# HKUSPACE Community College 香港大學附屬學院

# HKUSPACE PO LEUNG KUK Stanley Ho Community College 港大保良何鴻燊社區書院

# 報名表 Application Form 2015

請以英文正楷及用黑色 / 藍色原子筆填寫表格及使用塗改液修改。
Please complete in English <u>BLOCK LETTERS</u> with a <u>BLACK / BLUE BALL PEN</u> and use correction fluid / tape to make amendments.

請選取最多三項課程，課程編號請參閱課程概覽或單張。
Please select a maximum of three programmes and refer to the prospectus or leaflet for programme code.

註 1: 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 when the application has been submitted.

註 2: 學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: When the application for your current choice is unsuccessful, we will consider your next choice of programme automatically.

**第一選擇課程**
**1st Choice Programme**

課程編號
Programme Code   ☐☐ ☐☐ - ☐☐ - 0 0 / 5 1

**第二選擇課程**
**2nd Choice Programme**

課程編號
Programme Code   ☐☐ ☐☐ - ☐☐ - 0 0 / 5 1

**第三選擇課程**
**3rd Choice Programme**

課程編號
Programme Code   ☐☐ ☐☐ - ☐☐ - 0 0 / 5 1

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

請在適當的方格內填上 "X" 號。Please put an "X" in the appropriate box.

(香港身份證或護照上的姓名 Name on HKID card 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 1 9 ☐☐

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   (請提供街道號數 Please provide the Street/Road No.)
☐ 香港 HK    ☐ 九龍 KLN    ☐ 新界 NT

地區（如灣仔、觀塘、離島）District ( e.g. Wanchai, Kwun Tong, Islands )

住宅電話 Home Telephone No.     手提電話 Mobile Phone No.

電郵地址 E-mail 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 )

閣下是否持有由香港入境事務處處長簽發的學生簽證或進入許可來港讀書？
Are you staying in HK for the purpose of education with a student visa or an entry permit issued by the Director of Immigration?    ☐ 是 Yes ☐ 否 No

學院歡迎海外及國內申請人報讀，唯非本地申請人必須持有由香港入境事務所簽發之學生簽證方可修讀本院課程，申請人入學前須辦妥有關手續。唯以受養人士身份獲批來港者，毋須經事先批准，可修讀全日制課程。獲香港大學附屬學院/港大保良何鴻燊社區書院課程取錄並不代表能成功獲發有關學生簽證。由於申請學生簽證需時，申請人須於二零一五年七月二十日或之前（以本學院收件日期為準）提交本申請表，以確保本院有足夠時間處理其入學申請。

The College welcomes applications from overseas and Mainland China. All non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR government to undertake a course of study in Hong Kong. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE Community College/ HKU SPACE Po Leung Kuk Stanley Ho Community College programme does not guarantee the issue of a student visa. Applicants who will require a student visa should submit this application form on or before 20 July 2015 (the date when the application is received by the College Office) to allow sufficient time for processing the visa application if admitted.

## 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?

為所有人士提供平等學習機會是學院的既定方針。如閣下於學習及/或考試方面需要特殊幫助，務必於報名表內說明。學院將要求閣下提供相關資料（例如：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，學院將無法提供協助。

It is the College policy to offer equal opportunities to all applicants. To enable 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

閣下曾否修讀香港大學附屬學院或港大保良社區書院之課程（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 Community College or HKU SPACE Po Leung Kuk Community College?

☐ 本人曾修讀* 香港大學附屬學院 /港大保良社區書院之 _____ 課程（請列出課程名稱）
　　Yes. I have taken _____ programme in *HKU SPACE Community College /HKU SPACE Po Leung Kuk Community College.

☐ 本人不曾修讀香港大學附屬學院及港大保良社區書院之任何課程
　　No. I have not taken any programmes in either College.

　　* 請刪去不適用者 Please delete as appropriate

請提供**本地中學**之就學詳情，包括未完成/現正修讀之課程（請按日期倒序列出）。
Please provide details of your **local secondary school education**, including incomplete and/or current studies. (Please list in reverse chronological order)

| 修讀日期 Date of Attendance | | 曾修讀或現正修讀的中學 Secondary School/College/Institution Attended/Attending | 全日/兼讀 Full-time/Part-time | 學歷程度 Qualification | 應考之公開試（例如: 香港中學文憑、國際文憑）Public Examination Attained (e.g. HKDSE, IB) | 應考年份 Year of Attempt |
|---|---|---|---|---|---|---|
| 由(月/年) From (mm/yy) | 至(月/年) To (mm/yy) | | | | | |
| / | / | | | | | |
| / | / | | | | | |
| / | / | | | | | |

請提供**本地專上學院**之就學詳情，包括未完成/現正修讀之課程（請按日期倒序列出）。
Please provide details of your **local post-secondary education**, including incomplete and/or current studies. (Please list in reverse chronological order)

| 修讀日期 Date of Attendance | | 曾修讀或現正修讀學院/教育機構 College/Institution Attended/Attending | 課程名稱 Programme Title | 全日/兼讀 Full-time/ Part-time |
|---|---|---|---|---|
| 由（月/年）From (mm/yy) | 至（月/年）To (mm/yy) | | | |
| / | / | | | |
| / | / | | | |

