

Applicants should submit an application and the supporting document directly either to our HKU SPACE Enrolment Counter, by email ([pg.cad@hkuspace.hku.hk](mailto:pg.cad@hkuspace.hku.hk)) or by post to the following address:

HKU SPACE (Culture, Arts and Design)  
6/F, United Centre,  
95 Queensway, Admiralty, Hong Kong

## Application Form Checklist

- Part I : Application Details
- Part II : Other Personal Particulars
- Part III : Qualifications & Employment
  - Qualifications
  - Employment
- HKU SPACE Alumni
- Equal Opportunities
- Declaration

## Supporting Document Checklist

- Completed application forms;<sup>1</sup>
  - Supplementary Information
    - Section 1: Personal Statement
    - Section 2: Study Proposal
  - Copy of HKID card / passport with valid visa label;
  - Academic transcript(s) and graduation certificate(s), if applicable (with certified translations in English where appropriate<sup>2</sup>);
  - Copy of IELTS / TOEFL test score report(s)<sup>3</sup>;
  - Curriculum Vitae (CV);
  - A recent colour photo;
  - A crossed cheque of HKD300 as application fee (payable to 'HKU SPACE')<sup>4</sup>

<sup>1</sup> If you have submitted your application online, please provide the confirmation email.

<sup>2</sup> Transcripts, diplomas, and other submitted documents, which are not in English, should be accompanied by a certified translation in English. Certified translation may be provided by applicants' home institutions.

<sup>3</sup> Applicants with qualifications from a university or comparable institution within/ outside Hong Kong where the language of teaching or assessment is not English, are required (unless exceptionally exempted) to obtain a score of 7.0 in IELTS (with a minimum of 5.5 in each sub-test); or to obtain a score of 100 in TOEFL iBT (with a minimum of 20 in each sub-test)

<sup>4</sup> For application by post only.

For Office Use 由本學院填寫

Receipt no.:

Admitted 取錄

Rejected 不取錄

Waiting List 後補名單

Please complete all relevant parts in BLOCK LETTERS and with BLACK PEN. HKID card or passport number is required for student record purposes. Applicants to award-bearing programmes are required to present their HKID/passport for verification if applying in person or attach a copy of their HKID or passport if applying by post.

請用黑色原子筆以正楷填寫有關部分。申請人必須填寫香港身分證或護照號碼以作學員記錄之用。學歷頒授及專業課程的申請人，如親身報名，須出示身分證/護照以核實身分；如以郵遞方式報名，則須附以身分證或護照副本以供本學院核對之用。

Programme Title 課程名稱:

## MA Arts and Cultural Enterprise 藝術及文化企業文學碩士

For applicants not holding a Lifelong Learner Card

Please affix a recent colour photo (in plain background) of the applicant for producing the Lifelong Learner Card. 請貼上申請人之彩色近照一張 (照片背景必須無任何裝飾) 以作印製終身學員證用途

45mm x 55mm

### Part I 甲部：Application Details 報讀課程資料

Title 稱謂 Mr 先生 Ms 女士 Other 其他: \_\_\_\_\_

Student Name in English and Chinese (Name as appeared on H.K.I.D. card or passport) 英文及中文姓名 (香港身分證或護照上的姓名)

Given Names

英文名字 \_\_\_\_\_

Name in Chinese

中文姓名 \_\_\_\_\_

H.K.I.D./Passport No.

香港身分證/護照號碼 \_\_\_\_\_

Holders of H.K.I.D. card must fill in their H.K.I.D. No. 香港身分證持有人必須填寫香港身分證號碼

Family Name

英文姓氏 \_\_\_\_\_

Mobile Phone

流動電話 \_\_\_\_\_

HKU SPACE Student No. (If any)

學生證號碼 (如有) \_\_\_\_\_

### Part II 乙部：Other Personal Particulars 其他個人資料

Email Address 電郵地址 \_\_\_\_\_

Date of Birth 出生日期 Day 日 (dd) Month 月 (mm) Year 年 (yyyy)

Nationality 國籍 \_\_\_\_\_

Permanent HK Resident

香港永久性居民  Yes 是  No 否 (If 'No', see Notes to Non-local Applicants) (如填寫「否」，請細閱非本地申請人注意事項)

Correspondence Address

通訊地址 \_\_\_\_\_

Room/Flat 室 Floor 樓 Block, Building 座, 大廈

Estate, Street/Road 屋苑, 街道

HK 香港  KLN 九龍  NT 新界

District (e.g. wan Chai, Kwun tong, etc.) 地區 (如灣仔、觀塘)

Emergency Contact Person 緊急聯絡人

In case of emergency, we may need to contact your family or friend. Please suggest. 如遇上緊急事故，我們或需聯絡你的家人或朋友，請提供聯絡人資料。

Contact Person 聯絡人: \_\_\_\_\_

Phone 電話: \_\_\_\_\_

### Part III 丙部：Qualifications & Employment 學歷及就業資料

Qualifications 學歷 (In chronological order 請順序列出)

Please state qualifications relevant to the programme/course entry requirements you are applying for, and attach proof of qualifications specified in the requirements of the individual programme/course.

