
  - supporting documents e.g. a photocopy of certificates, transcripts of your previous studies and etc.
  - a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fees

\* For each course, please submit one cheque or bank draft. Kindly 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 Continuing Education Student Card (for new students only)

### Closing date for application

9. Unless otherwise specified, the closing date for applying a course under CAM is normally **three weeks** before the commencement date of the course.

### Acknowledgement of application

10. Applicants will receive an acknowledgement of application from the School about two weeks after submitting their applications.

### Notification of application results

11. Successful applicants will receive a written notification from the School confirming their enrolment about two weeks before course commencement date.
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 **one week** before the course commencement date.

### Fee refund policies

14. Except for unsuccessful applications or course cancellation, course fees are not refundable. Fees paid and places allocated on courses are not transferable after application.

### Continuing education student card

15. For identification purpose, all students under CAM will be issued a Continuing Education Student Card. Students may use this card to access to the University Library and Student Computing Centre if the courses they enrol provide them with the relevant access rights. Rights to use any facilities of the University are given at the discretion of the School.

### Certification

16. A certification will be issued to students who have satisfied all the prescribed requirements for completion. The Certification will specify the title and level of the course, the number of credits earned and the grade achieved.

### Professional and Continuing Education (PCE) Awards

17. Students who wish to claim PCE awards have to submit an application to the School in which they have to specify which credits in their record of study they will use to claim the award. A non-refundable graduation fee is payable by those who claim for an award.
18. Copies of application form for claiming PCE awards are obtainable at the School office.

### Use of information

19. 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.
20. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
21. Application papers 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.
22. 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

23. All enquiries should be directed to:  
School of Professional Education and Executive Development (SPEED)  
Room AG 511, 5/F Core A, Chung Sze Yuen Building,  
The Hong Kong Polytechnic University,  
Hung Hom, Kowloon.  
  
Tel : 2766 5388 Fax : 2363 0540 24-hr hotline : 2766 6666  
E-mail : speed@polyu.edu.hk Website: www.speed.polyu.edu.hk

#### Office hours

<b>Mondays to Fridays</b>	8:30 am - 12:45 pm 2:00 pm - 7:00 pm Counter service is provided during lunch hours (i.e. 12:45 pm - 2:00 pm)
<b>Saturdays</b>	9:00 am - 12:00 noon

Note: The School reserves the rights to cancel any course, and to make variations to the schedules, contents, and mode of delivery of the courses offered. In the event of any discrepancy of interpretation between any printed English statement and its Chinese translation in this Guide, the English version shall prevail.

## 申請人須知

(申請報讀學分累積制課程適用)

### 填寫申請表注意事項

1. 請用英文正楷填寫。
2. 請填妥申請表內第1、2及4部份。如報讀的課程註明入學條件，請同時填寫第3部份。
3. 請小心填寫第2部份的課程名稱及編號。申請人可用同一張申請表報讀最多4項課程。
4. 非本地申請人 - 若你擁有香港居留權，或你/你的家屬(父母/配偶)於申請入學前3年內持續在香港居留，你便是本地申請人而毋須填寫方格；否則，請在此方格填上「Y」。
5. 請確保申請表內所填的資料均為清楚、正確。資料不全的申請表恕不受理。
6. 請確保已在申請表上簽署，然後才寄出或交回申請表。

### 交回申請表及有關文件

7. 請將填妥的申請表及有關文件郵寄或交回學院辦公室，地址為九龍紅磡香港理工大學鐘士元樓A座5樓AG511室專業進修學院。
8. 交回的申請文件應包括：
  - 填妥的申請表
  - 有關的證明文件副本，例如學業成績單、畢業證書等
  - 劃線支票或本票作支付學費之用，抬頭請寫「香港理工大學」  
\* 每申請一項課程，需遞交一張支付學費的支票。請在支票背頁寫上姓名及課程編號。
  - 一張1吋X1.5吋的近照，作申請持續進修學生證之用(第一次報讀學分累積制課程的人士適用)

### 截止報名日期

9. 除特別註明外，學分累積制課程一般於開課前3星期截止報名。

### 申請紀錄回條

10. 申請人在交回申請表後約2星期後，會收到由本學院發出的申請紀錄回條。

### 通知申請結果

11. 成功申請者大約在開課前2星期會收到由本學院發出的入學通知。
12. 申請若不被接納，申請人將收到本學院的書面通知。學費亦會以平郵退還申請人。
13. 若申請人在開課前1星期尚未收到任何通知，請自行向學院辦公室查詢。

### 學費退還

14. 除申請不被接納或所選讀的課程取消外，所有已繳學費恕不退還。學費及學額亦不可轉讓他人。

### 持續進修學生證

15. 學分累積制課程的學員均獲發一張持續進修學生證，以作辨別身份之用。如報讀的課程註明可享用大學圖書館或電腦中心的設施，學員可憑證進入。學院有權決定是否賦予學員享用大學設施的權利。

### 進修證明書

16. 學員在完成課程及經評審後，成績達到大學的要求，將獲發證明書乙張。該證明書會註明完成的課程名稱、編號、水平、所取得的學分及其等級。

### 專業進修學術資格

17. 學員須向學院申請有關的專業進修學術資格。申請專業進修學術資格的表格可在學院辦公室索取。學員在提出申請前必須選取其進修紀錄中的學分，作申請專業進修學術資格之用，並需要繳付有關的畢業費用。已繳付的畢業費用恕不退還。

### 申請資料的用途

18. 本申請表內有關的個人資料將僅供本學院或有關獲授權機構作處理申請入學事宜之用。
19. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
20. 成功申請者的個人資料將會存入學生檔案並由本學院或有關獲授權機構處理。
21. 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請來函本學院。

### 查詢

22. 查詢請逕達：

專業進修學院 (SPEED)  
九龍紅磡香港理工大學鐘士元樓A座5樓AG511室  
電話: 2766 5388 傳真: 2363 0540 24小時熱線: 2766 6666  
電郵: speed@polyu.edu.hk 網頁: www.speed.polyu.edu.hk

辦公時間	
星期一至五	上午8時30分至下午12時45分 下午2時至下午7時
星期六	服務櫃台於午飯時間(下午12時45分至2時)照常辦公 上午9時至中午12時

註：學院有權修訂上課時間、地點、授課形式等課程細則，並保留取消課程的權利。  
申請人須知中文譯本如與英文原文有歧義，以英文為準。