



## Employment Details 就業資料

Employer's Name 僱主名稱：\_\_\_\_\_ Occupation 職業：\_\_\_\_\_

Type of Business of the Employer 僱主業務性質：\_\_\_\_\_

## Part II 乙部：Qualifications 學歷

Please state qualifications relevant to the programme/course entry requirements you are applying for 申請報讀課程所需的學歷。

Please attach proof of qualifications specified in the requirements of the individual programme/course. 請根據個別課程需要，另附學歷證明。

Examination / Awarding Institution 考試 / 頒授學歷機構	Subject / Degree 學科 / 學位	Grade 成績	Year 年份

## 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.

學院的方針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，院方將聯絡閣下，以獲取更多相關的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  No 否

Please be assured that any personal information you supply will be kept strictly confidential. 閣下提供的任何個人資料將絕對保密。

## NOTES 注意

- Personal Data provided in this form will be used for processing your application for admission, and for registration, academic, administrative, alumni management, statistical and marketing purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorized third party providing services to the School in relation to the above purposes only, and in such circumstances will be treated in strict confidence.
- Applicants are advised 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.
- Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.
- When the processing and consideration of all the applications for a particular programme have been completed:
  - the application papers of unsuccessful candidates will be destroyed; and
  - the application papers of successful candidates will be handled by HKU SPACE staff only or by staff of an authorized third party providing services to the School.
- 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 HKU SPACE.

- 個人資料將會作入學申請、登記、學術、行政、校友事務、統計及市場之用。只有香港大學專業進修學院的職員才能處理有關資料，但亦可能會轉讓為學院提供有關服務的委託人處理，而一切資料是將會受到保密的。
- 申請人請盡量提供足夠資料，否則本學院不能有效處理閣下之申請。
- 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。
- 當申請程序及入學資格審批後，
  - 所有有關落選申請者的申請表格將會被毀滅；及
  - 所有當選申請者的申請表格將會被留為學生記錄，只有香港大學專業進修學院的職員或為學院提供有關服務的委託人才能處理有關文件。
- 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請來函香港大學專業進修學院。

## 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 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 agreed the contents of these NOTES 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「注意」及其有關香港大學專業進修學院在處理個人資料(私隱)的守則的部份。

Signature 簽署 \_\_\_\_\_ Date 日期 \_\_\_\_\_

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

- 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 course fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Pokfulam Road, Hong Kong", specifying "Course Application".
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- For general and short courses, applicants may be required to pay the course fee in cash or by EPS if the course will start shortly.
- 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, then this 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 course fee if already paid.
- If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant subject area.
- Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
- 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」。
- 如報讀短期課程開課在即，學院可要求申請者以現金或「易辦事」繳付學費。
- 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，則本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盡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。
- 如在開課前三天仍未知悉上課地點，請與學科負責人聯絡。
- 除特殊情況及法例規定外，一切已繳費用，概不退還。

## Part III 丙部

Course No. 課程編號    -    -    (    )

To help us understand your needs, please answer the following questions. Please note that the information you provide may be used to assist the School's research in continuing education.

為使本學院了解學員的需要，請填妥以下問卷。你所提供的資料，可能作為本學院對持續教育研究之用。

Please tick the appropriate boxes. 請在適當方格加上 號。

### 1. Your highest education level achieved 你的最高學歷程度：( Please select ONE only 請選擇其中一項 )

- |  |   |
|--|---|
| 1.001 <input type="checkbox"/> Below Form 5 中五以下   | 1.006 <input type="checkbox"/> Postgraduate certificate / Postgraduate diploma<br>深造證書 / 深造文憑 |
| 1.002 <input type="checkbox"/> Form 5 or equivalent 中五或同等程度                                    | 1.007 <input type="checkbox"/> Master degree 碩士學位   |
| 1.003 <input type="checkbox"/> Form 6, Form 7 or equivalent 預科或同等程度                            | 1.008 <input type="checkbox"/> Doctoral degree 博士學位   |
| 1.004 <input type="checkbox"/> Associate degree or sub-degree certificate/diploma 副學士或非學位證書/文憑 |   |
| 1.005 <input type="checkbox"/> Bachelor degree 學士學位  |   |

### 2. What are the most important factors for your choosing the present course at HKU SPACE?

你選擇在香港大學專業進修學院修讀此課程，最重要的因素是什麼？

Please select the THREE most important factors and rank them from "1" to "3", with "1" as the most important.

