

Application Form

for Joint Admission to HKCC Foundation Programme & SPEED Pre-Associate Degree Programme 2008/09

綜合教育基礎課程及副學士預科課程
2008/09年度聯合招生報名表格

Please read the Application Procedures on Page 6 carefully before completing the form.
填寫表格前，請細閱本表格第六頁的申請程序。

Application Number

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Name:	
HKID:	

For office use only	
	Waiting
	Conditional Offer
	Direct Offer
Checked by:	
Date:	

SECTION 1 – Choice of Study 課程選擇

Please indicate your choice of study by filling in '1' (first choice) to '3' (third choice) in the boxes below. For applicants of the **Pre-Associate Degree Programme**, please refer to the brochure for the electives that may be offered by individual study centres. 請於所選課程的方格內填上 '1'、'2' 及 '3'，以表示第一、第二及第三選擇。副學士預科課程申請者請參考課程小冊子內各教學中心計劃開辦的選修科目。

Foundation Programme in General Studies 綜合教育基礎課程

All subjects will be taught at the Hung Hom Bay Campus of Hong Kong Community College.
所有課程將會在香港專上學院(紅磡灣校園)上課。

Pre-Associate Degree Programme 副學士預科課程

Elective to be studied in Semester 1 第一學期開辦的選修科目	Study Centre 教學中心	Location 地點
<input type="checkbox"/> Introduction to Accounting	Caritas Institute for Further & Adult Education 明愛專業及成人教育中心	Prince Edward 太子
<input type="checkbox"/> Introduction to Management		
<input type="checkbox"/> Basic Knowledge in Travel and Tourism	Hong Kong College of Technology 香港專業進修學校	Mongkok 旺角
<input type="checkbox"/> Ways of Seeing and Practices of Looking		
<input type="checkbox"/> Introduction to Accounting	The Hong Kong Management Association 香港管理專業協會	Wanchai 灣仔
<input type="checkbox"/> Introduction to Management		
<input type="checkbox"/> Introduction to Health Care	Hong Kong YWCA Career Development and Training Centre 香港基督教女青年會職業發展及訓練中心	Mongkok 旺角
<input type="checkbox"/> Introduction to Hotel Operations		
<input type="checkbox"/> Introduction to Banking Operations	VTC Institute of Professional Education and Knowledge 職業訓練局高峰進修學院	Wanchai 灣仔
<input type="checkbox"/> Introduction to Food		

SECTION 3 – Entry Qualification 入學資歷

- You have satisfactorily completed Form 5, obtained Level 2/Grade E or above in Chinese Language and English Language AND pass at least 3 other subjects in HKCEE.
你已完成中五課程，並在香港中學會考中國語文科及英國語文科考獲二級/E級或以上，及另有三科及格。
- You are a graduate of the Project Yi Jin.
你是毅進課程畢業生。
- You will reach/have reached the age of 25 by 1 September 2008 and opt to apply for admission in the capacity of a mature applicant.
你於2008年9月1日將/已年滿25歲，並選擇以「年長生」身份申請入學。
- Others, please specify below:
其他，請註明： _____

SECTION 4 – HKCEE or Equivalent Results 香港中學會考或同等成績

Fill in the best result and the relevant year of attempt. Photocopy of original document(s) is required.
請填寫考獲最好成績及相關應考年份，並附上成績副本。

Subject Title 科目	Year of Attempt 應考年份	Grade 成績	Subject Title 科目	Year of Attempt 應考年份	Grade 成績

SECTION 5 - Other English Language Qualifications 其他英語資歷

If you have taken the following examinations, please enter your results below. Enter the best result if you have attempted a particular test more than once. Photocopy of original document(s) is required.
如果你有參加以下考試，請填寫你的成績。只須填寫最佳的成績及應考年份，並附上成績副本。

Examination 考試	Year of Attempt 應考年份	Results 成績
Test of English as a Foreign Language (TOEFL)		
1. Computer-based test		Total Score: Listening: _____ Reading: _____ _____ Structure and Writing: _____ Essay Rating: _____
2. Paper-based test		Total Score: Listening: _____ Reading: _____ _____ Structure and Writing: _____ Essay Rating: _____
International English Language Testing System (IELTS)		Overall Band Score: Listening: _____ Reading: _____ _____ Structure and Writing: _____ Essay Rating: _____
Others (please specify)		

SECTION 6 - Academic Attainment 學歷

Please list in reverse chronological order, i.e. list the most recent attainment first. Photocopy of original document(s) is required.
請先填寫最近期考獲的學歷，並附上有關文件副本。

a. Secondary and Post-secondary Education 中學及專上學歷

Period of Attendance 修讀日期		Schools/Colleges/Institutions Attended/Attending 曾修讀/現正修讀的學校/學院/教育機構	Class/ Programme 年級/課程	Highest Qualifications Attained (e.g. HKCEE, HKALE, Yi Jin) 最高學歷 (例如：香港中學會考、 香港高級程度會考、毅進課程)
From Month/Year 由 月 / 年	To Month/Year 至 月 / 年			
/	/			
/	/			
/	/			
/	/			
/	/			

b. Results obtained from Project Yi Jin (Photocopy of original document(s) is required.) 毅進課程成績 (需附上成績副本。)

