



## Application Form 報名表格

(for admission to non credit-bearing courses 申請報讀非學分課程適用)

Please read the Guide for Applicants on the other page before completing this form. 填寫本表格前請細閱附頁的申請人須知。

### 1 Personal Particulars 個人資料 (\* Please delete as appropriate 請刪去不適用選項)

Name (Surname first) 英文姓名(姓氏先行)	<input type="text"/>												
Name in Chinese 中文姓名	<input type="text"/>						Sex 性別	M 男 / F 女	<input type="checkbox"/>				
Chinese Character Code 中文電碼	<input type="text"/>						Date of Birth 出生日期	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HK ID Card/ Passport No.* 香港身份證/護照號碼*	<input type="text"/>						If you are a non-local applicant, please enter 'Y' 若為非本地申請人, 請在方格內填「Y」字			<input type="checkbox"/>			
Nationality 國籍	<input type="text"/>												
Correspondence Address 通訊地址	<input type="text"/>												
Tel. No. (Home) 住宅電話	<input type="text"/>						Tel. No. (Office) 辦公室電話	<input type="text"/>					
Mobile Phone 手提電話	<input type="text"/>						Pager 傳呼號碼	<input type="text"/>					
Fax No. 傳真號碼	<input type="text"/>						E-mail 電郵地址	<input type="text"/>					

If you are a member of the Federation of The Hong Kong Polytechnic University Alumni Associations (FHKPUAA), please enter 'Y'.  
若為香港理工大學校友會聯會會員, 請在方格內填「Y」字。

### 2 Course Particulars 報讀課程

Course Code 課程編號	<input type="text"/>												Cheque No. 支票號碼	<input type="text"/>	Course Fee 學費	HKS <input type="text"/>		
Course Title 課程名稱	<input type="text"/>												Starting Date 開課日期	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
												Day 日	Month 月	Year 年				

### 3 Address Slips 郵寄紙條

Name 姓名	<input type="text"/>	Name 姓名	<input type="text"/>	Name 姓名	<input type="text"/>
Address 地址	<input type="text"/>	Address 地址	<input type="text"/>	Address 地址	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

#### 4 Qualifications & Working Experience 學歷/專業資格/工作經驗

**Do not fill in this part if the course you apply for is open-entry. 如申請的課程沒有註明入學資格，則毋須填寫此部份。**

##### a. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發學年

##### b. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發學年

##### c. Working experience 工作經驗

From 由		To 至		Full Time 全職 / Part Time 兼職	Name of Organisation 機構名稱	Position 職位	Occupation 職業類別 (enter code 請填寫編號)
Month 月	Year 年	Month 月	Year 年				

##### Occupation Codes 職業類別編號

- |   |  |                            |                                    |
|---|--|----------------------------|------------------------------------|
| 01 Accounting 會計                        | 05 Computing & Information Technology 資訊科技 | 09 Marketing & Sales 推廣及銷售 | 13 Transport 運輸                    |
| 02 Administration & Management 行政及管理    | 06 Education 教育                            | 10 Public Relations 公共關係   | 14 Others 其他 (Please specify 請註明): |
| 03 Advertising 廣告                       | 07 Engineering 工程                          | 11 Social Services 社會服務    |                                    |
| 04 Banking & Financial Services 銀行及金融服務 | 08 Literary & Creative Work 文字及創作工作        | 12 Surveying 測量            |                                    |

##### d. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary 如不敷應用，請另備紙張)

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#### 5 Declaration 聲明

I authorise The Hong Kong Polytechnic University to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the University. 本人授權香港理工大學使用本申請表內有關的個人資料，作處理申請入學之用。本人明白，若獲得大學取錄，本人的資料將會轉為學生紀錄，並會用於有關的教學事宜上。

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the University. Any fees paid will not be refunded. 本人謹此聲明，此表格內所填報各事項，均屬真實無訛。如有任何虛報或誤導資料，則本人的申請及註冊資格均會被取消。所有已繳費用概不退還。

Signature 簽署

Date 日期

To be completed by the Course Organiser 由學科主任填寫

Admitted     Rejected     Waiting List

Name of Course Organiser

Signature

Date

(SPD03 07/2002)

**Please read the general information on this page before completing the Application Form. Detach this page and keep it for reference.**

### **How to Enrol**

- (1) A copy of the application form is contained in the School Prospectus. More application forms can be obtained from the School office at Room QR802, 8/F Core R, The Hong Kong Polytechnic University or through our 24-hour hotline at 2766 6666. Copies can also be downloaded from our homepage at [www.speed.polyu.edu.hk](http://www.speed.polyu.edu.hk).
- (2) Applications for certain courses must be made on special application forms. Please read the course details carefully and obtain the appropriate forms for completion.
- (3) For each course, please submit individually one application form and one cashier order/crossed cheque payable to "The Hong Kong Polytechnic University". Kindly complete the application form clearly in English block letters and write your name and the course code at the back of the cashier order/cheque. **Incomplete application forms and post-dated cheques will not be accepted.**
- (4) Please send your duly completed application form and cashier order/crossed cheque by mail or by hand to the School of Professional Education and Executive Development before the closing date.

