

Application for Subject-based Admission

Please read the notes overleaf before completing this form.

I. PERSONAL PARTICULARS *(to be completed in English, as appropriate)*

Name in English _____ Name in Chinese _____
(as shown on HKID card/ Passport/ Mainland ID card)

HKID card/ Passport/
Mainland ID card No.* _____ Gender Male Female

Date of Birth _____ Nationality _____
(DD/MM/YYYY) (Country/ Region)

Are you a non-local student require visa/ entry permit to stay in Hong Kong? Yes No

Correspondence Address _____

Home Telephone No. _____ Mobile Telephone No. _____

Email Address _____

Education (Highest Attainment): Secondary Education Sub-degree Bachelor's Degree
 Other (please specify) _____

If you are a **student/ an alumnus** * of **PolyU/ HKCC/ SPEED** *, please state your student no. and the programme title you are currently attending/ had taken:

Student No. _____ Programme Title _____

Work Experience:

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Name of Organisation	Job Position	Field of Employment	Full-time/ Part-time

Total years of full-time work experience: _____ Year(s) _____ Month(s)

Emergency Contact Information:

Contact Person _____ Contact No. _____

Correspondence Address _____ Email Address _____

II. SUBJECTS INTENDED TO ENROLL

No.	Subject Code	Subject Title	Semester	To be input by Subject Hosting Division	
				Group No.	Fee per Credit
1					
2					

* delete as appropriate

III. AUTHORISATION AND DECLARATION OF APPLICANT

I authorise the College of Professional and Continuing Education (CPCE) to use my personal data provided above for the following purposes:

- (a) as a basis for processing my application for admission as subject-based student;
- (b) for transferring to the student record system upon enrolment. The data together with my photo image collected at the time of registration will be used in activities and services provided by units/ offices of CPCE and The Hong Kong Polytechnic University in support of my study at HKCC/ SPEED;
- (c) for facilitating communications between CPCE and me; and
- (d) for conducting statistical analysis, research, surveys, quality assurance and review.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

(a) Decision by Subject Hosting Division

Subject	Decision	Signature
Subject #1	Approve / Reject *	_____ Name & Position: Date:
Subject #2	Approve / Reject *	_____ Name & Position: Date:

- (For approved case) A copy of the application form is forwarded to CAR for follow-up
- (For approved case) Applicant informed of the decision and subject(s) to be accepted on _____ by _____

(b) Action(s) Taken by CAR

- Application form received on _____, with photograph attached/ not attached *
- (For approved cases - non-current students) The student identity card (No. _____) issued by _____ on _____
- (For approved case) Computer record updated by _____ on _____
- Notification is sent to applicant by _____ on _____
- HKID Card/Passport/Mainland ID card * copy, if received, destroyed by _____ on _____

* delete as appropriate

NOTES TO APPLICANTS

Completion of Form

1. The application procedures are as follows:
 - i. complete Sections I, II and III of this form
 - ii. submit the completed form together with a photocopy of your HKID card/ passport/ Mainland ID card (for non-local students), and a recent colour photograph to the Subject Hosting Division. The copy of HKID card/ passport/ Mainland ID card will be destroyed after the processing of this application.
2. A “non-local student” is defined as one who requires a student visa to study in Hong Kong or is staying in Hong Kong under the “Immigration Arrangements for Non-local Graduates”. For dependant visa/ entry permit holders who were 18 years old or above when they were issued with such visa/ entry permit by the Director of Immigration, they will be regarded as non-local applicants and should follow the application/ admissions arrangements for non-local students. In the case of non-local applicants who possess only a visitor or a tourist visa, CPCE can neither register them as a student nor allow them to commence study until a student visa is obtained.
3. For applicants who wish to enrol on two or more subjects concurrently, and are also currently enrolled on programmes offered by PolyU/ HKCC/ SPEED or any other educational institutions, they are advised to seek advice from the (Assistant) Programme Leader or Academic Advisor concerned before submitting the application for subject-based enrolment. They should also note that HKCC/ SPEED is not responsible for making alternative arrangement for clashes in class and examination timetables.

Notification of Application Results

4. The subject hosting division concerned will inform the applicant of the result of their application and the class timetable and/ or assessment arrangements.
5. Successful applicants will receive a written notification from the CAR inviting them to settle the tuition fee and collect the Student Identity Card, as appropriate, within two weeks after submission of the application.

Fee Refund Policies

6. Except for subject cancellation, subject fees paid are neither refundable nor transferable.

Student Identity Card

7. Non-current students will be issued a Student Identity Card and they may use this card to access to campus and library facilities/services. Rights to use any facilities of CPCE are given at the discretion of CPCE.

Certification

8. Having satisfied all the prescribed requirements for subject completion, students will be issued an official assessment result notification at the end of the semester and can apply for a transcript of studies on a paid basis.

Further Admission

9. Admission of subject-based students will be processed on a semester basis and students need to re-apply for admission if they wish to enroll on subjects in other semesters.
10. Subject-based students are required to follow the normal application procedures and observe the prevailing entrance requirements prescribed for the programme and the credit transfer policy, if they later wish to seek admission to programmes leading to PolyU-HKCC/ PolyU-SPEED awards.

Use of Information

11. Personal data provided in this application will be used solely for the purpose of this admission, and in this connection the data will be handled by the CAR and academic divisions and other units/ offices of PolyU and CPCE in support of the applicant's study at HKCC/ SPEED.
12. 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 personal data should submit written requests by filling in CAR Form 11 or CAR Form 33 respectively to the CAR.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

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

Telephone: 3746 0988

E-mail: do.bhm@cpce-polyu.edu.hk

Division of Languages and Communication (LC)

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

Telephone: 3746 0929

E-mail: do.lc@cpce-polyu.edu.hk

Division of Science, Engineering and Health Studies (SEHS)

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

Telephone: 3746 0388

E-mail: do.sehs@cpce-polyu.edu.hk

Division of Social Sciences, Humanities and Design (SSHHD)

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