

University of London
Graduate Diploma in Commercial Law Preparation Courses
2024/2025
Programme Code: SC494A

For enrolment counter use only
Receipt No.

Please complete all relevant parts in BLOCK LETTERS and put a tick “√” in the box as appropriate.

Part I: Application Details

Application Code	Module Title	Course Fee
2250-2690 NW	Contract Law	\$32,000 (One year to finish all four prep courses)
	Commercial Law	
	Company Law	
	Intellectual Property	

Please note that students who wish to take the exams must register as overseas student with the University of London. New registration for University of London application is processed in Hong Kong by HKU SPACE. A non-refundable application fee, registration fee, module fee and examination fee are required. Please visit the University of London website for more details: <https://www.london.ac.uk/study/courses/undergraduate/graddip-commercial-law#fees>

Title Mr Ms

Student Name in English and Chinese (name as appeared on H.K.I.D. Card or Passport)

Given Names

Family Name

Name in Chinese

Mobile Phone

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

HKU SPACE Student No. (if any)

Holders of H.K.I.D. card must fill in their H.K.I.D. No.

Permanent HK Resident Yes No
 (If “No”, see Notes to Non-local Applicants)

Nationality

Part II: Other Personal Particulars

Email Address

Date of Birth Day Month Year

Correspondence Address Residential Business

Room/Flat Floor Block, Building

Estate, Street/Road

District (e.g. Wan Chai, Kwun Tong, etc)

HK KLN NT

Emergency Contact Person

In case of emergency, we may need to contact your family or friend. Please suggest.

Contact Person

Phone

Student Admission Card
(For GDCL prep courses only)

Students will be required to produce admission card to HKU SPACE Staff outside the lecture theatre in order to gain entry to each lecture.

Please affix a recent color photo (with plain background) for processing admission card
45mm X 55 mm

**HKU SPACE
Lifelong Learner Card**
(HKU SPACE Alumni)

For applicant not holding a Lifelong Learner Card, please affix a recent color photo (in plain background) for producing Lifelong Learner Card

45mm X 55 mm
<https://alumni.hkustspace.hku.hk/>

Please complete this part

Name :

Address :

(Official receipt will be sent by self-addressed label above, HKU SPACE will not be responsible for any loss of receipt sent by mail)

Please continue to next part ⇨

Part III : Qualifications & Employment

Please state qualifications relevant to the programme / course entry requirements you are applying for.

Examination / Awarding Institution	Subject / Degree Awarded	Date of Award

Employer's Name: _____ Occupation: _____

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 SchoolProspectus/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

1. 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.
2. The personal data provided to the school 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.
3. 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.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. 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

Use of Personal Data related to Direct Marketing

6. 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 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.**
From time to time, the alumni office will send the latest updates to alumni members on the alumni events, privileges and offers, volunteering activities, and networking opportunities to you. Various communication channels such as direct-mail, email and 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 enrolment year etc). You always have the right to make subsequent changes on your choice if receiving further information for alumni by sending a written unsubscribe request (by email or by post) to the ALUMNI 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.**
7. 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 (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.
8. 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>).
9. 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. 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.

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

- I declare that all information given in this application form is, 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 also noted, understood and agreed the contents of above Notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

Signature: _____ Date: _____

General Notes to Applicants

- Enrolment can be done in person at any of HKU SPACE Enrolment Counters (<https://hkuspace.hku.hk/learning-centre>, Centre Hotline: (852) 3761-1111) by completing this application form and submitting it with the appropriate course fee and relevant documents. You can also mail to the "College of Humanities and Law, HKU SPACE, Suites A and B, 12th Floor, United Centre, 95 Queensway, Hong Kong" specifying "LU GDCL".
- If you are applying/have enrolled for more than one course with HKU SPACE, please check to ensure that there are no scheduling conflicts before submitting your application form.
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE". Applicants who wish to pay by credit card must attend in person at any of HKU SPACE Enrolment Counters with their card.
- Applicants may be required to pay the course fee in CASH or by EPS/Credit Card if the course will start shortly.
- Course fees paid are not refundable or transferable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
- If you do not receive a timetable 1 week before module starts, please e-mail pauline.tang@hkuspace.hku.hk or call 2520-4665.
- Statement of Attendance can be issued after completion of the course in April upon request. Students who require a statement of attendance should submit form (SF22) with a stamped self-addressed envelope and crossed cheque for HK\$30 (per module) made payable to "HKU SPACE" to the School's Enrolment Counters.

To help us understand your learning needs, please answer the following questions. Please note that the information you provide may be used to assist the School's research in continuing education. This part of the form is optional.

