

3. Qualifications & Working Experience 學歷/專業資格/工作經驗

(Fill in this part if relevant to this application 申請報讀課程所需的資歷)

Non-Credit
bearing Mode

a. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

b. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

c. Highest education level achieved (Please 3) 最高學歷程度 (請 3)

- Primary or below 小學或以下程度 Lower Secondary 初中 Form 5 or equivalent 中五或同等程度
 Form 6 or equivalent 中六或同等程度 Sub-degree 非學位文憑/證書 Associate Degree 副學士
 Bachelor's Degree 學士學位 Postgraduate Diploma/Certificate 深造文憑/證書 Master's Degree 碩士
 Doctoral Degree 博士

d. Working experience 工作經驗

From 由		To 至		Full Time 全職/Part Time 兼職	Name of Organization 機構名稱	Position 職位	Occupation 職業類別 (enter code 請填寫編號)
Month 月	Year 年	Month 月	Year 年				

Occupation Codes 職業類別編號

- 01 Accounting 會計
02 Administration & Management 行政及管理
03 Advertising 廣告
04 Banking & Financial Services 銀行及金融服務
05 Computing & Information Technology 資訊科技
06 Education 教育
07 Engineering 工程
08 Literary & Creative Work 文字及創作工作
09 Marketing & Sales 推廣及銷售
10 Public Relations 公共關係
11 Social Services 社會服務
12 Surveying 測量
13 Transport 運輸
14 Others 其他 (Please specify 請註明)

e. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary 如不敷應用，請另備紙張)

4. Declaration 聲明

I authorise The Hong Kong Polytechnic University to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the University.

本人授權香港理工大學使用本申請表內有關的個人資料作處理申請入學之用。本人明白若獲得大學取錄，本人的資料將會轉為學生紀錄，並用於有關的教學事宜上。

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the University. Any fees paid will not be refunded.

本人謹此聲明，此表格內所填報各事項，均屬真實無訛，如有任何虛報或誤導資料，則本人的申請及註冊資格均會被取消，所有已繳費用概不退還。

Signature 簽署

Date 日期

Detach this page and keep it for reference.

Guide for Applicants
(for admission to **MEDC non credit-bearing** courses)

**Non-Credit
bearing Mode**

Instruction on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete all parts of the application form in full.
3. Please make sure that you have satisfied the entry requirements, if any.
4. Please complete the application form clearly and accurately; sign the application form before submitting your application. Incomplete forms will not be processed.

Submission of application

5. Please submit your completed application form by hand or by post to QR702, 7/F Shirley Chan Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong with the followings:
 - supporting documents e.g. a photocopy of certificates, transcripts of your previous studies and etc.
 - a recent photo (size:1"x1.5")

Payment Methods and Procedures

6. Only the following two payment methods will be accepted:

A. Credit Card: Please pay your tuition fee at our Centre at QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

B. Bank of East Asia / AIG / HSBC Credit Card Interest Free Instalment Programme: Please complete the relevant Instalment Programme Application Form (together with a copy of both sides of the credit card for BEA and AIG card) and return it with this Course Application Form.

C. Cheque: Please send a crossed cheque (made payable to "The Hong Kong Polytechnic University") to our Centre at QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

Closing date of application

7. Please refer to the closing date for application on the course schedule information sheet.

Acknowledge of application

8. Applicants will receive an acknowledgement of application from the Centre about three days after submitting their applications.

Notification of application results

9. Successful applicants will receive a written notification from the Centre confirming that the enrolment about one week after submitting the application.
10. Unsuccessful applicants will be notified in writing by the Centre. Course fees paid, if any, will be returned to them by ordinary mail.
11. The details regarding the course schedule will be sent to applicants about two weeks before course commencement. Please contact the Centre if you do not receive any notification one week before the course commencement date.

Verification of Supporting Documents

12. After receiving the notification of application results, applicants must bring along the original copies of their qualifications and supporting documents for verification at our Centre within two weeks.

Fee refund policies

13. Except for unsuccessful applications or course cancellation, course fees are not refundable. Fees paid and places allocated on course are not transferable after application.

Certification

14. A certificate of Attainment will be issued to students who have satisfied all the prescribed requirements for completion.

Use of information

15. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by MEDC and other relevant institutions authorised to receive it.
16. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
17. Application papers of successful candidates will become part of the student file and the data will thereafter be handled by MEDC and other relevant institutions authorised, e.g. IFPHK, to receive it.
18. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to MEDC.

Enquiries

19. All enquiries should be directed to:

Management and Executive Development Centre (MEDC)

QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

Tel: 3400 2773 Fax :2765 6323 E-mail: mdgo@inet.polyu.edu.hk Website: www.polyu.edu.hk/medc

Note: The Centre reserves the rights to cancel any courses, and to make any necessary changes to the schedules, contents, and mode of delivery of the courses offered.

Counter Service Hours

Mondays to Fridays 9:00 am –1:00 pm
2:00 pm – 8:00 pm

Saturdays 9:00 am –1:00 pm
2:00 pm – 5:00 pm