

Application Guidance Notes (2023/24)

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

Programme Code: LW013A

Application Code: 2145-LW013A

Application deadline: 3 July 2023

Important Note: Early applications will be given priority and have a higher chance of admission, so it is strongly in your interest to apply as early as possible.

- **Administrative Handling fee: HK\$250**
(Special Waiver for applicants who apply on or before 31 March 2023. Applicants who apply after this date will pay together with course fee.)
- **Course Fee: HK\$50,900**
Year 1 fee payable to HKU SPACE, normally as one lump sum on acceptance. However, applicants who receive an offer on or before 5 May 2023 may instead pay in two installments of **HK\$25,000** (payable on acceptance) and **HK\$25,900** (payable on 3 July 2023). Holders of HKU SPACE MasterCard can also enjoy a 10-month interest-free instalment period.
- **MMU Registration Fee: GBP£950**
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 ONLINE 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 your 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 your all pages of your undergraduate transcript in English (including grading system).**

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 enrollment 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 Checklist

- Completed application form
- One(1) recent passport-style colour photo (45mm x 55mm for the 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 system 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 Centre, 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

Application Results

Offers of admission may be made at any time. Applicants will be notified by email and/or mail as to whether or not their application has been successful. Conditional offers may be made to students who have not yet completed their studies. Please try to avoid contacting us about the status of your application, as this may extend the processing time for all applicants. If you do need to contact us, please do so via email and be aware that, due to the large number of applicants, it may take some time for us to respond. 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.*

Application Form (AF01)
Graduate Diploma in English and Hong Kong Law (GDEHKL)
(Common Professional Examination) : Year 1

Application Code: 2145-LW013A

Please complete this form in **CAPITAL LETTERS** and give as much relevant information as possible. Before completing this form, you are strongly advised to read the course brochure and check the course Web site.

This form is for applicants who either have (or expect to be awarded) a **university degree or are past/present students of HKU SPACE's Advanced Diploma in Legal Studies**. Other applicants should instead use the separate "Application Form for Mature Applicants" (**AF02**) which is available on the course web site.

Please affix a recent colour photo of the applicant for identification purpose

45mm x 55mm

1. PERSONAL INFORMATION

Title: Mr. Ms.

Family Name: _____ Given Names: _____

(Note: It is important that you fill in your name **exactly** as stated on your Hong Kong ID card / passport).

Name in Chinese: _____ Date of Birth: _____

DD / MMM / YYYY [e.g. 1/Jan/1990]

Hong Kong I.D. Card / Passport No. : _____ SPACE Student No. (if any) : _____

(Holders of H.K.I.D card must fill in their H.K.I.D No.)

Permanent Hong Kong Resident: Yes No

(If you are not a permanent resident, it is your responsibility to ensure you have a visa which allows you to study this course. Please refer to "Notes to non-local applicants" on page 4.)

Nationality:
(e.g. HKG- CHINESE (HKSAR) / CHINA-CHINESE (MAINLAND)) _____

Email address: _____

Correspondence Address (This address will be used for all correspondence): Residential Business

[Room/Floor/Block/Building] _____

[Estate, Street/Road] _____

[District] _____ [Area] HK KLN NT

Hong Kong telephone No. : [Mobile] _____ [Office] _____ [Home] _____

Present occupation: _____

2. ADDRESS LABELS

(Please complete the three address labels below, which will be used to inform you of the result of your application.)

Name:	Name:	Name:
Address:	Address:	Address:
LW013A (2023/24)	LW013A (2023/24)	LW013A (2023/24)

3. UNIVERSITY DEGREE (Undergraduate Degree)

(Please provide details of your **undergraduate** degree. You must include with your application a full copy of your transcript (including the grading scheme) and, if you have already graduated, your degree certificate, or attach certified true copies. If you have changed your name since graduating, you must provide documentary proof. If you also have a Master's degree, do NOT include details here.)

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 to information should be addressed to the Data Protection Officer, HKU SPACE (please quote "Data Access Request"). 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 Mandate

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: _____

[DD/MMM/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 2023 to December 2023.
You should **NOT** treat these dates as final since some may change.

Preliminary Timetable for the academic year 2023-2024

20 Sep 2023, Wednesday	02 Nov 2023, Thursday	22 Nov 2023, Wednesday
22 Sep 2023, Friday	04 Nov 2023, Saturday	24 Nov 2023, Friday
25 Sep 2023, Monday	06 Nov 2023, Monday	25 Nov 2023, Saturday
26 Sep 2023, Tuesday	07 Nov 2023, Tuesday	27 Nov 2023, Monday
28 Sep 2023, Thursday	09 Nov 2023, Thursday	29 Nov 2023, Wednesday
*04 Oct 2023, Wednesday	11 Nov 2023, Saturday	30 Nov 2023, Thursday
*05 Oct 2023, Thursday	14 Nov 2023, Tuesday	02 Dec 2023, Saturday
#12 Oct 2023, Thursday	15 Nov 2023, Wednesday	04 Dec 2023, Monday
17 Oct 2023, Tuesday	17 Nov 2023, Friday	09 Dec 2023, Saturday
20 Oct 2023, Friday	20 Nov 2023, Monday	11 Dec 2023, Monday
31 Oct 2023, Tuesday	02 Nov 2023, Thursday	16 Dec 2023, Saturday
		18 Dec 2023, Monday

Key

- * Students will only need to attend on one of these two evenings which is assigned by programme team.
- # One-hour English Legal System assessment. (Face-to-Face mode)

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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