

APPLICATION FORM

**PROFESSIONAL DIPLOMA IN**  
**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**  
**【1965-HR006A】**

Course start date: 8th January 2022

Closing date for applications: 18th December 2021

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

1. **PERSONAL INFORMATION**

Name as appeared on H.K.I.D. Card/Passport

\_\_\_\_\_

Title (Mr/Ms/Miss) Surname      Given Name

Name in Chinese \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_ H.K.I.D./ Passport No. \_\_\_\_\_  
Day / Month / Year      (Holders of H.K.I.D. card must fill in their H.K.I.D. No.)

Permanent HK Resident    Yes    No (If 'No', see Notes to Non-local Applicants)

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Office Tel. \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Present occupation/Title \_\_\_\_\_

2. **SECONDARY EDUCATION**

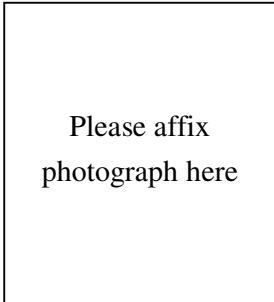
(A) Schools attended:

School (including brief address)      Year of Commencement      Year of Completion

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



(B) Hong Kong Certificate of Education Examination/Hong Kong Diploma of Secondary Education Examination (or equivalent):

Number of passes obtained \_\_\_\_\_

(C) Hong Kong Advanced Level Examination (or equivalent):

<u>Examining Body</u>	<u>Year</u>	<u>Subject Taken</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **TERTIARY EDUCATION**

<u>Title of Degree/Diploma</u>	<u>Awarding Institution (state country)</u>	<u>Duration of course (state full-time or part-time and no. of years)</u>	<u>Major Subject (if any)</u>	<u>Honours Classification or G.P.A.</u>	<u>Date of Award or Graduation</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. **CURRENT STUDIES**

Complete this section if you are still enrolled for a degree or diploma at an institution and have not completed all requirements for its award, including passing final examinations.

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

5. **OTHER QUALIFICATIONS (e.g. PROFESSIONAL QUALIFICATIONS)**

Give full details, including awarding body, level of award or qualification, examinations passed, date of completion etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

English Proficiency\* \_\_\_\_\_

(Please provide details of, and/or evidence of proficiency in written and spoken English e.g. IELTS, TOEFL SCORE, HKAL, HKDSE, HKCEE award) \*This is an essential criterion for selection.

**6. EMPLOYMENT**

List periods of employment (giving dates) in chronological order. Attach additional sheet if required.

<u>Employer (and address)</u>	<u>Nature of Work</u>	<u>From</u>	<u>To</u>
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**7. ANY OTHER RELEVANT EXPERIENCE**

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**8. REASONS FOR APPLYING FOR THIS COURSE** – Please be specific

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9. **OTHER RELEVANT INFORMATION**

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10. **REFEREES**

Name: _____	Name: _____
Position Held: _____	Position Held: _____
Organization: _____	Organization: _____
Address: _____	Address: _____
_____	_____
Tel. No.: _____	Tel. No.: _____
Email Address: _____	Email Address: _____

**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.

**Notes to Non-local Applicants:**

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.

11. **DECLARATION**

I, \_\_\_\_\_ (full name) declare that the information provided by me in support of this application is accurate and complete.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Enter your name and address for correspondence in the sections below*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

**THE UNIVERSITY OF HONG KONG**  
**School of Professional and Continuing Education**

Application Code: 1965-HR006A

Professional Diploma in Human Resource Management and Development

Name: \_\_\_\_\_

I.D. No.: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

**A CHEQUE FOR HK\$150 SHOULD BE MADE PAYABLE TO 'HKU SPACE'**



To help us understand your learning 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. This part of the form is optional.

