

Application Guidance Notes (2022/23)

Graduate Diploma in English and Hong Kong Law (GDEHKL) (Common Professional Examination): Year 1

Programme Code: LW013A

Application Code: 2045-LW013A

Important Note: Applications are being accepted for the waiting list for the September 2022 intake and some places are expected to become available before the course start date. Applicants successfully admitted to the waiting list will also be given priority for admission to the next intake.

- **Application Fee: HK\$200** (Temporarily waived. Please noted this temporary waiver may be withdrawn at any time.)
- **Course Fee: HK\$48,800**
Year 1 fee payable to HKU SPACE, normally as one lump sum on acceptance. Holders of HKU SPACE MasterCard can also enjoy a 10-month interest-free instalment period.
- **MMU Registration Fee: GBP£673**
Year 1 fee payable to Manchester Metropolitan University after the start of the course. Students who resit any exams or assessments will pay a further fee according to the number of modules involved.

Note: If it is necessary to adjust fees in Year 2, we will try to limit any increase to a maximum of 5%.

How to Apply BY EMAIL or by Post

All applications must be accompanied by supporting documents. For university studies, this means you must submit a clearly readable copy in English of all pages of your undergraduate transcript (including the grading scheme) and also, if you have already graduated, your undergraduate degree certificate. **Applications will not be considered without all pages of your undergraduate transcript in English (including the grading scheme).**

Email this completed application form together with clearly readable copies of all the required documents listed below to: mmulaw@hkuspace.hku.hk. If possible, please combine the application form together with all required documents into one PDF file to facilitate faster consideration of your application. Or you can post the completed application form, together with clearly readable copies of all the required documents, to: HKU SPACE, 3/F Admiralty Centre, 18 Harcourt Road, Hong Kong [Ref; LW013 GDEHKL Application].

If your application is successful, you may be required to show us the originals of the documents you submitted before your place is confirmed.

How to Apply at HKU SPACE Learning Centres

Please check the current opening hours for enrolment counters of HKU SPACE Learning Centres at <http://www.hkuspace.hku.hk>. Bring this application form together with both the **originals and copies** of all required documents with you (this will avoid you being asked for the originals later).

Required Documents for all Applications

- Completed application form
- One (1) recent passport-style colour photo (45mm x 55mm for postal and HKU SPACE Learning Centre applications)
- Copy of HKID (and passport if not Hong Kong Permanent Resident)
- Copy of **all pages** of undergraduate degree transcript in English (including the grading scheme and full transcripts for any credit exemptions)
- Copy of undergraduate degree certificate in English
- Copy of documentary evidence in English of any other qualifications

(If you are applying at HKU SPACE Learning Centres, please also bring originals of the above documents.)

Notes

- i) You must also include **full transcripts for any Associate Degree/Higher Diploma or other course** for which you received credit exemptions on your undergraduate degree.
- ii) Graduates of universities in mainland China must include both their graduation certificate and degree certificate, as well as full transcripts and proof of English proficiency.
- iii) If you are in your last year of study, you should submit your application first, together with clearly readable copies of the transcripts for your course so far, and then notify us as soon as your final results are known.

Application Results

Applicants will be notified as to whether their application to join the waiting list has been successful or not. Applicants who join the waiting list will be offered any places which become available before the course starts. Applicants who join the waiting list for this intake but do not receive a place will be given priority for admission to the next intake and exempted from paying any application fee for the next intake. It is the responsibility of applicants to determine their eligibility to study this programme, which is intended for those having the right to live and study in Hong Kong. Please note that, under current immigration rules, it is very unlikely any overseas applicants will be granted visas to study this programme.

*This is an exempted course under the Non-Local Higher and Professional Education (Regulation) Ordinance.
It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.*

3. UNIVERSITY DEGREE (Undergraduate Degree)

[Please provide details of your **undergraduate** degree. If you also have a Master's degree, do NOT include details here. You must provide a **clearly readable copy of ALL PAGES of your undergraduate degree transcript in English** (including the grading scheme, and transcripts of any related qualifications for which you have received credit exemptions) otherwise your application will not be considered. If you are applying at an enrolment counter, please bring both the original and a copy of the transcript with you. If you have changed your name since graduating, you must provide documentary proof.]

Title of Degree: _____

Awarding Institution: _____

Starting Date of Study: [MMM/YY] _____ Full-time Part-time

Finishing Date of Study: [MMM/YY] _____

Date of Graduation: [MMM/YY] _____
(Please give expected date if you have not yet graduated.)

