

### 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 requiring visa/ entry permit to stay in Hong Kong?  Yes  No

Correspondence Address \_\_\_\_\_

Contact 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 CPCE Academic Registry	
				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 a 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 Head of Subject Hosting Division concerned or his/ her delegate**

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

(b) **Action(s) Taken by CPCE Academic Registry**

- Application form received on \_\_\_\_\_, with photograph attached/ not attached \*
- (For approved case - non-current student) Student Identity Card (No. \_\_\_\_\_) issued by \_\_\_\_\_ on \_\_\_\_\_
- (For approved case) Computer record updated by \_\_\_\_\_ on \_\_\_\_\_
- Notification 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 to the CPCE Academic Registry.

*[For a non-current student, the completed form should be submitted together with a photocopy of your HKID Card/ Passport/ Mainland ID Card (for non-local students), and a recent colour photograph to the CPCE Academic Registry. The copy of HKID Card/ Passport/ Mainland ID Card will be destroyed after the processing of this application.]*

2. According to the Education Bureau for the purpose of admission to post-secondary programmes, a “non-local student” is defined, as a holder of the following documents issued by the Immigration of the HKSAR Government; student visa/ entry permit, visa/ entry permit under the Immigration Arrangements for Non-local Graduates (IANG), dependent visa/ entry permit (for student who was 18 years old or above when he/ she was issued with such visa/ entry permit), or recognizance form. In the case of non-local applicants who possess only a visit/ transit visa, CPCE can neither register them as a student nor allow them to commence study until a student visa/ entry permit 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. Applicants will be informed of the result of their application and the class timetable and/ or assessment arrangements. Successful applicants will receive a written notification from the CPCE Academic Registry inviting them to settle the tuition fee and collect the Student ID Card, as appropriate, **within two weeks** after submission of the application.

### **Fee Refund Policies**

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

### **Student ID Card**

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

### **Certification**

7. 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**

8. 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.
9. 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**

10. 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 CPCE Academic Registry and other units/ offices of PolyU and CPCE in support of the applicant's study at HKCC/ SPEED.
11. 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 33** or **CAR Form 11** respectively to the CPCE Academic Registry.

### **CPCE Academic Registry**

#### For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon  
Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: [sp.car@speed-polyu.edu.hk](mailto:sp.car@speed-polyu.edu.hk)

Telephone: 3746 0900

#### For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon  
Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk)

Telephone: 3746 0900