

# 英國格林多大學

## 工商 / 會計及財務 (榮譽) 文學士課程

(教育局註冊編號: 252613, 252612)

### 新生報名須知

#### Bachelor of Arts (Hons) Business / Accounting and Finance

(Registration No.: 252613, 252612)

#### ENROLMENT INFORMATION FOR NEW APPLICANTS

##### 一. 申請辦法

1. 填寫申請表格前，請先參閱課程章程。
2. 請在截止申請日期前，準備以下的文件寄或送交秘書處 (請參考第五項的地址):
  - 2 份已填妥的入學申請表 (請以英文填寫)
  - 2 套學歷證明副本
  - 2 套英語水平證明文件 (英文班適用)
  - 1 份身份證副本
  - 2 張證件相
  - 報名費港幣 250 元 (不退還)，以「香港管理專業協會」抬頭的劃線支票 (請在支票背面寫上申請人全名及身份證號碼)

##### 二. 入學程序

1. 入學申請由大學個別評核，錄取與否由大學決定。
2. 第一期的課程費用須於取錄通知書發出後七日內繳交。有關繳費詳情，秘書處將專函或電郵通知。
3. 成功的申請人須在註冊時出示在申請表上填報的學歷證明文件正本以供核實。

##### 三. 學費

HK\$90,000 (直入第二年) – HK\$135,000 (修畢全程三年)

- 第一年: 共 HK\$45,000 (分 3 期繳付)
- 第二年: 共 HK\$45,000 (分 3 期繳付)
- 第三年: 共 HK\$45,000 (分 3 期繳付)

##### 四. 日期

開課日期: 2020 年 1 月 18 日

截止報名日期: 2019 年 12 月 6 日

##### 五. GUBA 秘書處

香港管理專業協會  
香港黃竹坑業興街十一號  
南匯廣場 B 座十六樓

電話: 2774 8541 / 2774 8563 / 2774 8500

傳真: 2365 1000

電郵: guba@hkma.org.hk

網址: www.hkma.org.hk/gu

##### A. Application Procedures

1. Please read the brochure carefully before filling in the Application Form.
2. Please make sure you include the following documents and return them to the address stated in (E) before the application deadline:
  - 2 sets of completed and signed application form (Please use English to complete the form)
  - 2 sets of copies of educational qualifications
  - 2 sets of result certificate of English language qualification (for English mode of study only)
  - 1 copy of HK Identity Card
  - 2 passport photos
  - A crossed cheque for HK\$250 (non-refundable application fee) made payable to "The Hong Kong Management Association" (with applicant's name and HKID at the back)

##### B. Admission Results

1. Admission decisions will be made at the discretion of the University.
2. The 1<sup>st</sup> instalment of tuition fee is due 7 days after the issuance of offer letter. Details will be notified by the Secretariat.
3. Successful applicants will be required to bring along their original copies of credentials for verification at the time of registration.

##### C. Tuition Fee

HK\$90,000 (direct entry to Year 2) to

HK\$135,000 (full programme of 3 years)

- 1<sup>st</sup> Year: Total HK\$45,000 (3 instalments)
- 2<sup>nd</sup> Year: Total HK\$45,000 (3 instalments)
- 3<sup>rd</sup> Year: Total HK\$45,000 (3 instalments)

##### D. Dates

Course Commencement : 18 January 2020

Deadline for Application : 6 December 2019

##### E. GUBA Secretariat

The Hong Kong Management Association

16/F Tower B Southmark

11 Yip Hing Street

Wong Chuk Hang, Hong Kong

Tel : 2774 8541 / 2774 8563 / 2774 8500

Fax : 2365 1000

Email : guba@hkma.org.hk

Website : www.hkma.org.hk/gu

# 英國格林多大學 Glyndŵr University

## 時間表 Time Table

每一學年共有 2 個學期。每學年修讀 120 學分。時間表如下：

2 terms in each academic year. Each year student has to complete 120 credits. Please refer to the below schedule:

日期	時間
星期六或日	2:00pm - 8:00pm (星期六) 或 10:00am - 5:00pm (星期日)
平日	7:00pm - 10:00pm

### 上課地點 VENUE

李嘉誠專業進修書院  
九龍旺角 (西) 海泓道 8 號  
香港管理專業協會李國寶中學

### 備註：

- 每科之詳細時間表 (包括該科之上課日期、時間及上課地點) 將於每科開課前發給各學員；
- 部份科目或補課可能安排在其他平日晚上 (7PM 至 10:00PM) 或星期六 / 星期日上午 / 下午；
- 秘書處保留更改時間表及上課地點的權利，並會預早向同學就此作出正式通知；
- 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

英國格林多大學  
Glyndŵr University工商 / 會計及財務 (榮譽) 文學士課程  
Bachelor of Arts (Hons)

Business (Reg No.: 252613) / Accounting and Finance (Reg No.: 252612)

For Office Use Only

Admission to:

Application No.

