

**Application Guidance Notes (2021/22)**

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

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

**Application Code:**        **1945-LW013A**

**Application deadline: 30 July 2021**

**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.**

➤ **Application Fee: HK\$200**

Non-refundable and must be paid when you submit this application form.

➤ **Course Fee: HK\$46,800**

Year 1 fee payable to HKU SPACE, normally as one lump sum on acceptance.

➤ **MMU Registration Fee: GBP£641**

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 a maximum of 5%.*

**How to Apply**

All applications must be accompanied by supporting documents. For university studies, this means you must submit a **certified true copy in English** of your full undergraduate transcript and also, if you have already graduated, your undergraduate degree certificate.

Applications can be conveniently made through the enrolment counters of HKU SPACE Learning Centres, where our staff can verify and stamp photocopies of your undergraduate degree transcript and certificate providing you **bring both the original documents and photocopies of all documents with you**. Or you can obtain certified true copies in English of these documents from your degree awarding institution and submit these together with your application. Applications may also be submitted by post, together with a cheque for \$200 made out to “HKU SPACE”, to the College of Humanities and Law, HKU SPACE, 34/F United Centre, 95 Queensway, Hong Kong.

**Enrolment Counter Application Checklist**

- Application form with One(1) recent colour photo (size: 45mm x 55mm)
- \$200 Non-refundable application fee
- HKID or passport (You must bring **both** the original **and** a photocopy)
- Full undergraduate degree transcript in English (You must bring **both** the original **and** a photocopy)
- Undergraduate degree certificate in English (You must bring **both** the original **and** a photocopy)
- Documentary evidence in English of any other qualifications (You must bring **both** the original **and** a photocopy)

- Note:
- i) You must include **all** pages of your transcript. To avoid delays in processing your application, **please also include the grading scheme for your transcript**.
  - ii) You must also include **full transcripts for any Associate Degree/Higher Diploma or other course** for which you received credit exemptions on your undergraduate degree.
  - iii) Graduates of universities in mainland China must include both their graduation certificate and degree certificate, as well as full transcripts and proof of English proficiency.
  - iv) If you are in your last year of study, you should submit your application first, together with certified true copies of the transcripts for your course so far, and then notify us as soon as your final results are known.

**Application Results**

Offers of admission may be made at any time. Applicants will be notified by post 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.*

## **Enrolment Counters**

HKU SPACE Headquarters  
Room 304, 3/F, T.T. Tsui Building,  
The University of Hong Kong, Pokfulam Road, HK  
(Exit A2, HKU MTR Station)

Weekdays: 8:30 a.m. to 6:00 p.m.  
Saturdays: Closed

Tel: (852) 2975 5680  
Fax: (852) 2546 3538

Island East Campus  
2/F, 494 King's Road,  
North Point, HK  
(Exit B3, North Point MTR Station)

Weekdays: 8:30 a.m. to 7:30 p.m.  
Saturdays: 8:30 a.m. to 5:30 p.m.

Tel: (852) 3762 0000  
Fax: (852) 2214 9493

Admiralty Learning Centre  
3/F, Admiralty Centre,  
18 Harcourt Road, HK  
(Exit A, Admiralty MTR Station)

Weekdays: 8:30 a.m. to 7:30 p.m.  
Saturdays: 8:30 a.m. to 5:30 p.m.

Tel: (852) 3761 1111  
Fax: (852) 2559 4666

Kowloon East Campus  
1/F, 28 Wang Hoi Road,  
Kowloon Bay, Kowloon  
(Exit B, Kowloon Bay MTR Station)

Weekdays: 8:30 a.m. to 7:30 p.m.  
Saturdays: 8:30 a.m. to 5:30 p.m.

Tel: (852) 3762 2222  
Fax: (852) 2305 5070

Fortress Tower Learning Centre  
1/F, Fortress Tower, 250 King's Road,  
North Point, HK  
(Exit B, Fortress Hill MTR Station)

Weekdays: 8:30 a.m. to 7:30 p.m.  
Saturdays: Closed

Tel: (852) 3762 0888  
Fax: (852) 2508 9349

HKU SPACE Po Leung Kuk Stanley Ho  
Community College (HPSHCC) Campus  
66 Leighton Road,  
Causeway Bay, H.K.

Weekdays: 9:00a.m. to 5:30p.m.  
Saturdays: Closed

Tel: (852) 3923 7171  
Fax: (852) 3923 7188

**Application Form (AF01)**

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

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

**Application Code:     1945-LW013A**

Please complete this form in **CAPITAL LETTERS** and give as much relevant information as possible. Before completing this form, you are strongly advised to read the course brochure and check the course Web site.

This form is for applicants who either have (or expect to be awarded) a **university degree or are past/present students of HKU SPACE's Advanced Diploma in Legal Studies**. Other applicants should instead use the separate "Application Form for Mature Applicants" (AF02) which is available on the course web site.

Please affix a recent colour photo of the applicant for identification purpose

45mm x 55mm

**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) : \_\_\_\_\_

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

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.

