

Certificate in Smart Building Technologies – Application Form (October 2020 Intake)

Programme Application	Application for Certificate(s) for Module
Certificate in Smart Building Technologies <input type="checkbox"/> 1850-HB041A (October 2020 Intake) Application Fee for Programme Application: HK\$150. Please include the non-refundable application fee you're your application form. Cheques should be made payable to: "HKU SPACE".	Certificate for Module (Contemporary Technologies for Smart Buildings) <input type="checkbox"/> 1850-HB043A (October 2020)
	Certificate for Module (Novel Applications of Technologies for Smart Buildings) <input type="checkbox"/> 1860-HB044A (December 2020)
	Certificate for Module (Big Data Analytics for Smart Property Management) <input type="checkbox"/> 1870-HB045A (March 2021)
	Certificate for Module (Smart Building Technologies for Specific Purposes) <input type="checkbox"/> 1880-HB042A (April 2021)

Please "✓" for your choice(s).

TO BE COMPLETED AND RETURNED (together with copies of your qualifications, evidence of membership of professional body if applicable, two reference letters and two passport-size photographs (one photo affixed to the box below and the other with your name on the reverse side) **To: Mr Tommy Ng, College of Humanities and Law, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong.**

CLOSING DATE FOR APPLICATION: 28 September 2020

Please complete this form as fully as possible. Places are offered on a competitive basis and it is important that you do not omit any relevant information. Please write in block letters.

1. PERSONAL INFORMATION

Mr./Ms.* (Please fill in your full name [surname first] in block letters, as in your **H.K.I.D. Card/passport**)

--	--	--

Surname _____ Given Name _____ English Name _____

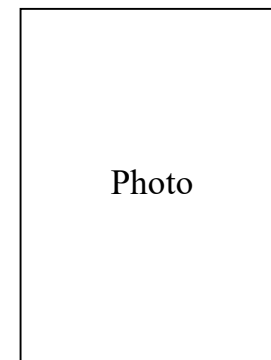
Name in Chinese _____ Date of Birth

--	--	--	--

Day Month Year

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

Correspondence Address



H.K. Tel. No. _____ Fax No. _____
Mobile Home Office (if applicable)

E-mail address _____

English Proficiency # _____
(Please provide details of, and/or evidence of proficiency of written and spoken English) e.g. IELTS/TOEFL SCORE

Present Occupation / Title _____

* Please delete as appropriate.
 # This is an essential criterion for selection.

2. SECONDARY EDUCATION

(A) Schools Attended

School (State country if other than Hong Kong)	Year of Entry	Year of Leaving

(B) Ordinary Level (HKCEE; GCE(O)... etc):

Number of passes obtained

(C) Advanced Level (HKAL; GCE(A) ... etc):

Examining Body	Year	Subject Taken (Grade)

3. TERTIARY EDUCATION

Please complete the below in reverse-chronological order (the latest one first).

Title of Degree/ Diploma/ Certificate	Awarding Institution (state country)	Duration of Course (state full-time or part-time & no. of years)	Major Subject (if any)	Honours / Award 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 any institution and have not completed all requirements for its award, including passing final examinations.

Title of degree/ diploma	Institution (state country)	By Research or Coursework	Present stage of studies	Expected date of completion of studies/graduation


5. PROFESSIONAL QUALIFICATIONS

Awarding Body	Level of Award / Qualification	Date of Completion

6. EMPLOYMENT

List periods of employment (giving dates) in reverse-chronological order (the latest one first). Attach additional sheet if necessary.

Period	Employer	Position	Nature of Work

P.T.O. 

7. OTHER RELEVANT INFORMATIONS

(e.g. in particular, evidence of proficiency in written or spoken English)

8. KNOWLEDGE OF THE PROGRAMME

Explain briefly how you know about this programme (e.g. Ad, Journal, Colleague, etc.).

9. ACADEMIC / PROFESSIONAL REFEREES

Please give below the names and further details of the referees who have provided your written references.

Name _____	Name _____
Position _____	Position _____
Organisation _____	Organisation _____
_____	_____
Address _____	Address _____
_____	_____
_____	_____
Tel No. _____	Tel No. _____

Address for Correspondence

Please enter your name and address for correspondence in all three spaces provided below.

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
_____	_____	_____

10. OTHER RELEVANT INFORMATION

HKU SPACE Alumni 香港大學專業進修學院校友

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院校友。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，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 No 否

Statement on Collection of Personal Data 收集個人資料聲明

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 related papers 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 authorized 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 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 (<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>.

1. 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。
2. 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，但亦可能會轉移為學院提供有關服務的委託人處理。
3. 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，聯絡資料將保留作此等用途），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）。
4. 如獲取錄，申請人需呈交彩色近照一張以作學生證明之用。
5. 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

6. 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、電子郵件和流動電話等為申請人、學員和校友送上學院的最新資訊及推廣訊息，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及共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。

7. 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。

8. 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>)。

9. 本學院作為香港大學的一部分，大學的收集個人資料聲明亦適用於本學院，詳情請參閱 <http://www.aal.hku.hk/admissions/documents/pics.pdf>（只提供英文版本）。

General Notes to Applicants 一般注意事項

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 “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”.