Compulsory Subject 必修科目	Year 年份	Grade 成績	Compulsory Subject 必修科目	Year 年份	Grade 成績
English Language I	<input type="text"/>	<input type="text"/>	Putonghua	<input type="text"/>	<input type="text"/>
English Language II	<input type="text"/>	<input type="text"/>	Information Technolog Applications	<input type="text"/>	<input type="text"/>
Chinese Language	<input type="text"/>	<input type="text"/>	Communication Skills	<input type="text"/>	<input type="text"/>
Mathematics in Practice	<input type="text"/>	<input type="text"/>			
Elective Subject 選修科目	Year 年份	Grade 成績	Elective Subject 選修科目	Year 年份	Grade 成績
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 7 - Working Experience 工作經驗 (Optional 可選擇是否填寫)

Please list in reverse chronological order. Enter 'NOW' in the 'To' Column of the row for present employment.
請先列出最近期的工作經驗。若為現職的工作，請在 '至' 一欄填上 '現在'。

From Month/Year 由 月 / 年	To Month/Year 至 月 / 年	Name of Organisation 機構名稱	Business Type Enter code* 行業類別 請填寫編號*	Post 職位	Employment Nature(full-time or part-time) 聘請性質 (全職或兼職)
/	/				
/	/				
/	/				

If you are in full-time employment at the time of application, enter 'Y'
如申請時你是全職工作，請填寫 'Y'

Total duration of full-
time employment
全職工作經驗

/

Year / Month
年 / 月

Business Type Codes 行業類別編號

01 Advertising and Public Relations 廣告及公共關係
02 Banking and Financial Services 銀行及金融服務
03 Engineering and IT 工程及資訊科技
04 Health Care and Nursing 醫療護理
05 Hospitality and Tourism 酒店及旅遊

06 Human Resources 人力資源
09 Marketing 市場營銷
11 Design and Printing 設計及印刷
13 Social Services 社會服務
14 Telecommunications 電信

16 Accounting 會計
17 Education 教育
18 Fashion and Clothing 服裝
19 Housing Management 房屋管理
20 Manufacturing 製造

21 Trading 貿易
22 Transport and Logistics 運輸及物流
99 Others 其他

SECTION 8 - DECLARATION 聲明

I authorise the Hong Kong Community College (HKCC) /School of Professional Education and Executive Development (SPEED) to use my data including the HKID number, contact information, public examination results and other qualifications, as the basis: 本人授權香港專上學院/專業進修學院使用本人的資料，包括身份證號碼、聯絡資料、公開考試成績等，作以下用途：

1. For all types of processing relevant to my application for the 2008/09 admission to the Foundation Programme in General Studies/ Pre-Associate Degree Programme and for all other associated purposes including identifying multiple applications/ registrations, and checking records of my studies as a student in institutions in Hong Kong and elsewhere; 處理本人的2008/09年度綜合教育基礎課程/副學士預科課程入學申請，包括查核是否有重複申請、曾否在香港專上學院或專業進修學院就讀，以及本人於香港及其他地方之學生紀錄；
2. For HKCC / SPEED to extract from its records and for relevant institutions to provide the HKCC/SPEED with information about my studies/qualifications; 以便學院抽取及查閱有關本人的學歷及/或資格；
3. For HKCC / SPEED and respective collaborating institutions to notify me via email, by telephone or by post if a place of study is offered; 以便學院及其合作機構透過電郵、電話或郵寄方式發出取錄通知給本人；
4. For HKCC / SPEED and/or respective collaborating institutions to send me programme information or any other information about the offering of programme or the institutions from time to time; 以便學院及其合作機構派發資料及課程單張給本人；
5. For transferring to the student record system in HKCC / SPEED and respective collaborating institutions upon successful outcome of my application. The data together with photo image collected at the time of registration will be used in activities in support of my study at the HKCC / SPEED including those conducted by the student organisations. These will later on form the graduate record; and 獲學院錄取時將資料轉為學生紀錄。註冊時收集的資料及相片將會用於有關的教學及學生組織事宜上。此外，資料亦會轉為畢業紀錄，以及
6. For statistical and research purposes (all personal identifiers such as name, HKID number, address and telephone number will be deleted). 作統計及研究用途 (所有個人資料如姓名、身份證號碼、地址、電話號碼等會被刪除)。

I declare that the information given in support of this application is accurate and complete, and I agree to update HKCC / SPEED on any changes on contact details to facilitate communication. I understand that the submission of more than one application to HKCC / SPEED and/or any false and misrepresentation will lead to disqualification of my application for admission and resulted registration.