## 入學申請表 APPLICATION FOR ADMISSION

請以英文填寫此申請表

Please fill in the application form in English

## 1. 申請修讀課程 PROGRAMME FOR WHICH YOU ARE APPLYING

(請選其一 Please tick one only)

以英文考核 assessed in English

 Bachelor of Arts (Hons) Business (BBBM-43068) Bachelor of Arts (Hons) Accounting and Finance (BBAF-22727)

以中文考核 assessed in Chinese

 工商 (榮譽) 文學士 (BBBMC-43069)  會計及財務 (榮譽) 文學士 (BBAFC-22728)

## 2. 個人資料 PERSONAL DETAILS

稱謂  先生  女士  小姐  
Title:  Mr  Mrs  Miss

姓名

Name: 姓 \_\_\_\_\_ 名 \_\_\_\_\_  
(Surname) (Other Names) (中文 Chinese)

注意：大學將根據以上填寫的名字頒發證書。

Note: The name registered on this form will be taken as final and printed on the final award.

男性  女性   
Male Female出生日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Date of Birth: \_\_\_\_\_ Y/ \_\_\_\_\_ M/ \_\_\_\_\_ D香港身份證 \_\_\_\_\_ 出生地點 \_\_\_\_\_  
HK Identity Card: County of Birth:通訊地址  
Correspondence Address (中文)  
(Chinese): \_\_\_\_\_  
(英文)  
(English): \_\_\_\_\_住址  
Home Address: \_\_\_\_\_辦公室地址  
Office Address: \_\_\_\_\_電話 (住所) \_\_\_\_\_ (辦公室) \_\_\_\_\_ (手提) \_\_\_\_\_  
Phone (Home) (Office) (Mobile)電郵地址  
Email Address: \_\_\_\_\_

### 3. 教育背景 EDUCATION BACKGROUND

如所預留位置不夠填寫，可以附頁形式另行填報。

請呈交已完成或正在修讀的課程資料及學歷證明，包括證書和成績表。

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

Please submit 2 sets of copies of the certificates and academic transcript(s) of the courses you have completed or are currently enrolled.

#### 3.1 學歷 (由最近年份開始填寫)

ACADEMIC QUALIFICATIONS (start with the latest and work backwards)

頒授機構 Awarding Institution	學歷 Title of Qualification	修讀期間 (由 至) Period of Study (from to)	完成/未完成 Completed (Yes/No)

#### 3.2 專業資格 (由最近年份開始填寫)

PROFESSIONAL QUALIFICATIONS (start with the latest and work backwards)

頒授機構 Awarding Institution	學歷 Title of Qualification	修讀期間 (由 至) Period of Study (from to)	完成/未完成 Completed (Yes/No)

### 4. 英語水平 ENGLISH LANGUAGE PROFICIENCY

若申請中文班，此項無須填寫。

Types of Qualification	Test Date	Test Score (Please attach a copy of your result certificate)
	(MM/YY)	
International English Language Testing System(IELTS)		
Test of English as a Foreign Language (TOEFL)		
Others, please specify		

If English was the language of instruction, please provide details:

Name of Institution	Level of Study (e.g. secondary, diploma)	Period of study (from to)

**5. 工作經驗 WORK HISTORY** (由目前職位開始填寫 start with present position and work backwards)

5.1 請列出過去相關的工作履歷：

如所預留空位不夠填寫，可以附頁形式另行填報。

List all relevant work experience:

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

僱主姓名 Name of Employer	職位 Job Title	職責 Duties and Responsibilities	受僱日期 (由 至) Dates of Employment (from to) (mm/yy - mm/yy)

5.2 累積工作經驗年數 Total Years of Work Experience: \_\_\_\_\_

5.3 現任工作的辦公時間 (星期 / 時間) Office Hours in Current Job (Week/Time): \_\_\_\_\_

**6. 報讀原因 PERSONAL STATEMENT**

本課程要求申請人提交個人聲明以支持其報讀申請。請在以下空位填寫你選讀此課程的原因及畢業後你的事業和生活計劃，這部份必須以英文填寫。(如下面空位不敷應用，可用另紙填寫) This course requires applicants to submit a personal statement in support of your application.