Please refer to "Notes to non-local applicants" on page 3.)

Nationality: \_\_\_\_\_

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

[Room/Floor/Block/Building] \_\_\_\_\_

[Estate, Street/Road] \_\_\_\_\_

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

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

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

Present occupation: \_\_\_\_\_

**2. ADDRESS LABELS**

(Please complete the three address labels below, which will be used to inform you of the result of your application.)

Name:	Name:	Name:
Address:	Address:	Address:
LW013A (2021/22)	LW013A (2021/22)	LW013A (2021/22)

### 3. UNIVERSITY DEGREE (Undergraduate Degree)

(Please provide details of your **undergraduate** degree. If you also have a Master's degree, do NOT include details here. You must either show our enrollment staff the **original** versions in English of your full transcript and, if you have graduated, degree certificate, or attach certified true copies. Please also provide the grading scheme for your transcript. If you have changed your name since graduating, you must provide documentary proof.)

Title of Degree: \_\_\_\_\_

Awarding Institution: \_\_\_\_\_

Starting Date of Study: [MMM/YY] \_\_\_\_\_ Full-time  Part-time

Finishing Date of Study: [MMM/YY] \_\_\_\_\_

Date of Graduation: [MMM/YY] \_\_\_\_\_

(Please give expected date if you have not yet graduated.)

CGPA / Honours Classification: \_\_\_\_\_

(Applicants with Third Class Honours degrees are recommended to provide further evidence of other academic achievements.)

Major Subject (if any) : \_\_\_\_\_

Taught in English? Yes  No

(If no, you must provide evidence of **English proficiency**, e.g. IELTS, TOEFL results.)

➤ Please specify (if any): \_\_\_\_\_

### 4. PAST/ PRESENT LEGAL STUDIES

Have you ever enrolled on, or registered, for any law course before? Yes  No

This course is designed for graduates in other disciplines, and most applicants have never studied law. But if you have enrolled on, or registered for, any law course before (including the **Advanced Diploma in Legal Studies**, or any **GDL, CPE** or **JD**), you **must** provide full details:

Title of Course: \_\_\_\_\_

Awarding Institution: \_\_\_\_\_

Starting Date of Study: [MMM/YY] \_\_\_\_\_ Full-time  Part-time

Finishing Date of Study: [MMM/YY] \_\_\_\_\_

Date of Graduation: [MMM/YY] \_\_\_\_\_

(Please give expected date if you have not yet graduated.)

CGPA / Results: \_\_\_\_\_





### 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 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 as well as the alumni events, privileges and offers, networking opportunities 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.**
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 <http://hkuspace.hku.hk/policy-statement/privacy-policy>.
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.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.

### Class arrangement during COVID-19

The COVID-19 situation may still be fluid and constantly affect class arrangements in the coming months. The health and safety of our students will always be our top priority. To ensure that students' academic progress is not affected, the School may substitute face-to-face classes with online teaching if necessary, in the event that face-to-face classes cannot be held. Our respective Programme Teams will contact the students concerned with details of such arrangements as necessary.

### DECLARATION (PLEASE SIGN BEFORE SUBMISSION)

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: \_\_\_\_\_

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

[DD/MM/YYYY]

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## Graduate Diploma in English and Hong Kong Law (Common Professional Examination) Programme Code: LW013

This is an approximate indication of likely teaching dates from Sept-Dec. 2021.  
You should **NOT** treat these dates as final since some may change.

### Preliminary Timetable for the academic year 2021-2022

25 September, Saturday	27 September, Monday	29 September, Wednesday
30 September, Thursday	04 October, Monday	05 October, Tuesday
16 October, Saturday	21 October, Thursday	23 October, Saturday
25 October, Monday	27 October, Wednesday	01 November, Monday
02 November, Tuesday	04 November, Thursday	05 November, Friday
08 November, Monday	10 November, Wednesday	12 November, Friday
15 November, Monday	16 November, Tuesday	18 November, Thursday
22 November, Monday	24 November, Wednesday	25 November, Thursday
29 November, Monday	30 November, Tuesday	02 December, Thursday
03 December, Friday	06 December, Monday	06 December, Monday
07 December, Tuesday	09 December, Thursday	11 December, Saturday
13 December, Monday	18 December, Saturday	20 December, Monday

### **What time are classes?**

Monday – Friday classes start around 7pm. Weekend classes start around 2pm on Saturdays and 10am on Sundays. Classes last for 2½ to 3 hours, plus a short break. From December onwards, students will also attend one evening tutorial in some weeks.

### **Where will Classes be held?**

- Online classroom (accessible via HKU SPACE e-learning platform and mobile app);
- United Learning Centre, 6/F United Centre, 95 Queensway (Exit D, Admiralty MTR);
- HKU SPACE Po Leung Kuk Stanley Ho Community College Campus, 66 Leighton Road (Exit A, Causeway Bay MTR);
- HKU campus, Pokfulam Road (Exit A2, HKU MTR).

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