請提供**海外**就學詳情，包括未完成/現正修讀之課程（請按日期倒序列出）。
Please provide details of your **overseas education**, including incomplete and/or current studies. (Please list in reverse chronological order)

| 修讀日期 Date of Attendance | | 曾修讀或現正修讀中學/學院/教育機構 School/College/Institution Attended/Attending | 國家 Country | 課程名稱 Programme Title | 全日/兼讀 Full-time/ Part-time | 學歷程度 Qualification |
|---|---|---|---|---|---|---|
| 由（月/年）From (mm/yy) | 至（月/年）To (mm/yy) | | | | | |
| / | / | | | | | |
| / | / | | | | | |
| / | / | | | | | |

如曾應考**海外**公開考試，請提供應考年份。
If you have attempted **overseas** public examination(s), please provide the year(s) of attempt.

| Examination 考試 | 應考年份 Year of Attempt |
|---|---|
| General Certificate of Secondary Education (GCSE/IGCSE) | |
| General Certificate of Education (GCE) | |
| International Advanced Levels (IAL) | |
| International English Language Testing System (IELTS) | |
| Test of English as a Foreign Language (TOEFL) | |
| Scholastic Assessment Test (SAT) | |
| International Baccalaureate (IB) | |
| 其他，請註明: Others, please specify: _____ | |

## 其他相關資料 Other Relevant Information

### 工作經驗 Work Experience

學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相關之工作經驗。
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<br>Name of Company | 職位<br>Position | 全職／兼職<br>Full-time／Part-time |
|---|---|---|---|---|
| 由（月/年）<br>From (mm/yy) | 至（月/年）<br>To (mm/yy) | | | |
| / | / | | | |
| / | / | | | |
| / | / | | | |

申請人請在適當的方格內填上"X"號以確認符合以下其中一項入學資格，並連同相關學歷證明文件，與本報名表一併遞交：
Please check and put an "X" in the appropriate box to confirm that you have met the minimum entrance requirement of the programme you wish to apply and submit the documentary proof with this application:

**香港中學文憑考試 HKDSE**

☐ 香港中學文憑考試其中五科（包括中國語文及英國語文）考獲二級或以上
Level 2 or above in five subjects in the HKDSE (including Chinese Language and English Language)

☐ 現正修讀
Current year students

**香港高級程度會考 HKALE**

☐ 香港高級程度會考一科高級程度科目合格，或兩科高級補充程度科目合格；
Pass in one AL subject or two AS subjects in the HKALE;
及 AND
香港中學會考三科合格及中國語文科和英國語文科考獲二級或以上*
Three passes PLUS Level 2 or above in Chinese Language and English Language in the HKCEE*

**香港中學會考 HKCEE**

☐ 香港中學會考三科合格及中國語文科和英國語文科考獲二級或以上*
Three passes PLUS Level 2 or above in Chinese Language and English Language in the HKCEE*

☐ 完成副學士課程/高級文憑課程
Completed Associate Degree Programme / Higher Diploma Programme

☐ 完成副學位先修證書課程 / 副學士先修課程 / 基礎課程
Completed Certificate in General Studies Programme / Pre-Associate Degree Programme / Foundation Programme

☐ 完成毅進計劃課程/毅進文憑課程
Completed Project Yi Jin / Yi Jin Diploma Programme

☐ 完成文憑/證書課程
Completed Diploma Programme / Certificate Programme

☐ 海外學歷
Overseas qualification

\* 於2007年以前的香港中學會考五科合格（包括中國語文科及英國語文科考獲E級或以上成績）
Five passes in the pre 2007 HKCEE (including Grade E or above in Chinese Language and English Language)

閣下從哪些途徑獲悉本學院或有關課程的資訊？How did you learn about our College or programme information? （可作多項選擇 You may choose more than one option）

☐ 學院宣傳品（如課程概覽、傳單）College Promotional Materials (e.g. Prospectus and Leaflet)

☐ 學院網頁 College website

☐ 其他網站（包括討論區）Website (including Discussion Forum)

☐ 學院電郵／手機短訊 E-mail／SMS from College

☐ 學校講座 School Talk

☐ 報章／雜誌廣告（請列明報章／雜誌名稱）Newspaper/Magazine Advertisement (please specify)

☐ 升學指南（由學友社或傳媒等出版）Study Guidebook by Hok Yau Club or Print Media

☐ 展覽（如升學博覽、商場展覽）Exhibition (e.g. Education Expo and Shopping Mall Roadshow)

☐ 港鐵站內廣告或展覽 MTR Advertising／Exhibition

☐ 戶外廣告（巴士／電車／大型廣告牌）Outdoor Advertising (e.g. Bus, Tram and Billboard)

☐ 電台廣告 Radio Advertising

☐ 同學／老師／朋友／親屬介紹 Referral by Classmates/Teachers/Friends/Relatives

☐ 其他（請列明）Others (please specify)

