



# **Application Guidance Notes**

## Certificate of Higher Education in Common Law Preparation Courses (University of London)

Course Code	:	SC522A
Application Deadline	:	10 August 2024
Entrance test/Interview	:	2 – 7 September 2024 (applicants will be notified of the details)
Course Commencement Date	:	12 October 2024
Application Fee	:	No Application fee is charged.

## 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 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.

## Please put a tick " x " in the box as appropriate

- □ Completed application form (Ref: SC522A)
- Copy of HKID (and passport if not Hong Kong Permanent Resident)
- Copy of your qualification in English
- □ Copy of documentary evidence of English proficiency
- □ Others: please specify \_\_\_\_

## **Online Application**

- 1. Print out and fill in the Application Form, then Scan or Photograph it.
- 2. Scan or Photograph the requisite Qualifications that you hold.
- 3. Email all of the above to uol.lawcourses@hkuspace.hku.hk (subject: "UoL CertHE for application").

Note: scans/photographs must be clear and legible.

#### <u>By post</u>

Or you can post the completed application form, together with clearly readable copies of all the required documents, to: HKU SPACE, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong [Ref: SC522A].

#### In person

Please check the current opening hours for enrollment counters of HKU SPACE Learning Centres at <u>https://hkuspace.hku.hk/learning-centre</u>. 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).

#### <u>Notes</u>

The personal data provided to the school in this application form will be used for processing your application for admission, and for registration. The application papers of unsuccessful candidates will be destroyed.



Date Received GBP f





# University of London Certificate of Higher Education in Common Law

**Application Form** 

## CLOSING DATE FOR APPLICATION 10 August 2024

- 8. Personal Details (Please complete all p							
<ol> <li>Student Name (name as appeared on I Surname/Family Name</li> </ol>	1. Student Name (name as appeared on H.K.I.D card) Surname/Family Name First Name(s)/Given Name(s)						
Vour names in the order you wish them t	to appear on the University's records and on your final certificate:						
Your names in the order you wish them t	o appear on the University's records and on your final certificate.						
2. Title: Prof Dr Dr Mr Mrs	Ms S. Gender: Male Female						
4. Date of birth (DD/MM/YY)	5. H.K.I.D. card No. Holders of H.K.I.D. card must fill in their H.K.I.D. No. Permanent HK Resident Yes No [ [If 'No' please see Notes to Non-local Applicants]						
6. Nationality	7. Mobile Phone No.						
8. Correspondence Address							
	<u> </u>						
Email address							
Emergency Contact Person	contact your family or friend. Please suggest.						
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Emergency Contact Person In case of emergency, we may need to Contact Person	contact your family or friend. Please suggest.						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure	contact your family or friend. Please suggest. Phone						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure 1-Year Programme	contact your family or friend. Please suggest. Phone 2-Year Programme						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure 1-Year Programme (2024/2025) Legal System and Method [LA1031] *	contact your family or friend. Please suggest. Phone 2-Year Programme Year 1 (2024/2025) Legal System and Method [LA1031] *						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure 1-Year Programme (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040]	contact your family or friend. Please suggest. Phone 2-Year Programme Year 1 (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040]						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure 1-Year Programme (2024/2025) Legal System and Method [LA1031] *	contact your family or friend. Please suggest. Phone 2-Year Programme Year 1 (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040] Year 2 (2025/2026)						
Emergency Contact Person In case of emergency, we may need to Contact Person Programme Structure 1-Year Programme (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040] Criminal Law [LA1010]	contact your family or friend. Please suggest. Phone 2-Year Programme Year 1 (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040]						
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Emergency Contact Person In case of emergency, we may need to a Contact Person Programme Structure 1-Year Programme (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040] Criminal Law [LA1010] Public Law [LA1020] * Students must register "Legal System Please do not fill in anything be	contact your family or friend. Please suggest. Phone 2-Year Programme Year 1 (2024/2025) Legal System and Method [LA1031] * Contract Law [LA1040] Year 2 (2025/2026) Criminal Law [LA1010] Public Law [LA1020] and Method" in your first year elow this line – FOR OFFICE USE ONLY						

#### **10.** School Leaving Qualifications

Month/year	Examining body	Full title of subject	Level	Grade

#### **11. Degree, Diploma or Teaching Certificates**

Give full details of degrees, higher educational diplomas or certificates. This information must include the awarding/examining body, the full title of the award, the classification/GPA (if applicable) the date awarded, the length of the course and whether the course was taken full time or part time.

## 12. English Language Proficiency

Is English your first language/mother tongue? No 
Second Yes 
(If no, please answer the following question)

Have you passed, at an appropriate level, a test of proficiency in English language (for example, TOEFL or IELTS)? No Yes 
(provide evidence)

## 13. Work Experience (if applicable)

What is your current/previous occupation? (including length of service). Please tell us if you are not working or are retired, and give details of your previous employment.

## 14. Supporting Statement - What are your reasons for applying to register for this programme?

#### 15. Students with a Disability and/or special needs

Do you have a disability and/or other specific access requirements? No 
Yes 
Yes

#### **16. Previous Registrations**

Have you registered with the University of London Law programmes before? No 
Yes 
If 'yes', please give the year \_\_\_\_\_

## 17. Admission Interview (To be completed by Recognised Teaching Centre)

Date of Interview	:		
Entrance Test	:		
Details of Performance	e :		
Decision			
Accepted			
Not Accepted			
Signature of Interviewe	er:	(Name:	)

#### **18.** Use of Personal Data

a) The University will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events 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 University.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box.  $\Box$ 

- b) Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the University 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. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to us.
- c) For details on the University's policy on personal data (privacy), please refer to the prospectus or website.

#### **19.** Declaration to be signed by the Applicant – please read carefully before signing

- a) I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I agree to the University processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.
- c) I confirm that I have (or will have) online access by the time I register for this programme.
- d) As a student of the Certificate of Higher Education in Common Law, I understand that I must attend a full-time or part-time course at a recognised teaching centre, including HKU SPACE.

Signature\_

Date