

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/ PRC Resident ID Card)

HKID Card/ Passport/ PRC
Resident ID Card No.* _____ Gender ☐ Male ☐ Female

Date of Birth _____ Nationality _____
(DD/MM/YYYY) *Click or tap to enter a date.* (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 ☐ Undergraduate 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
<i>Click or tap to enter a date.</i>	<i>Click or tap to enter a date.</i>			Select	Select
<i>Click or tap to enter a date.</i>	<i>Click or tap to enter a date.</i>			Select	Select
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 ENROL

No.	Subject Code	Subject Title	Semester	To be input by CPCE Academic Registry	
				For approved cases, student to attend the following subject group (to facilitate fee calculation and subject registration)	
				Group No.	Fee per Credit
1			Select		
2			Select		

* 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 communication between CPCE and me; and
- (d) for conducting statistical analysis, research, surveys, quality assurance and review.

Signature of Student _____

Date [Click or tap to enter a date.](#) _____

IV. FOR ACADEMIC STAFF AND 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/ PRC Resident 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/ PRC Resident ID Card (for non-local students), and a recent colour photograph to the CPCE Academic Registry. The copy of HKID Card/ Passport/ PRC Resident 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 in PolyU/ CPCE 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 CPCE is not responsible for making alternative arrangements 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 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. All fees paid, except for subject cancellation, are neither refundable nor transferable.

Student ID Card

6. Non-current students will be issued a Student ID Card, which can be used to access campus facilities/ services. Rights to use any facilities of CPCE are 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 is processed on a semester basis. Students need to re-apply for admission if they wish to enrol on subjects in other semesters.
9. Subject-based students are required to follow the normal application procedures and observe the prevailing entrance requirements 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 Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Requests should be submitted in writing by filling in **CAR Form 33** or **CAR Form 11**, respectively, to the CPCE Academic Registry.

Submission Method:	Email:	cpce.ar@cpce-polyu.edu.hk
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