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

APPLICATION FORM

Postgraduate Diploma in Sport and Recreation Management

Application Fee: **$150** (Cash / Cheque No.) _____

1. APPLICATION FOR:

Postgraduate Diploma in Sport and Recreation Management

Application Code: 1780-HS110A
Programme/Course Code: HS110A | HS 29-124-00 (91)

2. PERSONAL INFORMATION:

HKID Card Name
(surname first) _____

Chinese characters
(if appropriate)

Please (✓) one box Mr ❑ Ms ❑ Miss ❑

HKID Card No. _____

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Name 姓名 Full Postal Address 地址	← **Please also complete this part.** Note: The **HK$150 application fee is non-refundable** and will cover cost of processing your application. When validated by the machine this will also serve to acknowledge receipt of your application for the above course. If you are offered a place the School will notify you as to the method of payment of **HK$35,900.00**

Fees are not refundable.

Please see overleaf 請閱背面 →

THE UNIVERSITY OF HONG KONG
SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION
Form of Application and Admission

Programme/Course Code: HS110A | HS 29-124-00 (91)
"Postgraduate Diploma in Sport and Recreation Management"
(2019/2020)

TO BE COMPLETED AND RETURNED TO
School of Professional and Continuing Education, The University of Hong Kong, 13/F., Fortress Tower, 250 King's Road, North Point, HK. (Attention: Ms Ming Lam) together with a cheque for the application fee of HK$150 (non-refundable) and made payable to "HKU SPACE"

CLOSING DATE FOR APPLICATIONS: **26 March 2020 (Late Applications will be considered)**
Please complete this form fully. Places are offered on a competitive basis and it is important that you do not omit any relevant information. Please write in block letters and give as much relevant information as possible. It is essential that the Programme Information Brochure has been fully read.

NOTE : CLASSES WILL NORMALLY BE HELD DURING WEEKDAY EVENINGS BUT OCCASIONALLY CLASSES MAY BE HELD AT THE WEEKENDS.

1. PERSONAL INFORMATION

(Please fill in this section in block letters, as in your H.K.I.D. Card/passport.)

[1]Title (Mr./Ms.) Surname Given Name English Name

Name in Chinese _____ Nationality _____

Date of Birth D D/ M M/ Y E A R

H.K.I.D. Card/ Passport No._____

Address for correspondence

H.K. Tel. No. _____(Home) _____(Office) Fax No. _____

Pager / Mobile_____ E-mail _____

Present occupation / Title _____

[1] Optional

2. SECONDARY EDUCATION

(A) Schools Attended:

School (including brief address)	Year of Commencement	Year of Completion

(B) *Hong Kong Certificate of Education Examination (HKCEE):

Number of passes obtained_____

(C) *Hong Kong Advanced Level Examination (HKAL):

Examining Body	Year	Subject Taken	Grade

3. TERTIARY EDUCATION

Title of *Degree/ Associate Degree /diploma	Awarding Institution (state country)	Duration of course (state full-time or part-time and no. of years)	Major Subject (if any)	Honours Classification or G.P.A.	Date of Award or Graduation

4. CURRENT STUDIES

Complete this section if you are still enrolled for a degree or diploma at an institution and have not completed all requirements for its award, including passing final examinations.

Title of degree/diploma	By Research or Coursework	Present stage of studies

Institution (state country)	Expected date of completion of studies/graduation

5. *LEVEL OF ENGLISH PROFICIENCY:

_____

(E.g. IELT/TOFEL/HKAL)

*** Please attach documentary evidence of academic studies including certificate award and transcripts**

6. OTHER QUALIFICATIONS (E.G. PROFESSIONAL QUALIFICATIONS)

Give full details, including awarding body, level of award or qualification, examinations passed date of completion etc.

7. EMPLOYMENT

List periods of employment (giving dates) in chronological order. Attach additional sheet if necessary.

Employer (and address)	Nature of Work	From	To

8. ANY OTHER RELEVANT EXPERIENCE

9. REASONS FOR APPLYING FOR THIS COURSE – Please be specific

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10. REFEREES

Name	_____	Name	_____
Position Held	_____	Position Held	_____
Organization	_____	Organization	_____
	_____		_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Tel. No.	_____	Tel. No.	_____
Fax No.	_____	Fax No.	_____

DECLARATION

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, where applicable, 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; 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.

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 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 "Sport, Exercise and Recreation Management, College of Life Sciences and Technology, HKU SPACE, 13/F., Fortress Tower, 250 King's Road, North Point, HK. (Attention: Ms Ming Lam)", 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. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.

8. Please refer to the “Application” section in the brochure, HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

_____ _____

Signature Date