HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

# APPLICATION FORM

**☑ Advanced Certificate in Clinical Nutrition and Health Promotion [Application Code: 1835-HS002A]**
**July 2020 intake**

## PERSONAL PARTICULARS

NAME IN FULL (Dr / Mr / Ms / Miss) _____ **Name in Chinese**

HKID/Passport No. _____ Marital Status _____ Age _____ Sex _____

Nationality _____ Date of Birth _____ Place of Birth _____

Correspondence Address _____

Home Tel. No. _____ Office Tel. No _____ Mobile Phone No _____

Occupation _____ Email address _____

**ACADEMIC QUALIFICATIONS** ***Photostat copies of relevant Certificates must be attached.***

| Dates of attendance | | Institution | Qualification obtained, with Classification if any | Main Subject | Date of Award |
|---|---|---|---|---|---|
| From | To | | | | |
| | | | | | |

**WORKING EXPERIENCE** (in descending chronological order)

| Employer | Position | Dates | |
|---|---|---|---|
| | | From | To |
| | | | |

Have you taken any HKU SPACE nutrition programmes before? No ☐ Yes ☐ _____ *(course Name)* _____*(Year)*
Will your employer pay your course fees? No ☐ Yes ☐
**Explain why you wish to take the course and state what you expect from this course.** *(Supplementary paper maybe used for extra information)*

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***Enter your name and address for correspondence in triplicate sections below.***

| | | |
|---|---|---|
| Name:_____ | Name:_____ | Name:_____ |
| Address:_____ | Address:_____ | Address:_____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**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 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 related papers 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 authorized 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.
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 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**

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, 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.→ ☐
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 of 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.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

**General Notes to Applicants**

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, 13/F, Fortress Tower, 250 King's Road, North Point, Hong Kong (Attn: Dietetics, Food and Nutrition)", specifying "Programme/Course Application".
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. 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.
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 do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

**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 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.

**Declaration**

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).

Signature 簽署: _____ Date 日期: _____

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**University of Hong Kong School of Professional and Continuing Education 香港大學專業進修學院**

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**Remarks:** Post the completed form, together with the application fee and any required supporting documents to

**HKU SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION**

**Dietetics, Food and Nutrition**

**13/F., Fortress Tower, 250 King's Road, Hong Kong (Attn: Ms Judy Yeung)**

Cheques should be crossed and made payable to: "**HKU SPACE**" or "HKU School of Professional and Continuing Education"

The HK$150 application fee is non-refundable and will cover the cost of processing your application.

**Remarks:**

As Hongkong Post adopted new postage rates on 1 January 2018, please make sure that sufficient postage is provided when you send us your supporting documents by post. For mails with postage underpaid, we shall return the mails to senders or ask them to pay for the shortage. Such actions may delay the processing of the applications concerned.

For new postage rates please refer to Hongkong Post https://www.hongkongpost.hk/en/postage_rate_2018/

1. **Incomplete application form will not be considered.**
2. **Photocopies of required supporting documents should be attached.**
3. **Successful applicants will be notified of the result within 3 weeks after the closing date for application.**
4. **Applicants should note that simply meeting the minimum admissions requirements does not guarantee entry to a programme. Places are subject to availability and selection criteria, if any.**

**Please tick the checklist below before submitting your application:**

- ☐ Completed application form
- ☐ Photocopies of supporting documents
- ☐ Application fee
- ☐ Copy of Hong Kong Permanent Residence Identity Card or Valid Visa (with original permit / type of visa)

Notes on Class Arrangements under the COVID-19 Outbreak

Given the COVID-19 situation might still be fluid, please note that the School may substitute face-to-face classes with online teaching if necessary. Our respective Programme Teams will contact students concerned with details of such arrangements before the class starts or during the classes as necessary.