請填寫申請報讀課程所需的學歷，並根據個別課程需要，另附學歷證明。

Examination/Awarding Institution 考試/頒授學歷機構	Subject/Degree Awarded 學科/獲頒授學位	Grade 成績	Date of Award 頒授日期

Employment 就業資料 (In chronological order 請順序列出)

Please state your current employment, and your past working experience relevant to the programme/course entry requirements you are applying for, and attach proof of qualifications specified in the requirements of the individual programme/course.

請填寫現職及與申請報讀課程有關的過往工作經驗，並根據個別課程需要，另附證明。

Name of Company 機構名稱	Position 職位	Full-time/Part-time 全職/兼職	Date (From/to) 日期 (由/至) (mm/yy) Current

**HKU SPACE Alumni 香港大學專業進修學院校友**

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 the box.

本學院的註冊學生將自動獲發終身學員證為學生證。持證人可成為香港大學專業進修學院校友。如閣下不想成為校友，請在左方方格內填上剔號。

**Equal Opportunities for Learning at HKU SPACE 香港大學專業進修學院的平等學習機會**

Special assistance required 是否需要特殊的幫助？(if you check yes, you agree to give us further information on your special needs and consent to our further processing of your data) 如選擇需要，閣下同意提供進一步詳情及同意學院處理相關資料。

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.

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上說明你是否需要特殊的幫助。如有需要，學院將聯絡閣下，以獲取更多相關資料及提供更完善的服務。

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

- 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: (a) 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 opt-in consent would be retained for such purposes); and (b) 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. 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 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 the right 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 to information should be addressed to the Data Protection Officer, HKU SPACE. 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 of the University also applies and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.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.
- 申請人必須提供其個人資料及課程申請所需資料，否則本學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職員才能處理有關資料，但亦可能會轉移到為學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項表明願意接收學院的推廣訊息，申請人的聯絡資料及同意接收學院推廣訊息的記錄將保留作此等用途），獲取錄者的個人資料將會被留作學生記錄，只有香港大學專業進修學院職員或為學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）。
- 如獲取錄，申請人需呈交彩色近照一張以作學生證明之用。
- 在緊急情況下，學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，請儘快向學院提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡課程組，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）將用作與學院溝通渠道，學院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人、學員和校友送上學院的最新課程資料及推廣訊息，這些資訊亦將包括學院講座及活動、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學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，申請人有權知悉學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，請填妥指定表格並交回本學院個人資料私隱主任。本學院將會酌情收取行政費用。如欲更改一般個人資料，請填妥「申請更改個人資料表格」並交回本學院。
- 如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁(<http://hkuspace.hku.hk/cht/policy-statement/privacy-policy>)。
- 本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)。學院亦與海外院校合作，在可行範圍內當遵從當地法律及條例處理相關個人資料，但學院仍需依循本院收集個人資料目的，保留某些項目作為永久學生記錄。

**General Notes to Applicants 一般注意事項**

- Enrolment can be done in person at any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "MA ACE Admission Team, HKU SPACE, Unit 602B, 6/F., United Centre, 95 Queensway, Admiralty, Hong Kong"
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
- If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
- If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
- If you are applying to / have enrolled for more than one programme/course with HKU SPACE, please check to ensure that there are no scheduling conflicts before submitting your application form.
- If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
- Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

9. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

1. 報讀課程，請親往學院各報名中心，呈交填妥的報名表格、學費和所需的證明文件，或以郵遞方式，寄「香港金鐘道 95 號統一中心 6 樓」並註明「報讀藝術及文化企業文學碩士課程」。
2. 如以劃線支票或銀行本票付款，抬頭請書名「香港大學專業進修學院」。
3. 如報讀短期課程開課在即，學院可要求申請者以現金、「易辦事」或信用卡（Visa 或萬事達卡）繳付學費。
4. 以「先到先得」方式獲取錄的學生，可自行依照課程手冊或學院網頁所列的時間到有關地點上課。除特殊情況外，學院將不作另行通告。
5. 如須甄選入學，則正式收據並不可作為閣下已獲取錄的證明。學院將在截止報名日期後儘快通知申請者是否獲得取錄。落選的申請人將獲退還已繳交的學費。
6. 如打算/已經在學院報讀多於一個課程或以上，請細閱各個課程的上課時間地點，以免上課時間重疊。
7. 如在開課前三天仍未知悉上課地點，請與課程組聯絡。
8. 除特殊情況（例如課程因報名人數不足而被取消）及法例規定外，一切已繳費用，概不退還。
9. 有關香港大學專業進修學院的入學程序及詳情，請參閱香港大學專業進修學院的課程手冊及官方網頁。

