

Application for Concurrent Enrolment

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT/ APPLICANT

Name _____

HKID Card/ Passport/

Mainland ID Card No. * _____ Contact No. _____

II. PROGRAMMES FOR WHICH APPROVAL FOR CONCURRENT ENROLMENT IS BEING SOUGHT (please tick as appropriate)

(1)	Programme being applied for/ undertaken at		<input type="checkbox"/> HKCC	<input type="checkbox"/> SPEED
	Programme Title		Mode of Attendance ^	FT/ PT *
	Student/ Application No.		Planned Duration of Study (Academic Year)	From / to / (e.g. 2023/24 to 2024/25)

(2)	Programme to be taken concurrently at			
	Institution		Faculty/ Department	
	Programme Title		Programme Level #	PhD/ MPhil/ Master's Degree/ Bachelor's Degree/ AD/ HD *
	Programme Code and Stream (if any)		Mode of Attendance ^	FT/ PT/ SAND/ DL/ MIX/ OL *
	Student/ Application No.		Planned Duration of Study (Academic Year)	From / to / (e.g. 2023/24 to 2024/25)

^ FT = full-time/ PT = part-time/ SAND = sandwich/ DL = distance learning/ MIX = mixed mode/ OL = on-line
PhD = Doctor of Philosophy/ MPhil = Master of Philosophy/ AD = Associate Degree/ HD = Higher Diploma

III. REASON(S) FOR CONCURRENT ENROLMENT (Please use additional sheet(s) if the space below is insufficient)

Signature of Student/ Applicant _____

Date _____

IV. FOR OFFICE USE ONLY

This application is **approved/ rejected** * by Head of Programme Administrative Hosting Division concerned or his/her delegate

Signature _____ Date _____

(Name & Position: _____)

Notification sent to student/ applicant by _____ on _____

* delete as appropriate

NOTES TO STUDENTS/ APPLICANTS

1. Students/ Applicants are not allowed to enrol concurrently on two full-time programmes whether or not one of the programmes is offered by another institution. For enrolling on a full-time/ sandwich programme and a part-time programme, or on more than one part-time programme leading to any formal award, including those offered by another institution, students are required to obtain approval from the Head of Programme Administrative Hosting Division concerned prior to enrolment. Failure to obtain written approval will result in discontinuation of study at HKCC/ SPEED and the tuition fees paid for the programme(s) will not be refunded.
2. Students/ Applicants who have been approved concurrent enrolment should note that HKCC/ SPEED is not responsible for making special timetable arrangements in case of time clashes in classes and examinations.
3. You should complete Sections I, II and III of this form and return it to CPCE Academic Registry **before registration on the programme(s) concerned**.
4. You will normally be advised of the result of the application in writing within two weeks.
5. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: cc.car@hkcc-polyu.edu.hk

Telephone: 3746 0900