為使本學院了解學員的學習需要，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。學員可根據個人意願決定填寫與否。

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 Secondary 5 (HKCEE) 中五 (香港中學會考) 以下                                   | 1.006 <input type="checkbox"/> Bachelor's degree 學士學位                                      |
| 1.002 <input type="checkbox"/> Secondary 5 (HKCEE) or equivalent 中五 (香港中學會考) 或同等程度                        | 1.007 <input type="checkbox"/> Postgraduate certificate / Postgraduate diploma 深造證書 / 深造文憑 |
| 1.003 <input type="checkbox"/> Secondary 6 - 7 (HKAL) or equivalent 中六 - 中七 (香港高級程度會考) 或同等程度              | 1.008 <input type="checkbox"/> Master's degree 碩士學位  |
| 1.004 <input type="checkbox"/> Secondary 6 (HKDSE) or equivalent 中六 (香港中學文憑) 或同等程度                        | 1.009 <input type="checkbox"/> Doctorate degree 博士學位                                       |
| 1.005 <input type="checkbox"/> Associate degree / sub-degree / certificate / diploma 副學士 / 副學位或非學位證書 / 文憑 |  |

**2. What are the most important factors for your choosing of 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 recognised 學歷被社會廣泛承認 | 2.009 <input type="checkbox"/> Others 其他 (Please specify 請列明: _____)           |
| 2.005 <input type="checkbox"/> Good quality of teaching staff 導師質素高                  |  |

**3. Which channel(s) do you usually receive information on continuing education? 你通常透過以下哪個渠道獲得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"/> School website & School eDirect Mail (eDM) 學院網站 / 學院電子郵件 | 3.008 <input type="checkbox"/> eDirect Mail (eDM) 電子郵件                              |
| 3.002 <input type="checkbox"/> School prospectus / programme brochure 學院課程手冊 / 課程單張     | 3.009 <input type="checkbox"/> Keyword search (SEM) 關鍵字搜尋                           |
| 3.003 <input type="checkbox"/> TV / radio advertising 電視 / 電台廣告                         | 3.010 <input type="checkbox"/> Seminar / Exhibition / School Open Day 講座 / 展覽 / 開放日 |
| 3.004 <input type="checkbox"/> Newspaper / magazine advertising 報章 / 雜誌廣告               | 3.011 <input type="checkbox"/> From the organisation currently working at 從現職機構獲得資訊 |
| 3.005 <input type="checkbox"/> Transport / outdoor advertising 公共交通工具 / 戶外廣告            | 3.012 <input type="checkbox"/> Office building 商業大廈派發點                              |
| 3.006 <input type="checkbox"/> Internet advertising 網站廣告                                | 3.013 <input type="checkbox"/> From friends / relatives 親朋推介                        |
| 3.007 <input type="checkbox"/> Mobile advertising 流動電話廣告                                | 3.014 <input type="checkbox"/> Others 其他 (Please specify 請列明: _____)                |