請選擇3個最重要因素並以1至3排列，以1為最重要。

- |  |  |
|--|--|
| 2.001 <input type="checkbox"/> Good reputation of the institution 機構有良好聲譽            | 2.006 <input type="checkbox"/> Good teaching and learning facilities 教學設備完善    |
| 2.002 <input type="checkbox"/> A variety of courses to choose 有多種課程可供選擇              | 2.007 <input type="checkbox"/> Convenient locations of learning centres 上課地點方便 |
| 2.003 <input type="checkbox"/> High academic quality of the courses 課程的學術質素高         | 2.008 <input type="checkbox"/> Reasonable course fees 學費合理                     |
| 2.004 <input type="checkbox"/> Qualification awarded are widely recognized 學歷被社會廣泛承認 | 2.999 <input type="checkbox"/> Others 其他 (Pls. specify 請列明：_____)              |
| 2.005 <input type="checkbox"/> Good quality of teaching staff 導師質素高                  |  |

### 3. From what channel(s) do you usually receive information about continuing education? 你通常透過那渠道收到有關持續教育的資訊？

(You can choose MORE THAN ONE 可作多項選擇)

- |   |   |
|---|---|
| 3.001 <input type="checkbox"/> Electronic media e.g. TV, radio 電子媒體如電視、電台 | 3.005 <input type="checkbox"/> Newspapers and magazines 報刊        |
| 3.002 <input type="checkbox"/> Exhibitions 展覽                             | 3.006 <input type="checkbox"/> Outdoor advertisements 戶外廣告        |
| 3.003 <input type="checkbox"/> World Wide Web 萬維網                         | 3.007 <input type="checkbox"/> Recruitment Newspapers 招聘刊物        |
| 3.004 <input type="checkbox"/> Email 電郵                                   | 3.999 <input type="checkbox"/> Others 其他 (Pls. specify 請列明：_____) |

### 4. How did you learn about the present course? 你從何處獲悉本課程？(You can choose MORE THAN ONE 可作多項選擇)

#### School Publications and Activities 學院刊物及活動

- 4.001  Course pamphlets / circulars / flyers  
課程資料傳單
- 4.002  Course posters 課程海報
- 4.003  HKU SPACE Newsletters 學院通訊
- 4.004  School prospectus 學院課程手冊
- 4.005  School Exhibition / Open Day  
學院展覽或開放日

#### World Wide Web 萬維網

- 4.101  HKU SPACE website  
香港大學專業進修學院網站
- 4.109  Other websites 其他網站  
(Pls. specify 請列明：\_\_\_\_\_)

#### Email 電郵

- 4.111  From HKU SPACE 學院寄出
- 4.119  From other information providers  
其他資訊供應者寄出  
(Pls. specify 請列明：\_\_\_\_\_)
- 4.122  Forwarded from friends 朋友轉寄

#### Magazines/Journals 雜誌/期刊

- 4.299  Pls. specify 請列明：\_\_\_\_\_

#### Newspaper Advertisements

##### 報紙廣告

- 4.201  Apple Daily 蘋果日報
- 4.202  HK Econ Journal 信報
- 4.203  HK Econ Times 經濟日報
- 4.204  Metro Daily 都市日報
- 4.205  Ming Pao 明報
- 4.206  Oriental Daily 東方日報
- 4.207  Singtao Daily News 星島日報
- 4.208  SCMP 南華早報
- 4.209  Tai Kung Pao 大公報
- 4.210  Wen Wei Pao 文匯報

#### Recruitment Newspapers 招聘刊物

- 4.221  Jiu Jik 招職
- 4.222  Job Market 求職廣場
- 4.223  Recruit

#### Outdoor Advertising 戶外廣告

- 4.301  Billboard 戶外廣告板
- 4.302  Bus panel 巴士廣告牌
- 4.303  Minibus panel 小巴廣告牌
- 4.304  MTR advertisement 地鐵廣告

#### Exhibitions 展覽

- 4.401  Pls. specify 請列明：\_\_\_\_\_

#### Radio 電台

- 4.551  Pls. specify 請列明：\_\_\_\_\_

#### TV 電視

- 4.501  ATV Home 亞洲電視本港台
- 4.502  ATV World 亞洲電視國際台
- 4.503  Cable TV 有線電視
- 4.504  TVB Jade 無線電視翡翠台
- 4.505  TVB Pearl 無線電視明珠台
- 4.506  TV on public transport e.g. "Roadshow"  
公共交通工具上的電視如「路訊通」