CGPA / Honours Classification: _____
(Applicants with Third Class Honours degrees are recommended to provide further evidence of other academic achievements.)

Major Subject (if any) : _____

Taught in English? Yes No

(If no, you must provide evidence of **English proficiency**, e.g. IELTS, TOEFL results.)

➤ Please specify (if any): _____

4. PAST/ PRESENT LEGAL STUDIES

Have you ever enrolled on, or registered, for any law course before? Yes No

This course is designed for graduates in other disciplines, and most applicants have never studied law. But if you have enrolled on, or registered for, any law course before (including the **Advanced Diploma in Legal Studies**, or any **GDL, CPE** or **JD**), you **must** provide full details:

Title of Course: _____

Awarding Institution: _____

Starting Date of Study: [MMM/YY] _____ Full-time Part-time

Finishing Date of Study: [MMM/YY] _____

Date of Graduation: [MMM/YY] _____
(Please give expected date if you have not yet graduated.)

CGPA / Results: _____

Statement on Collection of Personal Data

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 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.
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, 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.

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 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.

HKU SPACE Vaccine Pass

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.

Class arrangement during COVID-19

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.

DECLARATION (PLEASE SIGN BEFORE SUBMISSION AND CHECK YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS)

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)

Signature: _____ Date: _____
(For online applications, please type your name) [DD/MM/YYYY]

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Graduate Diploma in English and Hong Kong Law (Common Professional Examination)

Programme Code: LW013

This is an approximate indication of likely teaching dates from September 2022 to March 2023.
You should **NOT** treat these dates as final since some may change.

Preliminary Timetable for the academic year 2022-2023

23 Sep 2022, Friday	14 Nov 2022, Monday	16 Jan 2023, Monday
26 Sep 2022, Monday	15 Nov 2022, Tuesday	28 Jan 2023, Saturday
27 Sep 2022, Tuesday	17 Nov 2022, Thursday	30 Jan 2023, Monday
29 Sep 2022, Thursday	18 Nov 2022, Friday	04 Feb 2023, Saturday
30 Sep 2022, Friday	21 Nov 2022, Monday	06 Feb 2023, Monday
05 Oct 2022, Wednesday	23 Nov 2022, Wednesday	11 Feb 2023, Saturday
06 Oct 2022, Thursday	25 Nov 2022, Friday	13 Feb 2023, Monday
18 Oct 2022, Tuesday	26 Nov 2022, Saturday	18 Feb 2023, Saturday
20 Oct 2022, Thursday	29 Nov 2022, Tuesday	20 Feb 2023, Monday
22 Oct 2022, Saturday	01 Dec 2022, Thursday	25 Feb 2023, Saturday
25 Oct 2022, Tuesday	03 Dec 2022, Saturday	27 Feb 2023, Monday
26 Oct 2022, Wednesday	05 Dec 2022, Monday	04 Mar 2023, Saturday
28 Oct 2022, Friday	10 Dec 2022, Saturday	06 Mar 2023, Monday
31 Oct 2022, Monday	12 Dec 2022, Monday	11 Mar 2023, Saturday
02 Nov 2022, Wednesday	17 Dec 2022, Saturday	13 Mar 2023, Monday
04 Nov 2022, Friday	19 Dec 2022, Monday	18 Mar 2023, Saturday
05 Nov 2022, Saturday	02 Jan 2023, Monday	20 Mar 2023, Monday
08 Nov 2022, Tuesday	07 Jan 2023, Saturday	15 Mar 2023, Wednesday
10 Nov 2022, Thursday	09 Jan 2023, Monday	
12 Nov 2022, Saturday	14 Jan 2023, Saturday	

What time are classes?

Monday – Friday classes start at 7.15pm. Saturday classes start at 2pm. Classes last for 2½ to 3 hours, plus a short break. From December onwards, students will also attend one evening tutorial in some weeks.

Where will Classes be held?

- Online classroom (accessible via HKU SPACE e-learning platform and mobile app);
- United Learning Centre, 6/F United Centre, 95 Queensway (Exit D, Admiralty MTR);
- HKU SPACE Po Leung Kuk Stanley Ho Community College Campus, 66 Leighton Road (Exit A, Causeway Bay MTR);
HKU campus, Pokfulam Road (Exit A2, HKU MTR)

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