**4. Profession 行業：(You can choose MORE THAN ONE 可作多項選擇)**

- |  |  |
|--|--|
| 4.001 <input type="checkbox"/> Accounting / Auditing 會計、核數   | 4.016 <input type="checkbox"/> Government / Public Utilities 政府部門、公共機構   |
| 4.002 <input type="checkbox"/> Administration / Secretarial / General Management 行政、秘書、一般管理工作                                | 4.017 <input type="checkbox"/> Hospitality and Tourism 款客服務、旅遊   |
| 4.003 <input type="checkbox"/> Advertising / Sales and Marketing / Customer Services 廣告、營銷及市場推廣、顧客服務                         | 4.018 <input type="checkbox"/> Housing / Property Management / Real Estate 樓宇、物業管理、地產                              |
| 4.004 <input type="checkbox"/> Architectural / Building & Construction / Project Engineering / City Planning 建築、建造、項目工程、城市規劃 | 4.019 <input type="checkbox"/> Human Resource / Training 人事、培訓   |
| 4.005 <input type="checkbox"/> Art / Creative / Design 藝術、創意行業、設計  | 4.020 <input type="checkbox"/> Legal 法律  |
| 4.006 <input type="checkbox"/> Banking / Finance / Investment / Insurance 銀行、金融、投資、保險  | 4.021 <input type="checkbox"/> Library Management 圖書管理   |
| 4.007 <input type="checkbox"/> Business Management 商業管理  | 4.022 <input type="checkbox"/> Logistics / Transportation 物流、運輸交通  |
| 4.008 <input type="checkbox"/> Chinese Medicine 中醫藥  | 4.023 <input type="checkbox"/> Manufacturing 製造業   |
| 4.009 <input type="checkbox"/> Community / Social Services 社會服務  | 4.024 <input type="checkbox"/> Media / Communications / Public Relations / Publishing / Translation 媒體、傳訊、公關、出版、翻譯 |
| 4.010 <input type="checkbox"/> Computer Science / Information Technology (IT) 電腦、資訊科技  | 4.025 <input type="checkbox"/> Medical / Health Care / Nutrition / Beauty 醫療、保健、營養、美容                              |
| 4.011 <input type="checkbox"/> Education 教育  | 4.026 <input type="checkbox"/> Merchandising / Purchasing / Trading 採購、貿易  |
| 4.012 <input type="checkbox"/> Engineering / Machinery 工程、機械   | 4.027 <input type="checkbox"/> Retail / Wholesale 零售、批發  |
| 4.013 <input type="checkbox"/> Entertainment / Recreation / Sports 娛樂、康樂、體育管理  | 4.028 <input type="checkbox"/> Science and Technology 科學及科技  |
| 4.014 <input type="checkbox"/> Environmental Sciences 環境科學   | 4.029 <input type="checkbox"/> Telecommunications 電訊   |
| 4.015 <input type="checkbox"/> Food and Beverage 餐飲  | 4.030 <input type="checkbox"/> Others 其他 (Please specify 請列明: _____)   |

**5. What are your area(s) of interest? 你對以下哪些課程範疇感興趣？(You can choose MORE THAN ONE 可作多項選擇)**

- |   |  |
|---|--|
| 5.001 <input type="checkbox"/> Accounting and Finance 會計、財務                           | 5.008 <input type="checkbox"/> Languages and Humanities 語言及文史哲                   |
| 5.002 <input type="checkbox"/> Architecture, Housing and Built Environment 建築、房屋及建造環境 | 5.009 <input type="checkbox"/> Law 法律  |
| 5.003 <input type="checkbox"/> Art, Design and Performing Arts 美術、設計及表演藝術             | 5.010 <input type="checkbox"/> Life, Health and General Sciences 生命、護理及普及科學      |
| 5.004 <input type="checkbox"/> Business and Management 工商管理                           | 5.011 <input type="checkbox"/> Marketing and Communications 市場推廣及傳訊              |
| 5.005 <input type="checkbox"/> Chinese Medicine 中醫藥                                   | 5.012 <input type="checkbox"/> Social Sciences 社會科學                              |
| 5.006 <input type="checkbox"/> Hospitality and Tourism Management 款客及旅遊業管理            | 5.013 <input type="checkbox"/> Sport, Exercise and Recreation Management 康樂及體育管理 |
| 5.007 <input type="checkbox"/> Information Technology and Library Science 資訊科技及圖書館科學  | 5.014 <input type="checkbox"/> Others 其他 (Please specify 請註明: _____)             |

**6. Are you going to pay the fee of the course you have applied for in full by yourself? 學費是否由你全數支付？**

- |                                      |   |
|--------------------------------------|---|
| 6.001 <input type="checkbox"/> Yes 是 | 6.002 <input type="checkbox"/> No, I shall pay _____ % of the course fee by myself. 否，我只支付全數學費的百分之 _____。 |
|--------------------------------------|---|

**7. Monthly personal income 個人每月收入：**

- |  |  |
|--|--|
| 7.001 <input type="checkbox"/> \$0 - \$9,999       | 7.005 <input type="checkbox"/> \$30,000 - \$39,999   |
| 7.002 <input type="checkbox"/> \$10,000 - \$14,999 | 7.006 <input type="checkbox"/> \$40,000 - \$49,999   |
| 7.003 <input type="checkbox"/> \$15,000 - \$19,999 | 7.007 <input type="checkbox"/> \$50,000 or above 或以上 |
| 7.004 <input type="checkbox"/> \$20,000 - \$29,999 |  |

End 問卷完  
Thanks 謝謝