

Application Form
Associate Degree Foundation Programme in 2009/2010
2009/2010 年度副學士基礎課程申請表
(ADFP-B2504-2009-1-NL)

Please return the completed application form with all required documentation and application fee to **The Associate Degree Foundation Programme Secretariat, c/o The Hong Kong Management Association College of Further Education, No. 2 G/F, Pico Tower, 66 Gloucester Road, Wanchai, HONG KONG.**

請將填妥之表格、有關文件及報名費交回副學士基礎課程秘書處，香港管理專業協會持續進修書院，香港灣仔告士打道66號，筆克大廈地下2號。

Photo

Please complete this form in Block Letters 請以正楷填寫

1. PERSONAL PARTICULARS 個人資料

Full Name in English (as shown on the HKID Card) 英文姓名 (依照香港身份證)

Surname 姓 : _____

Other Name 名 : _____

Name in Chinese 中文姓名 : _____

Gender 性別 : Male 男 Female 女 HKID Card/Passport*Number 香港身份證 / 護照號碼 _____
*Please delete as appropriate

Date of Birth 出生日期: _____ / _____ / 19_____ Nationality 國籍 : _____

Correspondence Address 通訊地址 :

Daytime Contact Phone No.: _____ Mobile Phone No.: _____

日間聯絡電話號碼

流動電話號碼

E-mail 電子郵箱 : _____

2. ENTRY QUALIFICATIONS (Please ✓ as appropriate) 申請入學資歷 (請適當的選項)

Please attach copies of transcripts or supporting documents 請附上學業成績單或證明文件副本。

- You have obtained Level 2 or better in Chinese Language and English Language in HKCEE plus 3 passes in other subjects
- You have obtained 5 passes in pre-2007 HKCEE [including Chinese and English].
- You are a graduate of Project Yi Jin Programme.
- You have reached the age of 21 or above by 1 September 2009.
- Others, please specify below:

3. EDUCATION BACKGROUND 教育程度

Please attach copies of transcripts. 請附上學業成績單副本。

From (Month / Year) 由 (月 / 年)	To (Month / Year) 至 (月 / 年)	Name of School/Institution 學校 / 院校名稱	Programme of Study 課程名稱	Highest Qualifications Attained and Date of Award (e.g. HKCEE, HKALE, Yi Jin) 考獲最高學歷及日期

4. HKCEE RESULTS 香港中學會考成績

Please enter the best result and the relevant year of attempt 請填有關科目的最佳成績及應考年份。

Please attach copies of supporting documents. 請附上證明文件副本。

Year 年份	Subjects 科目	Grade 等級
	1. English Language (please <input checked="" type="checkbox"/> : <input type="checkbox"/> Syl. B <input type="checkbox"/> Syl. A <input type="checkbox"/> 2007 <input type="checkbox"/> 2008)	
	2. Chinese Language	
	3. Mathematics	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

5. RESULTS OBTAINED FROM PROJECT YI JIN PROGRAMME 毅進計劃課程考獲成績

Please attach copies of supporting documents. 請附上證明文件副本。

Year 年份	Subjects 科目	Grade 等級
	Compulsory Subjects 必修科目	
	English Language I 英文一	
	English Language II 英文二	
	Chinese Language 中文	
	Mathematics in Practice 活用數學	
	Putonghua 普通話	
	Information Technology Applications 資訊科技的應用	
	Communication Skills 人際傳意技巧	
	Elective Subjects 選修科目	

6. OTHER PUBLIC EXAMINATION QUALIFICATIONS 其他公開考試資歷

Please attach copies of supporting documents. 請附上證明文件副本。

Name of Awarding Institution and Country 機構名稱及國家	Title of Qualification 資歷	Date of Award 考獲資格及日期

7. WORK EXPERIENCE (FULL-TIME/PART-TIME) 全職 / 兼職工作經驗

From (Month / Year) 由 (月 / 年)	To (Month / Year) 至 (月 / 年)	Name of Organization 機構名稱	Post 職位

8. OTHER RELEVANT INFORMATION (OPTIONAL) 其他相關資料(可自由選擇遞交)

Please provide information which you feel will be of interest to the admissions panel such as reasons for applying for the programme, extra-curricular activities, voluntary work and career aspirations, etc.

