

## **Application Guidance Notes**

### **Postgraduate Diploma in Disability Employment and Inclusion**

受障共融就業深造文憑

(Course Code: LW027A)

### **Postgraduate Diploma in Inclusive Education Leadership**

融合教育領導深造文憑

(Course Code: LW028A)

**(Revised) Application Deadline :** 15 January 2024

**Application Fee** : No Application fee is charged.

**Course Fee** : \$36,000 (to be paid on notification of acceptance)

#### **How to Apply**

All applications must be accompanied by supporting documents. This means you must submit a **clearly readable copy in English** of all pages of your undergraduate/an equivalent qualification full transcript. If your application is successful, you may be required to show us the originals of the documents you submitted before your place is confirmed.

#### **Online**

HKU SPACE provides 24-hour online application and payment service for students to apply to selected award-bearing programmes via the Internet. Please visit programme website for details.

Postgraduate Diploma in Disability Employment and Inclusion

<https://hkuspace.hku.hk/prog/postgrad-dip-in-disability-employment-and-inclusion>

Postgraduate Diploma in Inclusive Education Leadership

<https://hkuspace.hku.hk/prog/postgrad-dip-in-inclusive-education-leadership>

#### **By post**

Or you can post the completed application form (Ref: LW027A/28A), together with clearly readable copies of all the required documents, to: HKU SPACE, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong [Ref: LW027A or LW028A Application].

#### **In person**

Please check the current opening hours for enrollment counters of HKU SPACE Learning Centres at <https://hkuspace.hku.hk/learning-centre>. Bring this application form together with both the originals and copies of all required documents with you (this will avoid you being asked for the originals later).

#### **Please put a tick “ x ” in the box as appropriate**

- Completed application form
- Copy of HKID (and passport if not Hong Kong Permanent Resident)
- Copy of undergraduate degree certificate or an equivalent qualification in English
- Copy of undergraduate degree or an equivalent qualification full transcript in English
- Copy of documentary evidence of English proficiency
- Others: please specify \_\_\_\_\_

## APPLICATION FORM

Please complete all relevant parts in BLOCK LETTERS and put a tick "x" in the box as appropriate

<b>Part I : Application Details</b>			
<u>Application Code</u>	<u>Course Name</u>	<u>Course Fee</u>	
<input type="checkbox"/> 2165-LW027A	<b>Postgraduate Diploma in Disability Employment and Inclusion</b> 受障共融就業深造文憑	\$36,000	
<input type="checkbox"/> 2165-LW028A	<b>Postgraduate Diploma in Inclusive Education Leadership</b> 融合教育領導深造文憑	\$36,000	
<u>Title</u>		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	
<u>Student Name in English and Chinese (name as appeared on H.K.I.D. Card or Passport)</u>			
<u>Given Name</u>		<u>Family Name</u>	
<u>Name in Chinese</u>		<u>Mobile Phone</u>	
<u>HKID/Passport No.</u>		<u>HKU SPACE Student No. (if any)</u>	
Holders of H.K.I.D. card must fill in their H.K.I.D. No.			
<b>Part II : Other Personal Particulars</b>			
<u>Email Address</u>		<u>Nationality</u>	
<u>Date of Birth (DD-MM-YY)</u>		<u>Permanent HK Resident</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If "No", see Notes to Non-local Applicants)			
<u>Correspondence Address</u>			
<input type="checkbox"/> Residential <input type="checkbox"/> Business	<input type="checkbox"/> HK <input type="checkbox"/> KLN <input type="checkbox"/> NT		
<u>Emergency Contact Person</u>	In case of emergency, we may need to contact your family or friend. Please suggest. Contact Person _____ Phone _____		
<b>Part III : Qualifications and Employment</b>			
<u>Qualifications</u> <input type="checkbox"/> <b>University Degree</b> <input type="checkbox"/> <b>Degree Equivalent</b>			
<u>Awarding Institution</u>	<u>Subject / Degree Awarded</u>	<u>Date of Award</u> (Please give expected date if you have not yet graduated)	
<b>Taught in English?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
(If the degree or equivalent qualification is from an institution where the language of teaching and assessment is <u>NOT</u> English, applicants shall provide evidence of English proficiency, such as:			
<b>English Proficiency</b>			
<input type="checkbox"/> an overall band of 6.0 or above with no subtests lower than 5.5 in IELTS; or <input type="checkbox"/> a score of 550 or above in the paper-based TOEFL, or a score of 213 or above in the computer-based TOEFL, or a score of 80 or above in the internet-based TOEFL; or <input type="checkbox"/> HKDSE Examination English Language at Level 3 or above; or <input type="checkbox"/> HKALE Use of English at Grade E or above; or <input type="checkbox"/> an equivalent qualification.			

<b>Employment - School teaching experience</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Company/School	Position

#### Part IV : Other Relevant Information

##### HKU SPACE Alumni

All new enrolled students in the School will automatically receive a lifelong learner card which serves as the student card. It also confers eligibility to become an alumnus of HKU SPACE. If you DO NOT WISH to be an alumnus, please check this box.

##### Equal Opportunities for Learning at HKU SPACE

The School supports equal opportunity and strongly opposes discrimination / harassment. The document, "Studying in HKU SPACE" is available from the Prospectus/Website and sets out such policy more fully.

It is the School policy to offer equal opportunities to all applicants with or without disabilities. 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 School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

**Special assistance required?**    Yes  (if you check yes, you agree to give us further information on your special needs and consent to our further processing of your data)    No

##### Statement on Collection of Personal Data

- 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.
- 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 authorised 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.
- When the processing and consideration of all the applications for a particular programme have been completed:
  - the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and
  - 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 authorised 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. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
- Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
- The School 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 School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

##### *Use of Personal Data related to Direct Marketing*

- 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.**

- Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights 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 the Data Protection Officer, HKU SPACE (please quote "Data Access Request"). For general requests of personal data amendment, please fill out the 'Application Form for Personal Data Amendment' and submit it to HKU SPACE.
- For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website (<http://hkuspace.hku.hk/policy-statement/privacy-policy>.)
- HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement and the Supplement in relation to the General Data Protection Regulation of the University also apply where applicable and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.pdf> and [https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice\\_ApplicantsandStudents.pdf](https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice_ApplicantsandStudents.pdf). Being in partnership with other overseas Universities, it also endeavours to comply to their laws and regulations as far as practicable. However, the School is obliged to maintain part of the students' records in perpetuity for reasons stated in this PIC.

Following the government's latest announcement, HKU SPACE has resumed normal operations. The Vaccine Pass is no longer required for campus access. For the latest guidelines regarding COVID-19 policy, please refer to HKSAR Government policy at <https://www.coronavirus.gov.hk/>. Please stay vigilant and observe government requirements.

### Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU system through HKU SPACE.

### DECLARATION (Please sign before submission and check you have attached all required documents)

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
- I consent that, if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
- I have noted, understood and agree the contents of above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

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**Signature**

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**Date**

#### HKU SPACE Alumni

For applicant not holding a  
Lifelong Learner Card

Please affix a recent color  
photo (in plain background) of  
the applicant for producing the  
Lifelong Learner Card

45mm X 55 mm

<http://alumni.hkuspace.hku.hk/>

### ADDRESS LABELS

(Please complete the three address labels below, which will be used to inform you of the result of your application.)

Name:	Name:	Name:
Address:	Address:	Address:
LW027A/028A (2023/24)	LW027A/028A (2023/24)	LW027A/028A (2023/24)