## 報名須知 Application Notes

報名表格必須連同下列證明文件正副本及報名費一併交回報名中心（地址請參閱課程概覽）：
The application form should be completed and returned to one of the Enrolment Centres (please refer to the prospectus for the addresses) together with the following items:

**(a)** 香港身份證正副本
Original and a photocopy of your HKID card

**(b)** 學歷證明正副本
Original and copies of academic transcripts/certificates and examination results

**(c)** 報名費港幣一百五十元
HK$150 application fee for each application

入學查詢電話　　3416 6338　(HKU SPACE Community College)
Admission enquiry　3923 7000　(HKU SPACE Po Leung Kuk Stanley Ho Community College)

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

## 申請人注意事項 Notes to Applicants

1. 本學院或於課堂及活動時進行拍攝或錄像，有關資料將會用作宣傳或推廣之用。若 閣下不欲本學院使用其肖像於學院任何宣傳品，請致函「香港九龍九龍灣宏開道28號香港大學附屬學院入學組」，本學院將儘量按 閣下的意願跟進。 閣下仍可行使其個人權利，在本學院進行拍攝或錄像時，表明意願。
2. 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而取消，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。
3. 香港大學附屬學院校長及港大保良何鴻燊社區書院校長有權決定是否接受轄下課程之入學申請。

1. HKU SPACE 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 in any means, such request should be addressed to "Admissions and External Affairs, HKU SPACE Community College, 28 Wan Hoi Road, Kowloon Bay, Kowloon" and we would try our best to accommodate to your preference, while you should exercise your right to voice out your wish not to have your image captured at any classes or activities with such photo or video shooting arrangement.
2. 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 will be admitted to other programme, subject to your meeting the minimum entrance requirements and the availability of places in that programme.
3. The College Principals of HKU SPACE Community College and HKU SPACE Po Leung Kuk Stanley Ho Community College have their discretion as to whether to admit applicants to the College(s) or not.

## 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，否則本學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職員才能處理有關資料，但亦可能會轉移到為學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5項表明願意接收學院的推廣訊息，聯絡資料將保留於此等用途），獲取錄者的個人資料將會被留作學生記錄，只有香港大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關資料。而 閣下提供的所有個人資料將絕對保密。
4. 在緊急情況下，學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，請儘快向學院提出更新。如 閣下對接收電話短訊通知遇有困難，請聯絡課程組，以便作適當安排。

*個人資料用作直接銷售*

5. 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）將用作與學院溝通渠道，學院將透過信件、電子郵件和流動電話等為申請人、學員和校友送上學院的最新資訊及推廣訊息，如課程資料、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。 閣下可隨時以書面或電郵方式向學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。** ☐

6. 根據個人資料（私隱）條例，申請人有權知悉學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，請致函「香港九龍九龍灣宏開道28號香港大學附屬學院入學組」。本學院將會酌情收取行政費用。
7. 如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁。

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 School 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 HKU SPACE staff but may be transferred to an authorized third party providing services to the School 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 application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 5 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorized third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. The School will send urgent messages to student 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 and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving messages via SMS should contact the School for separate arrangements.

*Use of Personal Data related to Direct Marketing*

5. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, 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 through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the 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 the School 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.** ☐

6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School 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 a special request form and on payment of a fee. Such applications for access of information should be addressed to "Admissions and External Affairs, HKU SPACE Community College, 28 Wang Hoi Road, Kowloon Bay, Kowloon".
7. For details on the School's policy on Personal Data (Privacy), please refer to the School Prospectus or Website.

## 聲明及授權 Declaration and Authorization

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使用本人的資料，作為處理本人申請香港大學附屬學院或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向相關機構查閱有關本人申請程所列出的學歷及專業資格。
4. 本人授權香港大學專業進修學院使用本人有關的資料，作為學院及其他有關機構（包括香港考試及評核局）抽取、發放及查閱有關本人於香港或其他地方的公開考試成績、學歷、學生紀錄或專業資格之用。
5. 本人同意如本人註冊入學，當遵守香港大學、香港大學專業進修學院及所就讀院校的規例。
6. 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 authorize HKU SPACE to use, check and process my data as required for my application to HKU SPACE Community College or HKU SPACE Po Leung Kuk Stanley Ho Community College programmes. I accept that all the data in this form and those the School is authorized to obtain will be used for purposes related to the processing and administration of my application in the School context.
3. I authorize the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
4. I authorize the School to obtain, and the relevant bodies (including the Hong Kong Examinations and Assessment Authority) or academic institutions in elsewhere to extract, release and access any and all information about my public examination results, records of studies or professional qualifications, I also authorize the School to use my data in this form for the purpose of obtaining information.
5. I consent that if registered in either HKU SPACE Community College or 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 and the respective Colleges.
6. I am fully aware that fees paid are neither refundable nor transferable.

本人已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料（私隱）的守則。
I have noted, understood and agree to the contents of the above Notes, Statement on Collection of Personal Data and HKU SPACE policy on Personal Data (Privacy).

申請人簽名
Applicant's Signature _____

日期
Date _____