

After completion, please pay postage and mail to:
 Admission Team
 16/F, HKU SPACE Po Leung Kuk
 Stanley Ho Community College,
 66 Leighton Road, Causeway Bay, HK.

報名表 Application Form 2024 (只供保良局屬校學生使用) For students from Po Leung Kuk affiliated schools only

請以英文**正楷**填寫表格及使用塗改液/帶修改。請選取最多兩項課程，報名編號請參閱下列課程一覽表。
 註：遞交申請表後，所選報的課程將不可更改。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。

Please complete in English **BLOCK LETTERS** and use correction fluid / tape to make amendments.

Please select a maximum of two programmes and refer to the Programme List below for application codes.

Note: You cannot change the programme choices when the application has been submitted. When the application for your 1st choice is unsuccessful, we will consider your next choice of programme.

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

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

中文姓名 Name in Chinese	<input type="text"/>	英文姓名 Name in English	(Surname) <input type="text"/>	(Given Name) <input type="text"/>
出生日期 Date of Birth	日 Day <input type="text"/> 月 Month <input type="text"/> 年 Year <input type="text"/>	身份證/護照號碼 HKID/Passport No.	<input type="text"/>	性別 Gender <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
通訊地址 Correspondence Address	室 Flat/Room <input type="text"/> 樓 Floor <input type="text"/> 座 Block <input type="text"/>	大廈 Building	<input type="text"/>	
	屋苑/街道 Estate/Street/Road <input type="text"/>	地區 District	<input type="text"/>	
住宅電話 Home Telephone	<input type="text"/>	手提電話 Mobile Phone	<input type="text"/>	國籍 Nationality <input type="text"/>
電郵地址 E-mail Address	<input type="text"/>		香港特別行政區永久居民 Permanent Resident of the HKSAR	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
閣下在學習及/或考試等方面是否需要特別安排? Do you need special arrangement in learning and/or taking the examination?	<input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes		請註明: Please specify:	<input type="text"/>
就讀中學 Secondary School Attending	<input type="text"/>		非華語學生 Non-Chinese Speaking Student	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
應屆香港文憑試考生 Current DSE Applicant	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	海外公開考試 Overseas Public Examination Attempted	<input type="checkbox"/> GCSE/IGCSE <input type="checkbox"/> GCE <input type="checkbox"/> Others: <input type="text"/>	

課程一覽 Programme List (詳情請瀏覽書院網頁 Please visit our College website for details: <https://hkuspace-plk.hku.hk/>)

以下課程獲香港大學專業進修學院保良局何鴻燊社區書院頒授副學位：

The following programmes lead to awards by HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC):



高級文憑課程 Higher Diploma Programmes (HD) ① 兩年 2 years	報名編號 / Application Code
應用健康及康復護理 Applied Health and Rehabilitation Care	HDAHRC
應用智能科技 Applied Intelligent Technologies	HDAIT
食物科學及食品安全 Food Science and Safety (SSSDP)	HDFSS
營養及食品管理 Nutrition and Food Management (SSSDP)	HDNFMT

以下課程均按香港大學體制，經 HKU SPACE 頒授副學位：

The following programmes lead to awards within The University of Hong Kong (HKU) system through HKU SPACE:

副學士 Associate Degree Programmes (AD) ① 兩年 2 years	報名編號 / Application Code
應用社會科學(傳理、公關及新聞) Applied Social Sciences in Communication, Public Relations and Journalism	ASSCPRJ
應用社會科學(刑事司法及執法) Applied Social Sciences in Criminal Justice and Law Enforcement	ASSCJLE
應用社會科學(心理學) Applied Social Sciences in Psychology	ASSPSY
應用社會科學(青年與社會服務) Applied Social Sciences in Youth and Social Services	ASSYSS
高級文憑課程 Higher Diploma Programmes (HD) ① 兩年 2 years	
會計學 Accounting	
專修主題 / Theme: 會計學 Accounting Studies	HDACT_AS
專修主題 / Theme: 會計及銀行 Accounting and Banking	HDACT_AB
專修主題 / Theme: 會計及財務策劃 Accounting and Financial Planning	HDACT_AFP
商業管理學 Business Management	
專修主題 / Theme: 管理學 Management Studies	HDBMGT_MS
專修主題 / Theme: 人力資源管理學 Human Resource Management	HDBMGT_HRM
專修主題 / Theme: 管理及商業法律學 Management with Business Law	HDBMGT_MBL
專修主題 / Theme: 管理及心理學 Management and Psychology	HDBMGT_MP
專修主題 / Theme: 管理及電子商務學 Management and e-Commerce	HDBMGT_MEC
食品健康及商業管理學 Food Health and Business Management (SSSDP)	HDFHBM
社康照顧 Health and Social Care (SSSDP)	HDHSC
醫療及保健產品管理 Medical and Health Products Management (SSSDP)	HDMHPM
酒店管理 Hotel Management (SSSDP)	HDHM
旅遊、會展及節目管理 Tourism and Events Management (SSSDP)	HDTEM
旅遊及酒店管理 Tourism and Hospitality Management (SSSDP)	HDTHM
體育及康樂管理 Sport and Recreation Management (SSSDP)	HDSRM
運動教練學及運動表現 Sport Coaching and Sport Performance (SSSDP)	HDSCSP
測量及物業管理 Surveying and Property Management	HDSPM

申請人注意事項 Notes to Applicants

- 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。
- 香港大學專業進修學院保良局何鴻燊社區書院（下稱“港大保良何鴻燊社區書院”或“書院”）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。
- 本書院校長有權決定是否接受轄下課程之入學申請。
 - 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.
- 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.
- The College President has the final decision on accepting any application for admission.

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

- 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。
- 在法律許可情況下，個人資料將會用作入學申請、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，但亦可能會轉移至書院提供有關服務的委託人處理。
- 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）。
- 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紀錄（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）。
- 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

- 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。

- 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。
- 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>)。
- 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）。

- 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.
- 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.
- 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.
- Successful completion of a programme 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).
- 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

- 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.
- 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.
- For details on HPSHCC’s Policy on Personal Data (Privacy), please refer to the College’s Website (<http://hkuspace-plk.hku.hk/privacy-policy>).
- 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

- 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。
- 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。
- 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。
- 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。
- 本人明白，已繳費用，概不退還。

- 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.
- 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.
- 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.
- 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.
- I am fully aware that fees paid are neither refundable nor transferable.

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.

申請人簽名 Applicant’s Signature _____

日期 Date _____

Enquiries

Email: admission@hkuspace-plk.hku.hk

Tel: 3923 7000

Fax: 3923 7111

(Nov 2023)