Unless otherwise specified, the closing date for enrolment is normally **three weeks before the commencement date of the course**. Failure to enrol prior to the closing date may mean cancellation of that course. Prior enrolment is the only way the University has of judging the response to its courses. Early enrolment from applicants will be appreciated.

- (5) Applicants will be notified the results of their applications. Please contact the School if you do not receive any notification **one week before course commencement**.
- (6) **Course fees are not refundable.** Fees paid and places allocated on course are not transferable after application. Official receipts will be distributed in the first lesson.

For unsuccessful applications and course cancellation, tuition fees will be refunded and returned by ordinary mail.

- (7) The School reserves the right to make alterations regarding the details of the courses offered. The applicants/students will be notified accordingly.

### **Certificates of Attendance/Attainment**

- (1) Unless otherwise specified, Certificates of Attendance will be issued upon request to those students who have attended 70% or more of the classes.
- (2) Certain courses have an optional final assessment. If you have achieved satisfactory attendance and successfully passed the assessment, you will be eligible for a Certificate of Attainment issued by The Hong Kong Polytechnic University. For details, please refer to individual course descriptions.
- (3) No re-examination will be arranged if you are absent from or fail the assessment, except for certain courses where specific examination policies have been detailed in the Prospectus or course brochures. Written requests for certificates must be received by the School of Professional Education and Executive Development **no later than two weeks** after the course has ended. Any request made beyond the deadline will only be entertained at a charge of HK\$100\*. Requests received one year after course completion will not be accepted.
- (4) Certificates will not be re-issued. If you need additional certification that you have completed a course, you may apply in writing and pay a fee of HK\$100\*.

*\* All fees quoted are subject to change without further notice.*

填寫報名表前請細閱申請人須知。請保留此頁作參考。

## 報名手續

- (1) 課程簡介附有報名表格乙份。額外的報名表格，可循以下途徑索取：
  - 來函或親臨本學院辦事處（地址：香港理工大學 R 棟 8 樓 QR802 室）；
  - 致電二十四小時熱線 2766 6666；
  - 從本學院網頁下載（網址：[www.speed.polyu.edu.hk](http://www.speed.polyu.edu.hk)）。
- (2) 若干課程備有指定的報名表格。請細閱課程資料並向本學院索取。
- (3) 每申請一項課程，須呈交一張報名表及一張銀行本票 / 劃線支票，抬頭請寫「香港理工大學」。請以英文正楷填妥報名表，並於本票 / 支票背面寫上姓名及課程編號。**資料不全的報名表及期票恕不受理。**
- (4) 填妥的報名表格需連同劃線支票 / 銀行本票，於課程截止報名日期前郵寄或交回本學院。

除特別註明外，課程截止報名日期一般為**開課前三星期**，但學員以盡早報名為宜。報名延誤可能引致某項課程因人數不足而被取消。

- (5) 學院將通知申請人有關的申請結果。若申請人於所報讀課程**開課前一星期**仍未收到通知，則應自行向學院查詢。
- (6) **所有已繳學費恕不退還。**學費及學額均不可轉讓他人。學費收據將於課程第一講派發。  
若課程取消或申請不獲接納，學費將以平郵退還申請人。
- (7) 學院保留更改課程細則的權利。申請人 / 學員將獲通知有關安排。

## 聽講 / 修業證書

- (1) 除特別註明外，學員上課次數不少於百分之七十，可申請聽講證書。
- (2) 部份課程設有結業考試。若學員上課達滿意出席率，並考獲及格成績，可獲香港理工大學頒發修業證書。詳情請參閱個別課程資料。
- (3) 除非課程訂明特別考試規則（詳列於課程簡介及資料單張），學員缺席結業考試或成績未符合及格要求者，將不獲安排重考。聽講 / 修業證書之申請，須於課程結束後**兩星期內**，以書面向課程導師或本學院遞交。逾期申請須繳費港幣一百元正\*。課程結束後一年始遞交申請將不獲處理。
- (4) 所有證書將不予補發。若學員須要本學院另行證明其完成某課程，可以書面提出申請。每張證明收費港幣一百元正\*。

\* 所有費用如有調整，恕不另行通知。