校友推薦計劃適用 **For Alumni Referral Scheme**
只適用於報讀港大保良何鴻燊社區書院之課程
For application of programmes offered by HPSHCC only

報名表 Application Form 2022

請以英文正楷填寫表格及使用塗改液/帶修改。
Please complete in English BLOCK LETTERS and use correction fluid / tape to make amendments.
請選取最多三項課程，報名編號請參閱課程概覽或書院網頁。
Please select a maximum of three programmes and refer to the College prospectus or website for application codes.
註一：遞交申請表後，所選報的課程將不可更改。
Note 1：You are NOT allowed to change the programme choices after the application has been submitted.
註二：書院會先處理你的第一選擇課程申請，如未被甄選，便會考慮你所填報的下一個選擇課程。
Note 2：We will process the 1st choice of programme in your application and if it is unsuccessful, your next choice of programme will be considered automatically.

報名須知 Applicant Note
報名表格必須連同下列文件正副本一併交回銅鑼灣禮頓道 66 號港大保良何鴻燊社區書院一樓報名中心：
The completed application form should be submitted to 1/F Enrolment Centre, HPSHCC, 66 Leighton Road, Causeway Bay, HK together with the following items:
(a) 香港身份證/護照正副本 Original and copy of your HKID card/passport
(b) 學歷證明正副本 Original and copies of your academic transcripts/certificates and examination results

推薦人姓名 Name of Referee

推薦人學生編號/身份證號碼 Student ID/HKID of Referee

書院網頁 College Website

第一選擇課程報名編號 1st Choice Programme Application Code

第二選擇課程報名編號 2nd Choice Programme Application Code

第三選擇課程報名編號 3rd Choice Programme Application Code

個人資料 Personal Particulars (必須填寫 Mandatory field)

(香港身份證或護照上的姓名 Name on HKID or Passport)

中文姓名 Name in Chinese

性別 Gender　□ 男 Male　□ 女 Female

英文姓名 Name in English (姓氏先行 Surname First)

出生日期 Date of Birth　日 Day　月 Month　年 Year

身份證/護照號碼 HKID/Passport No.　香港身份證持有人須填寫香港身份證號碼 Holders of HKID card must fill in their HKID No.　( )

國籍 Nationality

通訊地址 (請以英文填寫) Correspondence Address (in English)

室 Room/Flat　樓 Floor　座 Block　大廈 Building

屋苑/街道 Estate/Street/Road (請提供街號 please provide the Street/Road No.)

□ 香港 HK　□ 九龍 KLN　□ 新界 NT

地區 District (如灣仔、觀塘 e.g. Wan Chai, Kwun Tong)

住宅電話 Home Telephone No.

手提電話 Mobile Phone No.

電郵地址 Email Address

閣下是否香港特別行政區永久居民？ Are you a permanent resident of the HKSAR?
□ 是 Yes　□ 否 No (請續答下題 Please answer the following question)

閣下是否持有以下其中一項身份證明文件？
Do you hold any of the following documents?　□ 是 Yes　□ 否 No
- 內地機關發出之前往港澳通行證 (俗稱單程證) One-way Permit issued by Mainland Authorities
- 受養人簽證 (簽發此證時未滿 18 歲) Dependant Visa (the holder was under the age of 18 when such visa was issued)
- 香港居民身份證並擁有香港入境權 Hong Kong Identity Card showing the right to land status

特殊需要申請人 Applicants with Special Needs

閣下在學習及/或考試等方面是否需要特別安排？　□ 否 No　□ 是 Yes，請註明 Please specify: _____
Do you need special arrangement in learning and/or taking the examination?
(如選擇是，閣下同意提供進一步詳情及同意書院處理相關資料 if you choose yes, you agree to give us further information on your special needs and consent to process your data)

為所有人士提供平等學習機會是書院的既定方針，如 閣下於學習及/或考試等方面需要特殊幫助，請務必在報名表內說明。書院將要求 閣下提供相關資料 (如醫生證明)，以便及早評估能否提供適切的協助。如閣下未能及早申明及提交相關證明文件，書院將無法提供協助。
It is the College policy to offer equal opportunities to all applicants. To ensure us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the College may approach you subsequently to obtain further details (such as medical certificates) so as to facilitate our planning and assess how best we can help you. If you fail to provide such information, the College may not be able to consider any subsequent request for assistance.

就學詳情 Education Background

閣下曾否修讀港大保良何鴻燊社區書院或香港大學附屬學院之課程 (包括未完成/現正修讀的課程)？

Have you ever taken any of our programmes (including incomplete and/or current studies) in HKU SPACE Po Leung Kuk Stanley Ho Community College or HKU SPACE Community College?

☐ 本人曾修讀*港大保良何鴻燊社區書院 / 香港大學附屬學院之＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿課程。

Yes. I have taken ＿＿programme in *HKU SPACE Po Leung Kuk Stanley Ho Community College / HKU SPACE Community College.

☐ 本人不曾修讀港大保良何鴻燊社區書院 / 香港大學附屬學院之課程。

No. I have not taken any programmes in either College.

