

**Mature Application Guidance Notes (2024/25)**  
**Graduate Diploma in English and Hong Kong Law (GDEHKL)**  
**(Common Professional Examination): Year 1**

**Programme Code:**            **LW013A**

**Application Code:**        **2245-LW013A**

**Application deadline: 5 July 2024**

**Important Note:**    Early applications will be given priority and have a higher chance of admission, so it is strongly in your interest to apply as early as possible.

➤ **Administrative Handling fee: HK\$300**

(Special Waiver for applicants who apply on or before 30 April 2024. Non-refundable and applicants who apply after this date will pay together with course fee.)

➤ **Course Fee: HK\$54,900**

➤ Year 1 fee payable to HKU SPACE, normally as one lump sum on acceptance. However, applicants who receive an offer on or before 3 May 2024 may instead pay in two installments of HK\$25,000 (payable on acceptance) and HK\$29,900 (payable on 3 July 2024). Holders of HKU SPACE MasterCard can also enjoy a 10-month interest-free instalment period.

➤ **MMU Registration Fee: GBP£990**

Year 1 fee payable to Manchester Metropolitan University after the start of the course. Students who resit any exams or assessments will pay a further fee according to the number of modules involved.

*Note: If it is necessary to adjust fees in Year 2, we will try to limit any increase to around 5%*

**How to Apply as a Mature Applicant**

This is a course for university graduates and holders of HKU SPACE's Advanced Diploma in Legal Studies. However mature applicants who do not hold either of these two qualifications may also be admitted in exceptional circumstances, if they can show considerable experience in their business or professional career, a good standard of general education and good knowledge of written and spoken English.

Mature applicants who do not hold either of these two qualifications must submit references from **all past and present employers over the previous 10 years**, as well as evidence of their English proficiency. Applicants who submit more detailed references, particularly about their English proficiency and any experience of law-related work, will improve their chances of being accepted.

**How to Apply by EMAIL or by Post**

Applications can email this completed application form together **with clearly readable copies of all the required documents listed** below to: [mmulaw@hkuspace.hku.hk](mailto:mmulaw@hkuspace.hku.hk). If possible, please combine the application form together with all required documents into one PDF file to facilitate faster consideration of your application. 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: LW013 GDEHKL Application].

If your application is successful, you may be required to show us the originals of the documents you submitted before your place is confirmed.

**How to Apply at HKU SPACE Learning Centres**

Please check the current opening hours for enrolment counters of HKU SPACE Learning Centres at <http://www.hkuspace.hku.hk>. 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).

**Required Documents for all Mature Applications**

- ☐ Completed Application form with One(1) recent colour photo (size: 45mm x 55mm)
- ☐ Copy of HKID (and passport if not Hong Kong Permanent Resident)
- ☐ Copy of Detailed references from all employers over the past 10 years
- ☐ Copy of Proof of English proficiency and other educational certificates and transcripts

(If you are applying at HKU SPACE Learning Centres, please also bring originals of the above documents.)

### **Application Results**

Offers of admission may be made at any time. Applicants will be notified by email and/or mail as to whether or not their application has been successful. Conditional offers may be made to students who have not yet completed their studies. Please try to avoid contacting us about the status of your application, as this may extend the processing time for all applicants. If you do need to contact us, please do so via email and be aware that, due to the large number of applicants, it may take some time for us to respond. It is the responsibility of applicants to determine their eligibility to study this programme, which is intended for those having the right to live and study in Hong Kong. Please note that, under current immigration rules, it is very unlikely any overseas applicants will be granted visas to study this programme.

*This is an exempted course under the Non-Local Higher and Professional Education (Regulation) Ordinance.  
It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.*

# Application Form (AF02)

Receipt no: \_\_\_\_\_

**Graduate Diploma in English and Hong Kong Law (GDEHKL)  
(Common Professional Examination) : Year 1**

**Application Code: 2245-LW013A**

This application form is **ONLY** for mature applicants who are **not** university graduates or holders of HKU SPACE's Advanced Diploma in Legal Studies. If you either have (or expect to be awarded) a university degree or HKU SPACE's Advanced Diploma in Legal Studies, you should instead use the main "Application Form" (**AF01**) available on the course Web site.