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. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

1. 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」。
2. 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」。
3. 如報讀短期課程開課在即，學院可要求申請者以現金、「易辦事」或信用卡（Visa或萬事達卡）繳付學費。
4. 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。
5. 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。
6. 如在開課前三天仍未知悉上課地點，請與學科負責人聯絡。
7. 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。
8. 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。

Notes to Non-local Applicants 非本地申請人注意

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 generally 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學院，申請人入學前須辦妥有關手續。唯以受養人士身份獲批來港者，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，兼讀制課程一般而言，暫不在入境處考慮批發簽證之列。

Declaration 聲明

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).

1. 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。
2. 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。
3. 本人同意如本人註冊入學，當遵守大學及學院的規例。
4. 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 _____

Programme Application:

1850-HB041A – Certificate in Smart Building Technologies (October 2020 Intake)

Application for Certificate(s) for Module:

1850-HB043A – Contemporary Technologies for Smart Buildings (October 2020)

1860-HB044A – Novel Applications of Technologies for Smart Buildings (December 2020)

1870-HB045A – Big Data Analytics for Smart Property Management (March 2021)

1880-HB042A – Smart Building Technologies for Specific Purposes (April 2021)

All applicants are required to complete this form and submit it with their applications.

DETAILS OF APPLICANT (to be completed by applicant):

Name : (Mr./Ms.*) _____
(in block letters – family name first)

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

Correspondence Address : _____

Telephone No. : _____ (Office) _____ (Home)

_____ (Mobile) _____ (Pager)

Fax No. : _____ (Office) _____ (Home)

E-mail Address : _____

* Delete as appropriate

- I enclose :
- 1) Completed Application Form
 - 2) Certificate or Diploma indicating my Proficiency of English
 - 3) Certificate in the related area awarded by a recognized institution (where applicable)
 - 4) Application Fee - HK\$150.00 (Non-refundable) (for Programme Application only)
 - 5) Two recent passport-sized photographs (one affixed on the Application Form)

If any of the above documents cannot be provided, please specify reason:

_____.

(Application fee can be made by cheque payable to “HKU SPACE” or credit card at any one of enrolment counters)

Received HK\$150 application fee.

**The University of Hong Kong
School of Professional and Continuing Education (HKU SPACE)**

Course applied for:

1850-HB041A – Certificate in Smart Building Technologies (October 2020 Intake)

Certificate for Module Application:

1850-HB043A – Contemporary Technologies for Smart Buildings (October 2020)

1860-HB044A – Novel Applications of Technologies for Smart Buildings (December 2020)

1870-HB045A – Big Data Analytics for Smart Property Management (March 2021)

1880-HB042A – Smart Building Technologies for Specific Purposes (April 2021)

Name :

Full Postal

Address :

← Please also complete this part

The HK\$150 application fee (Certificate in Smart Building Technologies) is non-refundable and will cover the cost of processing your application. If you are selected to attend the course, course fees and other required payments will be collected after the selection process.

Application Submission Procedure

Completed Application Form with supporting documents should be returned *by mail or by hand* before the stipulated submission deadline. ***(Originals of all provided supporting documents are required to be verified by the School. Provision of any false or misleading information will lead to disqualification of the application.)***

By Hand **	
<i>Completed application forms (with required supporting documents) may be submitted in person to any of the following HKU SPACE enrolment centres:</i>	
<i>HKU Campus</i> 3/F., T.T. Tsui Building The University of Hong Kong Pokfulam Road, Hong Kong Weekdays: 8:30 am – 6:00 pm; Saturdays: Closed Tel: 2975 5680	<i>Admiralty Learning Centre</i> 3/F., Admiralty Centre 18 Harcourt Road, Hong Kong Weekdays: 8:30 am – 7:30 pm; Saturdays: 8:30 am – 5:30 pm Tel: 3761 1111
<i>Fortress Tower Learning Centre</i> 14/F., Fortress Tower 250 King's Road, North Point, Hong Kong Weekdays: 8:30 am – 7:30 pm; Saturdays: Closed Tel: 3762 0888	<i>Island East Campus</i> 2/F., HKU SPACE Island East Campus 494 King's Road, North Point, Hong Kong Weekdays: 8:30 am – 7:30pm; Saturdays: 8:30 am – 5:30pm Tel : 3762 0000
<i>HKU SPACE Po Leung Kuk Stanley Ho Community College (HPCC) Campus</i> 1/F., HPSHCC Campus, 66 Leighton Road, Causeway Bay Weekdays: 9:00 am – 5:30 pm; Saturdays: Closed Tel: 3923 7171	<i>Kowloon East Campus</i> 28, Wang Hoi Road, Kowloon Bay, Kowloon Weekdays: 8:30 am – 7:30 pm; Saturdays: 8:30 am – 5:30 pm Tel: 3762 2222
<i>By mail</i>	
<i>Completed application forms (with the required supporting documents) may also be submitted by mail to the following address:</i>	
Room 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong Attn: Mr. Tommy Ng (Tel: 2508 8869)	

*** You may bring with you the originals of all supporting documents for verification when you submit the application forms in person.**