為使本學院了解學員的學習需要，請填寫以下問卷。你所提供的資料，可能作為本學院對持續教育研究之用。學員可根據個人意願決定填寫與否。

Please tick the appropriate boxes. 請在適當方格加上 ✓ 號。

1. Your highest education level achieved 你的最高學歷程度：(Please select ONE only 請選擇其中一項)

- | | |
|---|--|
| 1.001 <input type="checkbox"/> Below Secondary 5 (HKCEE) 中五 (香港中學會考) 以下 | 1.006 <input type="checkbox"/> Bachelor's degree 學士學位 |
| 1.002 <input type="checkbox"/> Secondary 5 (HKCEE) or equivalent 中五 (香港中學會考) 或同等程度 | 1.007 <input type="checkbox"/> Postgraduate certificate / Postgraduate diploma 深造證書 / 深造文憑 |
| 1.003 <input type="checkbox"/> Secondary 6 - 7 (HKAL) or equivalent 中六 - 中七 (香港高級程度會考) 或同等程度 | 1.008 <input type="checkbox"/> Master's degree 碩士學位 |
| 1.004 <input type="checkbox"/> Secondary 6 (HKDSE) or equivalent 中六 (香港中學文憑) 或同等程度 | 1.009 <input type="checkbox"/> Doctorate degree 博士學位 |
| 1.005 <input type="checkbox"/> Associate degree / sub-degree / certificate / diploma 副學士 / 副學位或非學位證書 / 文憑 | |

2. What are the most important factors for your choosing of the present course at HKU SPACE? 你選擇在香港大學專業進修學院修讀此課程，最重要的因素是什麼？

Please select the THREE most important factors and rank them from "1" to "3", with "1" as the most important. 請選擇 3 個最重要因素並以 1 至 3 排列，以 1 為最重要。

- | | |
|--|--|
| 2.001 <input type="checkbox"/> Good reputation of the institution 機構有良好聲譽 | 2.006 <input type="checkbox"/> Good teaching and learning facilities 教學設備完善 |
| 2.002 <input type="checkbox"/> A variety of courses to choose 有多種課程可供選擇 | 2.007 <input type="checkbox"/> Convenient locations of learning centres 上課地點方便 |
| 2.003 <input type="checkbox"/> High academic quality of the courses 課程的學術質素高 | 2.008 <input type="checkbox"/> Reasonable course fees 學費合理 |
| 2.004 <input type="checkbox"/> Qualification awarded are widely recognised 學歷被社會廣泛承認 | 2.009 <input type="checkbox"/> Others 其他 (Please specify 請列明：_____) |
| 2.005 <input type="checkbox"/> Good quality of teaching staff 導師質素高 | |

3. Which channel(s) do you usually receive information on continuing education? 你通常透過以下哪個渠道獲得有關持續教育的資訊？(You can choose MORE THAN ONE 可作多項選擇)

- | | |
|---|---|
| 3.001 <input type="checkbox"/> School website & School eDirect Mail (eDM) 學院網站 / 學院電子郵件 | 3.008 <input type="checkbox"/> eDirect Mail (eDM) 電子郵件 |
| 3.002 <input type="checkbox"/> School prospectus / programme brochure 學院課程手冊 / 課程單張 | 3.009 <input type="checkbox"/> Keyword search (SEM) 關鍵字搜尋 |
| 3.003 <input type="checkbox"/> TV / radio advertising 電視 / 電台廣告 | 3.010 <input type="checkbox"/> Seminar / Exhibition / School Open Day 講座 / 展覽 / 開放日 |
| 3.004 <input type="checkbox"/> Newspaper / magazine advertising 報章 / 雜誌廣告 | 3.011 <input type="checkbox"/> From the organisation currently working at 從現職機構獲得資訊 |
| 3.005 <input type="checkbox"/> Transport / outdoor advertising 公共交通工具 / 戶外廣告 | 3.012 <input type="checkbox"/> Office building 商業大廈派發點 |
| 3.006 <input type="checkbox"/> Internet advertising 網站廣告 | 3.013 <input type="checkbox"/> From friends / relatives 親朋推介 |
| 3.007 <input type="checkbox"/> Mobile advertising 流動電話廣告 | 3.014 <input type="checkbox"/> Others 其他 (Please specify 請列明：_____) |