#### Class arrangement during COVID-19 新型冠狀病毒影響下的課堂安排

The COVID-19 situation may still be fluid and constantly affect class arrangements in the coming months. The health and safety of our students will always be our top priority. To ensure that students' academic progress is not affected, the School may substitute face-to-face classes with online teaching if necessary in the event that face-to-face classes cannot be held. Our respective Programme Teams will contact the students concerned with details of such arrangements as necessary.

在新型冠狀病毒疫情不穩定的狀態下，未來數月可能持續影響我們的課堂安排。學院一向以學員的健康及個人安全為首要考慮，為確保學生的學習進度不受影響，學院有可能需要按有關指引將面授課堂改為網上授課。如出現此等情況，課程組別同事將會儘快聯絡學員有關安排的詳情。

#### Notes to Non-local Applicants 非本地申請人注意事項

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 generally 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.

非本地申請人必須持有由香港特區政府入境事務處所簽發的學生簽證方可入讀本學院，申請人入學前須辦妥有關手續。惟以受養人士身分獲批來港者，毋須經事先批准，可修讀全日制兼讀制課程。而獲發有效工作簽證之非本地申請人毋須事前批准，亦可修讀兼讀制課程。獲香港大學專業進修學院課程取錄並不代表能成功獲發有關學生簽證。除自資並經本地評審，而有關學銜按香港大學體制，經香港大學專業進修學院頒發的兼讀制深造修讀課程外，兼讀制課程一般而言，暫不在入境處考慮批發簽證之列。

#### Declaration 聲明

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
  2. 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.
  3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
  4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).
1. 本人聲明本申請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。
  2. 本人授權香港大學專業進修學院向相關機構查閱有關本人申請課程所列出的學歷及專業資格。
  3. 本人同意如本人註冊入學，當遵守大學及學院的規例。
  4. 本人已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料（私隱）的守則。

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

HKU SPACE is a non-profit making University company limited by guarantee 香港大學專業進修學院乃非牟利擔保有限公司

# Supplementary Information

## Section 1: Personal Statement

## Section 2: Study Proposal

This document helps you by providing guideline questions for each. In response to the request for the Statement and the Proposal, you can choose to answer the questions stated below, or to submit a separate writing to address the questions.

**Surname:** \_\_\_\_\_

**Given Name:** \_\_\_\_\_

### Section 1: Personal Statement

Your personal statement should give us information about yourself and why you want to join the course. **Please write no more than 300 words.** Your statement should address the following:

- Why do you wish to study on this programme?
- What are you doing at the moment (professionally or personally)?
- How do you see MA Arts and Cultural Enterprise impacting upon your career/ personal development?
- Bearing in mind the importance of collaboration and peer-to-peer learning in this programme, what skills, experiences or personal attributes would you contribute to the MA group?

Please provide your personal statement here.

## Section 2: Study Proposal

The Study Proposal is an opportunity for you to let us know where your interests lie and how you might apply course content. It is not a definitive study plan, and we fully anticipate that your ideas will change over the course of the MA. However, we do expect that you will have some initial ideas, coming into the course, of what interests you, and how the course will help you to pursue these interests.

Please write no more than 800 words. Your study proposal should address ONE of the areas below:

### Either Area 1

**Describe your research interests and a topic within arts and cultural enterprise that you would like to investigate at postgraduate level:**

- What has drawn you to this topic?
- Why is it interesting?
- What do you already know about this topic, and what hypotheses would you like to explore?
- How might you undertake research on this topic?
- How will the course assist you in approaching this research?

### Or Area 2:

**Describe your research interests and a new, or different approach to cultural production, which you would like to put into practice**

- What would you like to do?
- What existing models of production would you draw upon, and where would you depart from them?
- Is there a market for your endeavour? What does it look like?
- Which production stages have you thought through (fundraising, identifying partners, market research, etc.?)
- How will the course assist you developing your idea?

Please provide your study proposal here or attach a separate file.