You must attach a recent colour photo of the applicant (passport style small head and shoulders photo) for identification purpose

45mm x 55mm size (for postal and enrolment counter applications)

## 1. PERSONAL INFORMATION

Title:    Mr. ☐    Ms. ☐

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

(Note: It is important that you fill in your name **exactly** as stated on your Hong Kong ID card / passport).

Name in Chinese: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
DD / MMM / YYYY [e.g. 1/Jan/1990]

Hong Kong I.D. Card / Passport No.: \_\_\_\_\_ SPACE Student No. (if any) : \_\_\_\_\_  
(You must provide a copy of your Hong Kong I.D. Card and, if not a Hong Kong Permanent Resident, also your passport)

Permanent Hong Kong Resident: Yes ☐ No ☐

(If you are not a permanent resident, it is your responsibility to ensure you have a visa which allows you to study this course and to provide us with a copy of this visa. Please refer to “Notes to non-local applicants” on page 5.)

Nationality:  
(e.g. HKG-CHINESE (HKSAR)/ CHINA-CHINESE (MAINLAND))

Email address: \_\_\_\_\_

Correspondence Address (This address will be used for all correspondence): ☐ Residential ☐ Business

[Room/Floor/Block/Building]

[Estate, Street/Road]

[District] \_\_\_\_\_ [Area] HK ☐ KLN ☐ NT ☐

Hong Kong telephone No. :      [Mobile]                                  [Office]                                  [Home]

Present occupation:

## 2. ADDRESS LABELS

(We will inform you of the application result by email and/or post. Please complete the three address labels below to facilitate this.)

Name:	Name:	Name:
Address:	Address:	Address:
LW013A (2024/25)	LW013A (2024/25)	LW013A (2024/25)

### 3. ENGLISH PROFICIENCY

(Please provide as much proof as possible of your English proficiency, e.g. IELTS, TOEFL results, evidence of study or work in an English speaking environment. You will also need to **submit documentary proof** of this.)

☐ **IELTS (Academic / General Training)** *\*Please delete as appropriate*

➤ Test Date: \_\_\_\_\_ (DD/MMM/YYYY)

➤ Overall band score: \_\_\_\_\_

➤ Reading: \_\_\_\_\_

➤ Writing: \_\_\_\_\_

➤ Listening: \_\_\_\_\_

➤ Speaking: \_\_\_\_\_

☐ **TOEFL**

➤ Test Date: \_\_\_\_\_ (DD/MMM/YYYY)

➤ Total score: \_\_\_\_\_

➤ Reading: \_\_\_\_\_

➤ Writing: \_\_\_\_\_

➤ Listening: \_\_\_\_\_

➤ Speaking: \_\_\_\_\_

☐ **Evidence of study or work in an English speaking environment**

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☐ **Others**

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#### 4. BUSINESS OR PROFESSIONAL EXPERIENCE

(Please give full details of all your jobs over the past 10 years. You must include the name and address of all your employers, dates of employment and the duties/tasks you performed. Make sure you provide as much detail as possible, especially about any law-related work. Or you can attach a current CV, if this lists all the necessary detail. You will also need to **obtain detailed references from all your employers** and submit them together with this application form.)

(Please indicate your preference.)

- ☐ I am enclosing my CV on a separate sheet and attach detailed references from all employers.
- ☐ I am giving full details of my jobs in the below section and attach detailed references from all employers.

[illegible]

## 5. PERSONAL STATEMENT (OPTIONAL)

(Please feel free to explain the reasons for your interest in this course and/or give any other information you consider relevant. This section is optional, but may be taken into consideration in marginal cases.)

[illegible]

## 6. EDUCATION AND QUALIFICATIONS

(You must either show our enrollment staff the original versions in English of your exam results or attach certified true copies.)

<b>Dates of Study</b> (DD/MM/YYYY) (i.e. 01/Jan/1990) <b>From To</b>		<b>Name of School or College</b> (Including address)	<b>Exam Results</b> (e.g. HKCEE, HKDSE, IB, DIPLOMA)

### 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.

### 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 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.

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

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](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.

## DECLARATION (PLEASE SIGN BEFORE SUBMISSION AND CHECK YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS)

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: \_\_\_\_\_

(For online applications, please type your name)

Date: \_\_\_\_\_

[DD/MM/YYYY]

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