

**Certificate for Module**  
**(The Hong Kong Chartered Governance Institute Examinations Preparatory Programme)**  
**Corporate Governance Qualifying Programme**  
**Sep - Nov (Autumn 2024) Timetable**

| Period /<br>Application Deadline   | Course /<br>Application Code  | Teacher           | Time /<br>Total Contact Hours & Week  | Venue | Fee       |
|--|---|-------------------|---|-------|-----------|
| 2 Sep – 11 Nov (Mon)<br>*1 meeting on Sat<br>(28 Sep)<br>Application Deadline:<br>23 August 2024   | Boardroom Dynamics<br>2245-2744AW                                   | Mr. Ricky Lai     | 7:00 p.m. – 10:00 p.m.<br>3:00 p.m. – 6:00 p.m.<br>(28 Sep)<br>36 hours / 12 meetings   | TBC   | HK\$4,900 |
| 2 Sep – 11 Nov (Mon)<br>*1 meeting on Sat<br>(28 Sep)<br>Application Deadline:<br>23 August 2024   | Corporate Governance<br>2245-2748AW                                 | Mr. Samuel Lee    | 7:00 p.m. – 10:00 p.m.<br>10:00 a.m. – 1:00 p.m.<br>(28 Sep)<br>36 hours / 12 meetings  | TBC   | HK\$4,900 |
| 5 Sep – 9 Nov (Thu)<br>*2 meetings on Sat<br>(7 Sep, 9 Nov)<br>Application Deadline:<br>26 August 2024                                     | Corporate Secretaryship<br>and Compliance<br>2245-2755AW            | Mr. Ricky Lai     | 7:00 p.m. – 10:00 p.m.<br>3:00 p.m. – 6:00 p.m.<br>(7 Sep, 9 Nov)<br>36 hours / 12 meetings   | TBC   | HK\$4,900 |
| 6 Sep – 8 Nov (Fri)<br>*4 meetings on Sat<br>(8 Sep, 6 Oct, 20 Oct, 3<br>Nov)<br>Application Deadline:<br>27 August 2024                   | Hong Kong Company Law<br>2245-2761AW                                | Mr. Kenneth Chang | 6:45 p.m. – 10:15 p.m.<br>10:00 a.m. – 1:30 p.m.<br>(8 Sep, 6 Oct, 20 Oct)<br>10:00 a.m. – 1:00 p.m.<br>(3 Nov)<br>45 hours / 13 meetings | TBC   | HK\$6,500 |
| 7 Sep – 3 Nov (Sat)<br>*3 meetings on Sun<br>(22 Sep, 13 Oct, 3 Nov)<br>Application Deadline:<br>28 August 2024                            | Hong Kong Taxation<br>2245-2766AW                                   | Mr. Billy Tam     | 2:00 p.m. – 5:00 p.m.<br>2:00 p.m. – 5:00 p.m.<br>(22 Sep, 13 Oct, 3 Nov)<br>36 hours / 12 meetings                                       | TBC   | HK\$4,900 |
| 4 Sep – 6 Nov (Wed)<br>*3 meetings on Sat<br>(21 Sep, 5 Oct, 2 Nov)<br>Application Deadline:<br>25 August 2024                             | Interpreting Financial and<br>Accounting Information<br>2245-2771AW | Mr. Sam Law       | 7:00 p.m. – 10:00 p.m.<br>10:00 a.m. – 1:00 p.m.<br>(21 Sep, 5 Oct, 2 Nov)<br>36 hours / 12 meetings                                      | TBC   | HK\$4,900 |
| 6 Sep – 15 Nov (Fri)<br>*1 meeting on Sat<br>(28 Sep)<br>*2 meetings on Sun<br>(15 Sep, 10 Nov)<br>Application Deadline:<br>27 August 2024 | Risk Management<br>2245-2776AW                                      | Mr. Roger Leung   | 7:00 p.m. – 10:00 p.m.<br>2:00 p.m. – 5:00 p.m.<br>(15 Sep, 28 Sep, 10 Nov)<br>36 hours / 12 meetings                                     | TBC   | HK\$4,900 |
| 4 Sep – 13 Nov (Wed)<br>*2 meetings on Sat<br>(21 Sep, 2 Nov)<br>Application Deadline:<br>25 August 2024                                   | Strategic Management<br>2245-2781AW                                 | Mr. Ricky Lai     | 7:00 p.m. – 10:00 p.m.<br>3:00 p.m. – 6:00 p.m.<br>(21 Sep, 2 Nov)<br>36 hours / 12 meetings  | TBC   | HK\$4,900 |

\*For Course Information and Entry Requirement, please visit HKU SPACE's course website.

