

Application form for BSc (Hons) Accounting Part-Time Programme (Hong Kong)

Application code: ____-AC035A

PLEASE PRINT INFORMATION CLEARLY

Title: (eg Miss, Mrs, Mr)	Date of Birth: (dd/mm/yy)
Previous family name: (if applicable)	Forename(s): (Given Name) Family name: (surname) Chinese name: HKID No.:
Male / Female:	Registration Number: (if previously or currently a student at University of Hull)
Nationality:	Proposed programme start date: (see note 1) Month: Year:
Home address: Country:	Correspondence address: (if different to Home address) Country: I can receive correspondence at this address until: (dd/mm/yy)
Telephone numbers: Mobile: Home: Office: (if available) E-mail:	
Disability : (see note 2) The University welcomes applications from disabled students and wants to ensure that students are informed about the support for teaching, learning and assessment that can be made available to support particular disabilities Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No Please use the space below to tell us about your disability:	

Education (see note 3)			
Name of School, College or University attended (including name, town & country)	Qualification(s) <u>Completed</u> (State award type, overall mark/grade, subject/s taken). <i>Please also attach certificates and transcripts of completed studies.</i>	From (month/year)	To (month/year)

Education (see note 3)			
Name of School, College or University attended (inc name, town & country)	Qualification(s) <u>Still to Be Completed</u> (State award type, subject/s taken).	From (month/year)	To (month/year)

English Language Qualification (see note 3)		
If English is not your first language please give details of the most recent English test you have taken and attach the certificate.		
Test:	Date of Test:	Result:

Work Experience (in reverse chronological order)				
Name of Company	Position	Full-time / part-time	From (month/year)	To (month/year)

NOTES

1. Personal data provided as part of an application for admission will, during the admissions process, be used solely for the purpose of admission, and in this connection the data will be handled by HKU SPACE and University of Hull staff only.
2. Applicants are advised to provide all of the information requested in the application documents, where applicable, as otherwise the HKU SPACE and the University of Hull may be unable to process and consider their applications.
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; and
 - (b) the application papers of successful candidates will become part of the student file, in which connection, the data will thereafter be handled by HKU SPACE and University of Hull staff.
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of their personal data. Applicants wishing to access or make corrections to their data, should submit written requests to the School of Professional and Continuing Education, The University of Hong Kong.

Declaration (see note 5)

I confirm that the information given on this form is true, complete and accurate to the best of my knowledge and that no information requested or other relevant information has been omitted. I accept that, if I do not fully comply with these requirements the University of Hull reserves the right to cancel my application/registration and that I shall have no claims against the University in relation thereto. I agree to inform the University if any details change after submission of this form. If accepted to study on a University of Hull programme I agree to abide by the Statutes, Regulations and Ordinances of the University of Hull in force throughout the period of study (available at www.hull.ac.uk).

I agree to these details being processed for the purpose of admission and my student record with the University of Hull and the HKU SPACE and to them being held in electronic and paper format, which will be available to academic and administrative staff of the Universities, concerned with all aspects of my chosen programme of study.

I consent that if registered, I will conform to the Statutes and Regulations of the University and the School.

Do you have any criminal convictions? – Enter **X** in the box if YES

(see note 6)

Applicant's Own Signature:

Date:

Returning the Form

For application procedures, please refer to the programme brochure.

If any details change after your return of this form, it is important that you advise the HKU SPACE at once. We would suggest that you retain a copy of the completed form, any documents you have attached and these notes in case of future queries.

Please contact HKU SPACE if you need any assistance in completing this form.

This Section Must Also be Completed by All Applicants

Ethnic Origin

The University of Hull is required by HESA (UK Higher Education Statistical Agency) to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish personal information about you. **Please insert here:** the code from the list below that best describes you.

White – British	11
White – Irish	12
White - Scottish	13
Irish Traveller	14
White – Other	19
Black – Caribbean	21

Black – African	22
Black – Other	29
Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34

Mixed – White and Black Caribbean	41
Asian – Other	39
Mixed – White and Black African	42
Mixed – White and Asian	43
Other Mixed Background	49
Other Ethnic Background	80
Information Refused	98

Referee (see note 4)

This section is not required for Hong Kong University SPACE students progressing to a degree programme

Name:

Position / Job title:

What is this person's relationship to you?:

(eg maths tutor)

Address:

E-mail address:

Personal Statement

Please write a brief summary of your reasons for applying to the University of Hull for the chosen programme and provide any additional information that you wish to be considered by the Admission Tutor – you may, for example, wish to mention relevant work experience. If you have been out of education for some time please explain briefly why you wish to return to study.