4. Profession 行業：(You can choose MORE THAN ONE 可作多項選擇)

- | | |
|--|--|
| 4.001 <input type="checkbox"/> Accounting / Auditing 會計、核數 | 4.016 <input type="checkbox"/> Government / Public Utilities 政府部門、公共機構 |
| 4.002 <input type="checkbox"/> Administration / Secretarial / General Management 行政、秘書、一般管理工作 | 4.017 <input type="checkbox"/> Hospitality and Tourism 款客服務、旅遊 |
| 4.003 <input type="checkbox"/> Advertising / Sales and Marketing / Customer Services 廣告、營銷及市場推廣、顧客服務 | 4.018 <input type="checkbox"/> Housing / Property Management / Real Estate 樓宇、物業管理、地產 |
| 4.004 <input type="checkbox"/> Architectural / Building & Construction / Project Engineering / City Planning 建築、建造、項目工程、城市規劃 | 4.019 <input type="checkbox"/> Human Resource / Training 人事、培訓 |
| 4.005 <input type="checkbox"/> Art / Creative / Design 藝術、創意行業、設計 | 4.020 <input type="checkbox"/> Legal 法律 |
| 4.006 <input type="checkbox"/> Banking / Finance / Investment / Insurance 銀行、金融、投資、保險 | 4.021 <input type="checkbox"/> Library Management 圖書管理 |
| 4.007 <input type="checkbox"/> Business Management 商業管理 | 4.022 <input type="checkbox"/> Logistics / Transportation 物流、運輸交通 |
| 4.008 <input type="checkbox"/> Chinese Medicine 中醫藥 | 4.023 <input type="checkbox"/> Manufacturing 製造業 |
| 4.009 <input type="checkbox"/> Community / Social Services 社會服務 | 4.024 <input type="checkbox"/> Media / Communications / Public Relations / Publishing / Translation 媒體、傳訊、公關、出版、翻譯 |
| 4.010 <input type="checkbox"/> Computer Science / Information Technology (IT) 電腦、資訊科技 | 4.025 <input type="checkbox"/> Medical / Health Care / Nutrition / Beauty 醫療、保健、營養、美容 |
| 4.011 <input type="checkbox"/> Education 教育 | 4.026 <input type="checkbox"/> Merchandising / Purchasing / Trading 採購、貿易 |
| 4.012 <input type="checkbox"/> Engineering / Machinery 工程、機械 | 4.027 <input type="checkbox"/> Retail / Wholesale 零售、批發 |
| 4.013 <input type="checkbox"/> Entertainment / Recreation / Sports 娛樂、康樂、體育管理 | 4.028 <input type="checkbox"/> Science and Technology 科學及科技 |
| 4.014 <input type="checkbox"/> Environmental Sciences 環境科學 | 4.029 <input type="checkbox"/> Telecommunications 電訊 |
| 4.015 <input type="checkbox"/> Food and Beverage 餐飲 | 4.030 <input type="checkbox"/> Others 其他 (Please specify 請列明：_____) |

5. What are your area(s) of interest? 你對以下哪些課程範疇感興趣？(You can choose MORE THAN ONE 可作多項選擇)

- | | |
|---|--|
| 5.001 <input type="checkbox"/> Accounting and Finance 會計及金融 | 5.010 <input type="checkbox"/> Healthcare, Sport and Wellness 健康護理、體育及健康 |
| 5.002 <input type="checkbox"/> Architecture, Environment and Housing 建築、房屋及建造環境 | 5.011 <input type="checkbox"/> Hospitality, Tourism and Events 款客、旅遊及活動 |
| 5.003 <input type="checkbox"/> Arts, Design and Culture 藝術、設計及文化 | 5.012 <input type="checkbox"/> Languages 語言 |
| 5.004 <input type="checkbox"/> Aviation, Transport and Logistics 航空、交通及物流 | 5.013 <input type="checkbox"/> Law 法律 |
| 5.005 <input type="checkbox"/> Business and Management 商業及管理 | 5.014 <input type="checkbox"/> Leadership Enhancement and Development 企業發展 |
| 5.006 <input type="checkbox"/> Chinese Medicine 中醫藥 | 5.015 <input type="checkbox"/> Marketing 市場營銷學 |
| 5.007 <input type="checkbox"/> Computing and Data Science 電腦運算及數據科學 | 5.016 <input type="checkbox"/> Social Sciences 社會科學 |
| 5.008 <input type="checkbox"/> Engineering and Science 工程及科學 | 5.017 <input type="checkbox"/> Others 其他 (Please specify 請註明：_____) |
| 5.009 <input type="checkbox"/> Executive Education 行政人員專業課程 | |

6. Is your employer giving you financial support towards the course you have applied for? 你的僱主是否贊助你修讀本課程？

- | | |
|--------------------------------------|-------------------------------------|
| 6.001 <input type="checkbox"/> Yes 是 | 6.002 <input type="checkbox"/> No 否 |
|--------------------------------------|-------------------------------------|

7. Monthly personal income 個人每月收入：

- | | |
|--|--|
| 7.001 <input type="checkbox"/> \$0 - \$9,999 | 7.005 <input type="checkbox"/> \$30,000 - \$39,999 |
| 7.002 <input type="checkbox"/> \$10,000 - \$14,999 | 7.006 <input type="checkbox"/> \$40,000 - \$49,999 |
| 7.003 <input type="checkbox"/> \$15,000 - \$19,999 | 7.007 <input type="checkbox"/> \$50,000 or above 或以上 |
| 7.004 <input type="checkbox"/> \$20,000 - \$29,999 | |

End 問卷完

Thanks 謝謝