Updated as at 7 August 2024



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| Mon  | Tue | Wed  | Thu  | Fri   | Sat  | Sun |
|--|-----|--|--|---|--|-----|
|  |     |  |  |   |  |     |
|  |     |  |  |   | <b>TAX</b><br>14:00 – 17:00<br>*3 meetings on<br>Sun<br>(22 Sep, 13 Oct, 3<br>Nov) |     |
| <b>BD</b><br>19:00 – 22:00<br>*1 meeting on<br>Sat<br>(28 Sep)<br><br><b>CG</b><br>19:00 – 22:00<br>*1 meeting on<br>Sat<br>(28 Sep) |     | <b>IFAI</b><br>19:00 – 22:00<br>*3 meetings on<br>Sat<br>(21 Sep, 5 Oct, 2<br>Nov)<br><br><b>SM</b><br>19:00 – 22:00<br>*2 meetings on<br>Sat<br>(21 Sep, 2 Nov) | <b>CSC</b><br>19:00 – 22:00<br>*2 meetings on<br>Sat<br>(7 Sep, 9 Nov) | <b>HKCL</b><br>18:45 – 22:15<br>*4 meetings on<br>Sun<br>(8 Sep, 6 Oct, 20<br>Oct, 3 Nov)<br><br><b>RM</b><br>19:00 – 22:00<br>*1 meeting on Sat<br>(28 Sep)<br>*2 meetings on<br>Sun<br>(15 Sep, 10 Nov) |  |     |



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Remarks:

1. Class schedule, venue and teacher are subject to change when necessary.
2. Class may also be held on public and school holidays when required.
3. Email will be sent to student for class venue 1 week before class commences.
4. Teaching venue can either be arranged at

**\* Admiralty Learning Centre**

- 6/F, **United Centre (UNC)**, 95 Queensway, Admiralty.
- 2/F or 3/F, **Admiralty Centre (ADC)**, 18 Harcourt Road, Admiralty

OR

any other HKU SPACE learning centres.

\*The class is intended to be face-to-face teaching, in extenuating circumstance, face-to-face teaching would be replaced by online teaching.

**IMPORTANT NOTICE:**

**HKCGI Studentship applications can be submitted at anytime during the year.  
However, if applicants wish to sit for up-coming CGQP examinations, they must  
submit their studentship application by the following deadlines:**

- **31<sup>st</sup> January for applicants wishing to sit for the following June examination; or**
- **31<sup>st</sup> July for applicants wishing to sit for the following November examination**

*HKCGI studentship application form can be downloaded at the Institute's website:  
<https://www.hkcg.org.hk/>*





For Office Use 由本學院填寫

Receipt No. 收據編號: \_\_\_\_\_

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. Local past students/Lifelong Learner Card holders without any change in personal particulars are required to complete Part I only (for applying to a general/short course) and Part I & III (for applying to an award-bearing or professional programme). H.K.I.D. card or passport number is required for student record purposes. Local applicants for award-bearing programmes are required to present their H.K.I.D./passport for verification if applying in person or attach a copy of their H.K.I.D. or passport if applying by post. For non-local applicants for all courses/programmes, as their visa/entry permit status may be subject to changes from time to time, and if they select to apply in person, are required to have their H.K.I.D. (if issued) and passport/visa documents photocopied by learning centre staff to facilitate verification. Non-local applicants applying by post are required to attach a copy of their H.K.I.D. (if issued) and passport/visa documents. 請用黑色原子筆以正楷填寫有關部分。本地舊生或持有終身學員證人士，如沒更改個人資料，只需填寫甲部（申請短期及興趣課程者）或甲及丙部（申請學歷頒授及專業課程者）。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本地申請人，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。基於其簽證/入境通行證狀況可能不時有所改變，所有課程的非本地申請人若選擇親身報名，教學中心職員會為其香港身分證（如曾獲發）及護照/簽證文件作影印記錄，以供核實用途。非本地申請人如以郵遞方式報名，須附以香港身分證（如曾獲發）及護照/簽證文件副本以供本學院核對之用。

**Part I 甲部：Application Details 報讀課程資料** (Applicable to both NEW and PAST students 新生及舊生適用)

| Application Code 報名代碼 | Programme/Course Title 課程名稱 | Currency 貨幣 | Fee 費用 |
|-----------------------|-----------------------------|-------------|--------|
|                       |                             |             |        |
|                       |                             |             |        |
|                       |                             |             |        |
|                       |                             |             |        |