本人謹此聲明，本表格內所填報各事項，均屬真實無訛，並同意及時向學院更新本人的聯絡資料。本人明白如有遞交多於一份申請表，或虛報誤導資料，則本人的申請及註冊資格均將會被取消。

I have noted, understood and agreed that under the provisions of the Personal Data (Privacy) Ordinance, I have the rights to request access to, and correction of, my personal data. Should I wish to access my data or make corrections, I need to submit my request(s) in writing to HKCC / SPEED.

本人已知悉、明白及同意根據個人資料(私隱)條例，本人有權索取及更改本人之個人資料。如有此需要，本人須以書面通知學院。

Signature of Applicant

申請人簽署 _____

Date

日期 _____

Check List

Before submitting your application, please check if you have:

在遞交申請前，請核對你是否已準備以下資料：

- Signed and dated your application form 申請表格已經簽署及寫上日期
- Attached the proof of application fee payment 已附上報名費收據
- Attached copy of certification of HKCEE results/results of English language proficiency tests/ other academic attainments 已附上香港中學會考、英語資格或其他學歷成績副本
- Put your name and HKID number at the top right hand corner of all attachments 在所有附件的右上角寫上你的姓名及身份證號碼

Please submit your application to:

請將填妥之表格遞交至：

Joint Admission Office

8 Hung Lok Road, Hung Hom, Kowloon
PolyU Hong Kong Community College (Hung Hom Bay Campus)

聯合招生處

九龍紅磡紅樂道8號
香港專上學院 (紅磡灣校園)

Closing Date for Application 截止報名日期 8/8/2008

Application Procedures 申請程序

1. If you choose to study Pre-Associate Degree Programme you are required to indicate your choice of study centre and/or elective for Semester 1 by completing Section 1 of this application form. Students will be invited to select electives for Semester 2 after programme commencement. They should complete the whole programme in one study centre. Choices of electives are limited to those offered by the study centre the students attached to. Offering of individual elective is subject to sufficient enrolment.

如你選擇修讀副學士預科課程，在填寫申請表第一部份時，請按你的喜好列出你選擇的教學中心及第一學期修讀的選修科目。學生將於開課後選擇第二學期的選修科。學生須在同一所教學中心修畢整個課程，他們只可修讀所屬教學中心開辦的科目。個別選修科目開辦與否須視乎選讀學生人數而定。

2. An application fee of HK\$150 which is non-refundable can be settled by cash at any branch of Hang Seng Bank or by direct deposit or ATM transfer to The Hong Kong Polytechnic University's Hang Seng Bank Account 222-049298-002. Please retain the payment slip and attach it to the application form as proof of payment. **Application fees will be waived for applications submitted on or before 3 August 2008.**

申請者須繳交\$150報名費，此費用概不退還。申請者可前往任何恒生銀行櫃台以現金繳交，或以自動櫃員機轉帳至香港理工大學戶口 222-049298-002。請保留付款證明並與申請表一併遞交。於2008年8月3日或之前遞交申請可獲豁免報名費。

3. Supporting documents as stated in relevant sections of this form should be submitted together with the completed application. You may be asked to submit the syllabuses/descriptors of the courses as stated in the transcript(s).

附加文件副本須連同申請表一併遞交。如有需要，你可能被要求提供成績表上所列科目的課程大綱或內容。

4. The qualifications stated in the form will be verified by checking of the original documents at the time of registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be declared null and void. All fees paid will NOT be refunded.

註冊時，你須出示所有文件之正本以作核對。如有任何虛報誤導，你的申請及註冊資格將會被取消，而已繳費用概不退還。

5. Applicants are not allowed to submit more than one application. In case you decide to change your indicated choice after submission of application, you may submit a written request to HKCC/SPEED. HKCC/SPEED reserves the right not to consider any requests submitted after the commencement of the selection process.

申請者不可遞交多於一份表格。如遞交表格後，有任何課程選擇上的改動，請以書面形式向學院提出申請。學院保留權利在甄選過程開始後不考慮任何更改要求。

6. You must ensure that you have met the minimum entry requirements before submission. HKCC/SPEED will make selection on the basis of information provided in the application form and in particular, academic qualification and performance at the interview and tests, if any. Additional information supplied after the commencement of the selection process will be considered only if time permits.

請在遞交表格前確保你已符合最低入學資格。學院將根據申請表上的資料(特別在學歷部份)及面試和入學試(如適用)的表現而作出甄選。在甄選過程開始後，所有附加資料只會在時間許可下方被考慮。

Joint Admission Enquiries 聯合招生查詢

Enquiry Hotline 查詢熱線 : 3746 0123

Fax 傳真 : 2994 8721

Email 電郵 : ccoffice@hkcc-polyu.edu.hk

Website 網址 : www.hkcc-polyu.edu.hk