* 請刪去不適用者 Please delete as appropriate

請提供 閣下之就學詳情，包括未完成及現正修讀的本地中學/本地專上學院/海外學府之課程 (請按日期倒序列出)。

Please provide details of your education background, including incomplete and current studies of local secondary school/local post-secondary /overseas education. (Please list in reverse chronological order)

修讀日期 Date of Attendance		學校/學院/教育機構名稱 Name of School/College/Institution	課程名稱/學歷程度 Programme Title/Qualification Level	全日/兼讀 Full-time/ Part-time	已修畢課程 Qualification attained
由 (月/年) From (Month/Year)	至 (月/年) To (Month/Year)				
/	/				是 / 否 Yes / No
/	/				是 / 否 Yes / No
/	/				是 / 否 Yes / No
/	/				是 / 否 Yes / No

如將會/曾經應考本地/海外公開考試，請提供考試名稱及應考年份。如已取得成績單，請於面試時提供。

Please provide details of any public examination(s) you will attempt/have attempted. If you have received the examination results, please provide them during the interview.

考試 Examination (如 e.g. HKDSE, GCE, GCSE, IGCSE, IAL, SAT, IB, IELTS, TOEFL)	應考年份 Year of Attempt

工作經驗 Work Experience

書院歡迎二十一歲或以上並具工作經驗之人士報讀。請按日期倒序列出 閣下之工作經驗。

The College welcomes applications from mature applicants aged 21 or above with relevant work experience. Please list your work experience in reverse chronological order.

受聘日期 Date of Employment		機構名稱 Name of Company	職位 Position	全職/兼職 Full-time/ Part-time
由 (月/年) From (Month/Year)	至 (月/年) To (Month/Year)			
/	/			
/	/			
/	/			

申請人注意事項 Notes to Applicants

1. 成功申請者只會就此申請獲一個課程取錄。該課程如因收生人數或其他原因取消，申請者可獲退款或安排入讀其他課程，惟申請人須符合該課程的最低入學要求及視乎學額而定。
2. 港大保良何鴻燊社區書院(下稱 "書院")或於課堂及活動時拍攝或錄像，有關資料將會用作宣傳或推廣之用。若 閣下不欲本書院使用其肖像於書院任何宣傳品，請致函「香港銅鑼灣禮頓道 66 號港大保良何鴻燊社區書院入學事務處」。本書院將儘量按 閣下的意願跟進。 閣下仍可行使其個人權利，在本書院進行拍攝或錄像時，表明意願。
3. 本書院校長有權決定是否接受轄下課程之入學申請。
1. You will receive only one offer for this application if your application is successful. If the programme you are offered is cancelled because of insufficient enrolment or other unforeseeable difficulties, your course fee can be refunded or you may be considered for admission to another programme, subject to your meeting the minimum entrance requirements and the availability of places in that programme.
2. HKU SPACE Po Leung Kuk Stanley Ho Community College（"the College"）may take photographs or videos during classes or activities for the purpose of publicity and course promotion. If you do not wish your image to be published by any means, such request should be addressed to "Admissions Office, HKU SPACE Po Leung Kuk Stanley Ho Community College, 66 Leighton Road, Causeway Bay, Hong Kong". We would try our best to accommodate your request. However, you can still exercise your right to express your wish not to have your image captured in the above circumstances.
3. The College Principal has the final decision on accepting any application for admission.

收集個人資料聲明 Statement on Collection of Personal Data

1. 申請人必須提供其個人資料及課程申請所需資料，否則本書院將不能有效處理其申請。
2. 在法律許可情況下，個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣（包括直接銷售）等用途。只有香港大學專業進修學院/港大保良何鴻燊社區書院職員才能處理有關資料，但亦可能會轉移到為書院提供有關服務的委託人處理。
3. 完成報名程序及課程註冊後，申請人如不獲取錄，其個人資料將會被銷毀（如申請人於以下第 6 項表明願意接收書院的推廣訊息，申請人的聯絡資料及同意接收書院推廣訊息的紀錄將保留作此等用途），獲取錄者的個人資料會被留作學生紀錄，只有香港大學專業進修學院/港大保良何鴻燊社區書院職員或為書院提供有關服務的委託人才能處理有關檔案，而 閣下提供的所有個人資料將絕對保密。報名付款時所收集的個人資料，則循法例規定留作相關用途，以及退款處理之用（如需要）。
4. 學生成功修畢課程，將按香港大學體制，經香港大學專業進修學院頒授副學位，或由港大保良何鴻燊社區書院頒授副學位。凡港大保良何鴻燊社區書院申請人所提供的個人資料，如獲取錄，將由本書院保存為學生記錄（如該副學位經香港大學專業進修學院頒授，申請人的個人資料亦會由其保存）。
5. 在緊急情況下，書院將向學生發放電話短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向書院提出更新，如 閣下對接收電話短訊通知遇有困難，請聯絡書院入學事務處，以便作適當安排。