Title 稱謂  Mr 先生  Ms 女士

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 \_\_\_\_\_

Family Name 英文姓氏 \_\_\_\_\_

Name in Chinese 中文姓名 \_\_\_\_\_

Mobile Phone 流動電話 \_\_\_\_\_

H.K.I.D./Passport No. 香港身分證/護照號碼 \_\_\_\_\_

HKU SPACE Student No. (If any) 學生證號碼 (如有) \_\_\_\_\_

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

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)

Nationality 國籍 \_\_\_\_\_

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

(Applicable only to NEW students or PAST students who have an update on their personal information 新生或需要更改個人資料之舊生適用)

Email Address 電郵地址 \_\_\_\_\_

Date of Birth 出生日期 Day 日 \_\_\_\_\_ Month 月 \_\_\_\_\_ Year 年 \_\_\_\_\_

Correspondence Address 通訊地址  Residential 住址  Business 公司

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

Estate, Street/Road 屋苑, 街道

District (e.g. Wan Chai, Kwun Tong, etc.) 地區 (如灣仔、觀塘)

HK 香港  KLN 九龍  NT 新界

**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 \_\_\_\_\_

For applicants not holding a Lifelong Learner Card 適用於未持有終身學員證之申請人

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

Name 姓名 \_\_\_\_\_  
Contact No. 聯絡電話 \_\_\_\_\_  
Programme/Course No. 課程編號 \_\_\_\_\_

Please complete this part 請填妥本欄

Name 姓名 \_\_\_\_\_  
Address 地址 \_\_\_\_\_

Please continue to next page 請繼續填寫下頁 →

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

( Applicable for applying to an award-bearing or professional programme 申請學歷頒授及專業課程適用 )

#### 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<br>考試/頒授學歷機構 | Subject/Degree Awarded<br>學科/獲頒授學位 | Grade<br>成績 | Date of Award<br>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<br>機構名稱 | Position<br>職位 | Full-time/Part-time<br>全職/兼職 | Date (From/To)<br>日期 (由/至) |
|-------------------------|----------------|------------------------------|----------------------------|
|                         |                |                              |                            |

## Part IV 丁部：Other Relevant Information 其他相關資料

(Applicable to NEW students or PAST students who have an update 新生或需更新其他相關資料之舊生適用)

### 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 this 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

The School supports equal opportunity and strongly opposes discrimination/harassment. The document, "Studying in HKU SPACE" is available from the school 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.

學院支持平等機會並強烈反對歧視/騷擾行為。在課程手冊/網頁刊載的【學在 HKU SPACE】進一步闡述有關政策。

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。

Special assistance required 是否需要特殊的幫助

Yes is  (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)

No 否

### 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 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.
- 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 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 of 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.

- 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.
- 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.

- 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。

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）將用作與校友會溝通渠道，校友會將透過信件、電子郵件、流動電話和社交媒體等為學員和校友送上校友會的最新資訊及推廣訊息，如校友會講座及活動、校友會會員尊享優惠、義工活動及校友聯誼等。閣下可隨時以書面或電郵方式向校友會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（請註明“查閱資料要求”）。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及有關於通用數據保障條例之附加內容亦適用於本學院，詳情請參閱 <http://www.aal.hku.hk/admissions/documents/pics.pdf> 及 [https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice\\_ApplicantsandStudents.pdf](https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice_ApplicantsandStudents.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

1. Enrolment can be done in person at or by post (specifying "Programme/Course Application") to any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate application/course fee(s) and any required supporting documents.
  2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
  3. If the programme/course is starting within five working days, application by post is not recommended to avoid any delays. Applicants are advised to enrol in person at HKU SPACE Enrolment Centres and avoid making cheque payment under this circumstance.
  4. 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.
  5. 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.
  6. 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.
  7. 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.
  8. 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，請填妥報名表格，連同報名費/學費以及所需證明文件，親往學院各報名中心或以郵遞方式(註明「報讀課程」)呈交。
  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. 如報讀課程將在五個工作天內開課，為免郵遞延誤報名程序，建議申請人親身到學院報名中心報名，並避免使用支票付款。
  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。

## 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 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院，申請人入學前須辦妥有關手續。惟以受養人士身分獲批准來港者，毋須經事先批准，可修讀全日制及兼讀制課程。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

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



# Guideline on Filling in the “Application Code” in the Application for Enrolment SF26 Form

## 填寫 SF26 報名表內「報名代碼」指引

To apply for a programme, please copy the application code of your intended programme/course selection to the application for enrolment form. You may find it under the programme/course title, or inside the programme/course blurb.