請提供可助你成功錄取的相關資料，例如：報讀此課程的原因、課外活動、志願工作及就業抱負等。

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9. WHERE DID YOU LEARN ABOUT THIS PROGRAMME? 從那裡最先知道此課程？

Mailing 本會寄出之章程

Newspaper advertisement 報章廣告：

Centre Display 在本會陳列之章程

Others 其他： _____

10. CHOICE OF STUDY 選擇學科

10.1 Please select two elective modules from the following:-

請從下列選修科目選擇兩科

Accounting 會計學 Economics 經濟學 Principles of Management 管理學原理

10.2 Please select two elective modules from the following:-

請從下列選修科目選擇兩科

Accounting Concentration 會計組別

Business Finance 商業財務 Cost Accounting 成本會計

Business Concentration 商業組別

Introduction to Operations Management 營運管理入門 Introduction to Marketing 市場學入門

11. NOTES 注意事項

- 11.1 Applicants have to provide all the information requested in the application documents, where applicable, as otherwise the College may be unable to process and consider incomplete applications.
申請人需提供足夠資料，否則本院不能有效地處理閣下之申請。
- 11.2 The application papers of successful candidates will become part of the student records, which will be handled by the HKMA College of Further Education college staff or by staff of an authorized third party providing services to the Association.
所有獲取錄新生之報名表將會留為學生記錄，只有香港管理專業協會持續進修書院的職員，或為本院提供服務的委託人才能處理有關文件。
- 11.3 Personal data will be used for the purpose of market research, programme development and direct mailing.
閣下之個人資料將供香港管理專業協會持續進修書院市場調查、發展課程及推廣之用途。
- 11.4 Acceptance is subject to the discretion of the HKMA College of Further Education.
報名取錄與否，概由香港管理專業協會持續進修書院決定。

12. DECLARATION 聲明

- 12.1 I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete and that any false information or misrepresentation will disqualify my application for admission and enrolment.
本人謹此聲明在本申請表及附中填報之資料均屬正確及完備。若填報之資料失實，本人之入學申請及修業資格將被取消。
- 12.2 I authorize the HKMA College of Further Education to obtain, and Hong Kong Examinations and Assessment Authority and other relevant authorities to release all information about my results for the HKALE, HKCEE and other public examinations, and all information about my academic and/or professional qualifications.
本人授權香港管理專業協會持續進修書院索取有關本人在香港高級程度會考、香港中學會考或其他公開考試成績及就讀學歷、專業資格等資料，並授權香港考試及評核局及有關機構提供此等資料。
- 12.3 I consent that if registered, I will conform to the Regulations of the HKMA College of Further Education.
本人同意如本人註冊入學，當遵修守香港管理專業協會持續進修書院的規則。
- 12.4 I am fully aware that fees paid are neither refundable nor transferable.
本人明白已繳費用，概不退還。

Signature of Applicant _____ Date _____
申請人簽名 日期

13. CHECKLIST 備忘

Before submitting your application , please check if you have:

- Completed application form 已填妥的報名表格
- Copies of all the certificates of educational qualifications quoted in the application form.
附上申請表內所填報之所有學歷證明副本
- Two passport size photographs 兩張證件照片
- Attached the application fee payment HK\$150, cheque payable to "The Hong Kong Management Association"
附上申請費用一百五十元正，支票抬頭為香港管理專業協會
- Signed and dated the application form 已簽署申請表及填上日期

For Office Use Only

Highest Entry Qualifications: HKCEE / Yi Jin / F6 / AL+HKCEE / Mature / Others: _____

Interviewed by: _____ **Date:** _____

Recommendation: Accepted / Waiting List / Rejected / Pending

Remarks: _____

Endorsed by: _____ **Date:** _____