This section is not required for HKU SPACE students progressing to a degree programme

Please read these notes carefully before completing the application form. You are welcome to attach additional papers and use extra sheets if there is not enough space on the form.

This form is for use only by:

Students wishing to enter a University of Hull undergraduate degree programme taught overseas.

NOTES FOR COMPLETING THE APPLICATION FORM

1 Start Date

Please check the programme literature for relevant start dates.

2 Disability

It is the School policy to offer equal opportunities to disabled and non-disabled applicants. To enable us to meet the needs of all students, you are invited to indicate on this form whether you consider yourself to have a disability. If you declare a disability, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can provide support.

Please be assured that any personal information you supply will be kept strictly confidential. Where necessary, the information will be communicated to other members of the HKU SPACE and the University of Hull educational and support services. If you are successful your student record will show that you have declared a disability.

3 Previous Education

There are three sections, the first is for qualifications which are already completed (ie you have finished the course). In this section, you must list all qualifications that you have completed since age 15. Please ensure that you provide verification of these qualifications by attaching officially certified copies of certificates/transcripts to the application form.

The second section is for qualifications that are currently incomplete (ie examinations where results are still pending). If up-to-date transcripts are available these should also be attached to the application form. If not currently available, these should be provided as soon as they become available.

The third section is for you to list your most recent English Language qualification (if English is not your first language). Please ensure that you provide verification of this qualification by attaching an officially certified copy of the certificate to the application form.

If meeting with a University representative you may provide photocopies of certificates/transcripts if you show the originals to our representative.

4 Referee

Please provide the details of your referee, preferably someone who can comment on your academic ability. You may wish to enclose a sealed reference with your application. This is not required for HKU SPACE students progressing to a degree programme.

5 Declaration

Please read the declaration carefully, then sign and date the statement once you have completed the form.

6 Criminal Convictions Declaration

To help the University of Hull reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that you have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the UK Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

You must enter an **X** in the Criminal Convictions box if you have a relevant criminal conviction that is not spent.

If you enter an **X** in the box, you will not be automatically excluded from the application process. However, we may want to consider your application further or ask you for more information before making a decision.

If you are convicted of a relevant criminal offence **after you have applied**, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

Equal Opportunities

The Equal Opportunities Policy for the Admission of Students is available from http://www.hull.ac.uk/admissions/diversity_equality/equal_opps/

The application form and accompanying notes are available in an alternative format from the College of Business and Finance at HKU SPACE

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校校友

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校校友。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

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.

學院的方针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 是 ☐ (if you check yes, you agree to give us further information on your special needs and consent to our further processing of your data as you choose, please check this box. ☐

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 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 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. ☐

- 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. 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. 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、校友會活動、校友會會員尊享優惠、校友聯誼及籌款活動等，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。☐

- 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。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（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

- Enrolment can be done in person at any of the School's Enrolment Centres 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, Room 304, 3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong", specifying "Programme/Course Application".
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- 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.
- 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.
- 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.
- 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.
- 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.
- Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
- Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.
- 報讀課程，請親往學院各報名中心，呈交填妥的報名表格、學費和所需的證明文件，或以郵遞方式，寄「香港薄扶林道香港大學徐展堂樓 3 樓 304 室香港大學專業進修學院」並註明「報讀課程」。
- 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」。
- 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。
- 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。
- 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。
- 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。
- 如在開課前三天仍未知悉上課地點，請與課程組聯絡。
- 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。
- 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。

HKU SPACE Vaccine Pass 香港大學專業進修學院「疫苗通行證」

To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

為防範及控制 2019 冠狀病毒病的傳播以及保障學院學員及員工的安全，進入香港大學校園或香港大學專業進修學院處所，皆須遵從與香港大學一致的收緊防疫措施，請密切留意學院網頁及學員網站公佈的具體細節，並須留意有關運作可能不時跟隨政府及大學的安排而作調整。

Class arrangement during COVID-19 新型冠狀病毒影響下的課堂安排

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.

在新型冠狀病毒疫情不穩定的狀態下，未來數月可能持續影響我們的課堂安排。學院一向以學員的健康及個人安全為首要考慮，為確保學生的學習進度不受影響，學院有可能需要按有關指引將面授課堂改為網上授課。如出現此等情況，課程組別同事將會儘快聯絡學員有關安排的詳情。

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，而有關學術銜按香港大學體制，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

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- 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.
- I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
- 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).
- 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。
- 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。
- 本人同意如本人註冊入學，當遵守大學及學院的規例。
- 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