申請報讀課程，請找出課程對應的報名代碼，並填寫於報名表內。報名代碼會因應不同情況，載於課程名稱的下方或在課程資料內。

### Type I : Application for a Single Short Course

#### 第一類：報讀某個短期課程

(Hint: the application code is under the course title)  
(提示：報名代碼顯示於課程名稱之下)

## 時裝繪圖初階

課程編號：DESF9002

S

報名代碼：1355-1454NW

☎ 3762 0082

✉ poey.wong@hkuspace.hku.hk

本課程介紹時裝設計手繪圖的技巧，教授學員繪畫頭及人體，並以不同媒介去表達時裝設計的概念。

**R** 適合初學者

**D** 共8講

📍 港島東分校 1301室

🗣 粵語，輔以英文教材

💰 HK\$2,160

🕒 逢周三 · 7:00pm – 10:00pm

👤 吳青海 · MA PolyU HK

👥 名額：24人

📅 開課日期 15年11月18日

### Type II : Application for a Single Award-bearing Programme

#### 第二類：報讀某個學銜課程

(Hint: the application code is under the programme title)  
(提示：報名代碼顯示於課程名稱之下)

## Advanced Certificate in Life Coaching

Programme Code: CS032A

Application Code: 1245-CS032A

☎ 2975 5655

✉ karina@hkuspace.hku.hk

This programme is specially designed for those who are interested in acquiring knowledge in the key areas of counselling. The modules will provide students with a general understanding of the discipline and training in basic counselling skills.

**R** – A recognised bachelor’s degree in any discipline; or  
– An associate degree, higher diploma or advanced diploma; or  
– An equivalent sub-degree award with some working experience.

💰 HK\$15,000; Application fee: HK\$150 (Non-refundable)

**D** 1.5 years minimum, 3 years maximum

🕒 Tue and Thur, 6:45pm – 9:45pm; Sat, 2:00pm – 6:00pm

🗣 English supplemented with Cantonese

### Part I 甲部：Application Details 報讀課程資料 (Applicable to both NEW

| Application Code 報名代碼  | Programme/Course Title 課程名稱 |  |  |  |  |  |  |  |  |  |  |
|--|-----------------------------|--|--|--|--|--|--|--|--|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> </tr> </table> |                             |  |  |  |  |  |  |  |  |  |  |
|  |                             |  |  |  |  |  |  |  |  |  |  |

## 日語入門

課程編號：JAPN9003

☎ 3762 0820

✉ jolang@hkuspace.hku

本課程由認識字母發音及日常生活中的客套話開始，通過學習基本名詞句、形容詞學前五天，請到報名處先繳付課本費用及取回收據，憑收據可在首四節課堂內領取

💰 HK\$4,800

**D** 共40講 · 120小時

📌 學員請在上課前5天先購買課本，詳情請瀏覽學院網站(關鍵字: 日語入門)，或到各報名中心

📍 香港區

| 報名代碼        | 日期/時間                 |
|-------------|-----------------------|
| 1340-1234NW | 逢周一 · 6:45pm – 9:45pm |
| 1340-1456NW | 逢周二 · 6:45pm – 9:45pm |
| 1340-1459NW | 逢周三 · 6:45pm – 9:45pm |

## Advanced Certificate in Human Biochemistry and Physiology

Programme Code: HS005A

☎ 2975 5878

✉ judy.yeung@hkuspace.hku.hk

This programme is designed to enable degree holders without a background in biochemistry/physiology to undertake the BSc (Hons) Food and Nutrition (HS 37-805-00)/PgD/MSc in Human Nutrition (HS 37-803-00) offered by HKU SPACE in collaboration with the University of Ulster. This programme is also one of the bridging courses required by non-degree holders who wish to enter the BSc (Hons) in Human Nutrition Programme and the final year BSc (Hons) in Food and Nutrition programme at Ulster University, UK.

Taught modules include:

**1345-1965AW** Basic Human Physiology

**1345-1562AW** Principles of Human Biochemistry

**1350-1892AW** Laboratory Practical in Human Biochemistry and Physiology

### Type III : Multiple Classes Available under a Programme / Course

#### 第三類：課程下有多於一個班別

(Hint: select the application code beside the class)  
(提示：選擇在班別旁的報名代碼)

### Type IV : Application for a Course under a Programme

#### 第四類：報讀課程下的某個科目

(Hint: select the application code beside the course title)  
(提示：選擇在科目名稱旁的報名代碼)