個人資料用作直接銷售

6. 申請人提供的個人資料（包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等）將用作與書院溝通渠道，書院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人、學員和校友送上書院的最新課程資料及推廣訊息，這些資料亦將包括書院講座及活動、折扣優惠、診所服務、校友會活動、校友會會員尊享優惠、校友聯誼及籌款活動等，當中亦可能包括香港大學或其附屬機構的不定期資訊。 閣下可隨時以書面或電郵方式向書院申明是否願意繼續接收有關資訊。
   如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。 ☐
7. 根據個人資料（私隱）條例，申請人有權知悉書院有否保留其個人資料，同時亦可查閱、索取及更改其個人資料。申請人如欲查閱其個人資料，請填妥查閱資料要求表格並以電郵 privacy@hkuspace-plk.hku.hk 交回書院個人資料私隱主任。本書院將會酌情收取行政費用。如欲更改一般個人資料，請直接聯絡書院入學事務處。
8. 如欲了解本書院私隱政策的詳情，請參閱書院的課程手冊或網頁(http://hkuspace-plk.hku.hk/cht/privacy-policy)。
9. 香港大學專業進修學院作為香港大學的一部分，大學的收集個人資料聲明亦適用於本學院。詳情請參閱 (http://www.aal.hku.hk/admissions/documents/pics.pdf)（只提供英文版本）。

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the College may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by the HKU School of Professional and Continuing Education（"HKU SPACE"）/ HKU SPACE Po Leung Kuk Stanley Ho Community College（"HPSHCC"）staff but may be transferred to an authorised third party providing services to HKU SPACE / HPSHCC in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the personal information of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and opt-in consent would be retained for such purposes); and (b) the personal information of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE / HPSHCC staff or by staff of an authorised third party providing services to HKU SPACE / HPSHCC in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
4. Successful completion of a progamme offered by HPSHCC leads to an award within the University of Hong Kong system through HKU SPACE or an award by HPSHCC. The personal data provided by applicants to HPSHCC programmes, if admitted, will become the student records of HPSHCC (and for HKU awards also of HKU SPACE).
5. The College will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the Admissions Office immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the Admissions Office of HPSHCC for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, HPSHCC will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as programme(s) you enrolled, your graduation year etc.). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to HPSHCC at any time.

   If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐
7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request HPSHCC to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using the Data Access Request Form and on payment of a fee. Such applications for access to information should be addressed to the Data Protection Officer, via privacy@hkuspace-plk.hku.hk. For general requests of personal data amendment, please contact the Admissions Office of HPSHCC.
8. For details on HPSHCC's Policy on Personal Data (Privacy), please refer to the College's Website (http://hkuspace-plk.hku.hk/privacy-policy).
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from (http://www.aal.hku.hk/admissions/documents/pics.pdf).

聲明及授權 Declaration and Authorisation

1. 本人聲明本報名表及隨附文件所載一切資料，依本人所知均屬正確，並無遺漏。如有虛報或資料不全，即使已獲校方錄取及註冊，亦有可能被取消資格。
2. 本人授權香港大學專業進修學院/港大保良何鴻燊社區書院使用本人的資料，作為處理本人申請港大保良何鴻燊社區書院課程之用，以及查閱本人於香港或其他地方之學生紀錄。
3. 本人授權香港大學專業進修學院/港大保良何鴻燊社區書院向相關機構抽取、發放及查閱有關本人申請課程所列出的學歷及專業資格。
4. 本人同意如本人註冊入學，當遵守香港大學及所就讀院校的規例。
5. 本人明白，已繳費用，概不退還。

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete and that any false information or misrepresentation will disqualify my application for admission and enrolment.
2. I authorise HKU SPACE/HPSHCC to use, check and process my data as required for my application to HKU SPACE Po Leung Kuk Stanley Ho Community College programmes. I accept that all the data in this form and those HKU SPACE / HPSHCC is authorised to obtain will be used for purposes related to the processing and administration of my application in the College's context.
3. I authorise HKU SPACE/HPSHCC to obtain, and relevant authorities to extract, release and access any information about my qualifications and/or employment as required for my application.
4. I consent that if registered in HKU SPACE Po Leung Kuk Stanley Ho Community College, I will conform to the Statutes and Regulations of The University of Hong Kong and the rules of HKU SPACE/HPSHCC.
5. I am fully aware that fees paid are neither refundable nor transferable.

香港大學專業進修學院乃非牟利擔保有限公司。 HKU SPACE is a non-profit making University company limited by guarantee.

本人已細閱、明白並同意港大保良何鴻燊社區書院之申請人注意事項、收集個人資料聲明及有關香港大學專業進修學院及港大保良何鴻燊社區書院在處理個人資料（私隱）的守則。

I have noted, understood and agree to the contents of the Notes to Applicants of HKU SPACE Po Leung Kuk Stanley Ho Community College, their Statement on Collection of Personal Data and the policy on Personal Data (Privacy) of the HKU School of Professional and Continuing Education and HKU SPACE Po Leung Kuk Stanley Ho Community College

申請人簽署 Signature of Applicant _____ 日期 Date _____

報名查詢 Enquiry 　電話 Tel: 3923 7000　　電郵 Email: enquiry@hkuspace-plk.hku.hk

(Dec 2021)