#### Others 其他

- 4.601  24-Hour enquiry & fax on demand  
telephone system  
24小時查詢及資料傳真電話系統
- 4.602  Referrals by friends / relatives 朋友 / 親屬推介
- 4.999  Others 其他 Pls. specify 請列明：\_\_\_\_\_

### 5. Profession 專業：(You can choose MORE THAN ONE 可作多項選擇)

- |   |  |
|---|--|
| 5.001 <input type="checkbox"/> Accounting / Auditing 會計 / 核數                                    | 5.021 <input type="checkbox"/> Information Science 資訊科學                      |
| 5.002 <input type="checkbox"/> Administration / Secretarial 行政 / 秘書                             | 5.022 <input type="checkbox"/> Legal 法律                                      |
| 5.003 <input type="checkbox"/> Advertising / Marketing/Public Relations 廣告 / 市場推廣 / 公關          | 5.023 <input type="checkbox"/> Media / Publishing / Translation 媒介 / 出版 / 翻譯 |
| 5.004 <input type="checkbox"/> Architecture / Construction / Project Engineering 建築 / 建造 / 項目工程 | 5.024 <input type="checkbox"/> Manufacturing 製造                              |
| 5.005 <input type="checkbox"/> Art / Design / Creative 藝術 / 設計 / 創作                             | 5.025 <input type="checkbox"/> Medical / Health Care / Beauty 醫療 / 保健 / 美容   |
| 5.006 <input type="checkbox"/> Banking and Finance 銀行及財務  | 5.026 <input type="checkbox"/> Merchandising / Purchasing 採購                 |
| 5.007 <input type="checkbox"/> Brokerage / Investment 經紀 / 投資                                   | 5.027 <input type="checkbox"/> Retail / Wholesale 零售 / 批發                    |
| 5.008 <input type="checkbox"/> Business Management / Consultancy / Analysis 商業管理 / 顧問 / 分析      | 5.028 <input type="checkbox"/> Science and Technology 科學及科技                  |
| 5.009 <input type="checkbox"/> Community / Social Services 社群 / 社會服務                            | 5.029 <input type="checkbox"/> Telecommunications 電訊                         |
| 5.010 <input type="checkbox"/> Computer and Information Technology 電腦及資訊科技                      | 5.030 <input type="checkbox"/> Trading 貿易                                    |
| 5.011 <input type="checkbox"/> Customer Service 顧客服務  | 5.031 <input type="checkbox"/> Transportation / Logistics 交通 / 物流            |
| 5.012 <input type="checkbox"/> Education / Librarian 教育 / 圖書管理                                  | 5.999 <input type="checkbox"/> Others 其他<br>(Pls. specify 請列明：_____)         |
| 5.013 <input type="checkbox"/> Engineering / Machinery 工程 / 機械                                  |  |
| 5.014 <input type="checkbox"/> Entertainment / Recreation / Sports 娛樂 / 康樂 / 體育                 |  |
| 5.015 <input type="checkbox"/> Food and Beverage 飲食   |  |
| 5.016 <input type="checkbox"/> Government / Public Utilities 政府 / 公共設施                          |  |
| 5.017 <input type="checkbox"/> Housing / Property / Real Estate 樓宇 / 物業 / 地產                    |  |
| 5.018 <input type="checkbox"/> Hospitality and Tourism 款客服務及旅遊                                  |  |
| 5.019 <input type="checkbox"/> Human Resource / Training 人事 / 培訓                                |  |
| 5.020 <input type="checkbox"/> Insurance 保險   |  |

## 6. Current Employment 職業

### Full-time Employment 全職工作者

- 6.001  Business Sector - Owners / Partners of Companies 私營機構-公司東主/合夥人  
6.002  Business Sector - Senior Managers, Directors, Chief Executive Officers of Companies 私營機構-高級行政人員、總裁、公司董事等  
6.003  Business Sector - Executives 私營機構-行政人員  
6.004  Public Sector - Directorate grade or equivalent 公營機構-主管級  
6.005  Public Sector - Administrative and managerial personnel 公營機構-行政及管理人員  
6.006  Professional, technical and related personnel 專業人士、技術師及有關人員  
6.007  Clerical personnel 文書職系人員  
6.008  Sales and service personnel 營業員及服務業人員  
6.009  Agriculture, forestry and fishery workers 漁農業及林木業人員  
6.010  Production and related workers; transport equipment operators and labourers 製造業人員、運輸設備操作員及技工  
6.011  Housewives 家庭主婦  
6.099  Professions not specified above 其他職業

