THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

HONG KONG
COMMUNITY COLLEGE
香港專上學院

School of Professional Education
and Executive Development
專業進修學院

SPEED

Form CAR 12

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		☐ HKCC	☐ SPEED	
	Programme Title		Mode of Attendance ^		
	Student/ Application No.		Planned Duration of Study (Academic Year)	From / to / (e.g. 2021/22 to 2022/23)	

(2)	Programme to be taken concurrently at			
	Institution		Faculty/ Department	
	Programme Title		Programme Level #	PhD/ MPhil/ Master's Degree/ Bachelor's Degree/ HD *
	Programme Code and Stream (if any)		Mode of Attendance ^	
	Student/ Application No.		Planned Duration of Study (Academic Year)	From / to / (e.g. 2021/22 to 2022/23)

^ 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 / 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 sent to Programme Administrative Hosting Division for decision by _____ on _____

☐ This application is **approved / rejected *** by Head of Programme Administrative Hosting Division

Name _____   Division _____

Signature _____   Date _____

☐ The application with decision is sent to CAR on _____

☐ Notification sent to student/applicant by CAR _____ on _____

* *delete as appropriate*

(September 2022)

NOTES TO STUDENTS

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 CAR 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.

CPCE Academic Registry Offices
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