### Not in Full-time Employment 非全職工作者

- 6.101  Further studies 進修  
6.102  Unemployed 待業  
6.103  Retired persons 退休人士  
6.199  Others (e.g. not seeking employment) 其他 (例如：非在職人士)

## 7. What are your present area(s) of interest? 那些是你目前感興趣的課程範疇? (You can choose MORE THAN ONE 可作多項選擇)

### Arts and Humanities 文學及人文科學

- 7.101  Architectural Studies and Interior Design 建築學及室內設計  
7.102  Art and Design 藝術及設計  
7.103  English Language and English Language Teaching 英語及英語教學  
7.104  European Languages 歐洲語言  
7.105  Putonghua and Chinese Dialects 普通話及中國方言  
7.106  Japanese and Other Oriental Languages 日語及其他東方語言  
7.107  Translation 翻譯  
7.108  Performing Arts 表演藝術  
7.109  Literary, Cultural and Historical Studies 文學、文化及歷史研究

### Accounting 會計學

- 7.211  Accounting - Overseas 海外會計課程  
7.212  Accounting -- HK and China 香港及內地會計課程  
7.213  Professional Courses and Short Courses 專業及短期會計課程

### Finance 財務學

- 7.221  Financial Studies 財務學  
7.222  Financial Practices and Professional Studies 財務學實務及專業課程

### Management Studies 管理學

- 7.231  Business Management 商業管理  
7.232  Hospitality and Tourism Management 款客服務及旅遊業管理  
7.233  Administrative Management 行政管理  
7.234  Business Logistics and E-Commerce 商貿物流及電子商貿

### Marketing 市場學

- 7.241  Marketing Studies 市場學  
7.242  Professional Marketing Courses 市場學專業課程

### Chinese Medicine 中醫藥學

- 7.301  Chinese Medicine 中醫學  
7.302  Chinese Medicine Pharmaceuticals 中藥學  
7.303  Acupuncture and Tui-Na 針灸及推拿學

### Health and Applied Sciences 健康及應用科學

- 7.401  Built Environment 建造環境  
7.402  Life, Biomedical and Medical Laboratory Sciences 生命、生物醫學及醫務化驗科學  
7.403  Food and Nutritional Sciences/Dietetics 食品及營養學  
7.404  Pharmaceutical Studies 藥物科學  
7.405  General and Environmental Sciences 普及與環境科學  
7.406  Nursing Studies and Health Care 護理學及健康護理  
7.407  Recreation and Sports Management 康樂及體育管理

### Information Technology 資訊科技

- 7.501  Computer Studies and Information Technology 電腦科學及資訊科技  
7.502  Information Systems, E-commerce and Information Security 資訊系統、電子商貿及資訊保安  
7.503  Library and Information Science 圖書館學及資訊科學

### Law 法律

- 7.601  Common Law Studies 普通法  
7.602  China Law Studies 中國法律  
7.603  Professional Legal Studies 專業法律課程

### Social Sciences, Urban Studies and Education 社會科學、城市研究及教育

- 7.701  Criminal Justice, Public Order and Public Administration 刑事執法、公安及公共行政  
7.702  Education 教育  
7.703  Housing Management 房屋管理  
7.704  Journalism and Communication 新聞及傳播學  
7.705  Sociology, Social Work and Psychology 社會學、社會工作及心理學  
7.706  Training and Human Resource Management 培訓及人力資源管理  
7.707  Transport, Logistics and Urban Studies 運輸、物流及城市研究

### Others 其他

- 7.999  Pls. specify 請列明：

## 8. Is your employer giving you financial support towards the course you have applied for? 8.001 Yes 是 8.002 No 否 你的僱主是否贊助你修讀本課程?

## 9. The number of HKU SPACE short courses / programmes you have taken in the last two years:

你在過去兩年內曾修讀本學院的短期或學歷資格課程的數目:

(Individual modules / subjects of the same programme should be counted once only 學歷資格課程只計算一次。)

- 9.001  None 沒有  
9.002  1-2 一至二個  
9.003  3-4 三至四個  
9.004  5-6 五至六個  
9.005  over 6 六個以上

## 10. Monthly personal income 個人每月收入：

- A.001  \$9,999 or below 或以下  
A.002  \$10,000 - \$14,999  
A.003  \$15,000 - \$19,999  
A.004  \$20,000 - \$29,999  
A.005  \$30,000 - \$39,999  
A.006  \$40,000 - \$49,999  
A.007  \$50,000 or above 或以上  
A.008  No income 無收入