In the space below, state why you wish to study the course you have nominated and what are your career and life plans after graduation - Please complete in English. (You may attach a typed statement if you prefer.)

**7. 其他 OTHERS**

7.1 修讀此課程是  自費  公司贊助 提名人的姓名及職位  
Sponsored by  Self  Company: \_\_\_\_\_ % Name & Title of Sponsor: \_\_\_\_\_

提名人的聯絡電郵 / 地址  
Sponsor's email/address \_\_\_\_\_

7.2 從哪裡最先知道此課程：

Where did you FIRST learn about this Programme?

郵寄章程  報章/雜誌廣告 (請註明):  
Mail Newspaper/Magazine (please specify): \_\_\_\_\_

HKMA 電子郵件  郵寄章程  報章 / 雜誌廣告 (請註明):  
HKMA Email Mail Newspaper/Magazine (please specify): \_\_\_\_\_

其他網址郵件 (請註明):  網頁廣告 (請註明):  
Email Promotion from other websites (please specify): \_\_\_\_\_ Online Advertisement (please specify): \_\_\_\_\_

搜尋引擎 (請註明):  社交媒體 (請註明):  
Search Engine (please specify): \_\_\_\_\_ Social Media (please specify): \_\_\_\_\_

HKMA 網頁 (從哪裡最先知道此課程)  
HKMA Website (Where did you find this information): \_\_\_\_\_

地鐵站陳列 (請註明) 展覽陳列:  求職廣場職業及教育博覽 (EJEX)  其他 (請註明)  
MTR Station (please specify) \_\_\_\_\_ Exhibit: Jobmarket Career & Education (EJEX) Others (please specify): \_\_\_\_\_

7.3 有沒有參加課程介紹講座?  有  沒有  
Have you attended the Information Session? Yes No

7.4 是否管協會員?  是  否  
Are you an HKMA Member? Yes No

7.5 那項是對您選擇修讀課程具最大影響力?

Which factors most affected your decision to apply for this course?

推薦  地點  課程  價錢  其他  
Recommendation Location Course Price Others \_\_\_\_\_

## 8. 聲明 Declaration

請簽署以下聲明 Please sign and return the following declaration.

本人明白並同意：

1. 遵守格林多大學的入學、註冊及修讀規則。
2. 在本申請表內提供的資料有任何變更，本人需立即通知秘書處。
3. 所有隨報名表附上的證明文件均屬格林多大學及香港管理專業協會所有。
4. 以後是否可以繼續在大學註冊修讀，將取決於本人的學習表現和成績是否達到大學的要求。
5. 格林多大學可向本人過去就讀的學校核實有關資料。
6. 本人需自行負責繳交課程的全部學費。

I agree and understand:

1. to abide by rules of Glyndŵr University on admission, enrolment and progression.
2. to immediately inform the Secretariat of any changes to the information I have provided in the given application.
3. that all documents submitted with this application become the property of Glyndŵr University and the Hong Kong Management Association.
4. that continued enrolment at the University is subject to satisfactory progression in my studies.
5. that the University may obtain official records from any institution I have previously attended.
6. that I am fully responsible for my educational expenses while I am enrolled at Glyndŵr University.

本人鄭重聲明表格上所有填報的資料和夾附的所有文件均為正確無訛及本人親筆簽署。

I declare that the information I have given in this application and supporting documents is true and correct and I have personally signed this form.

簽署 Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

### 個人資料收集聲明 Personal Data Collection Statement

1. 本會收集及保存個人資料的目的及用途為處理課程報名的申請、安排入讀事宜、學生及本會會員事務、課程研究及統計事宜。  
The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. 此報名表內所提供的個人資料將供本會職員向申請人進行直接促銷活動，包括優惠、培訓及教育課程、獎項及比賽、會員、舊生會、推廣及其他服務及活動。  
The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. 申請人如欲查閱及 / 或更改個人資料，請向本會提交書面申請。  
Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

如不欲接收此聲明第二項所述之本會資訊，請於空格內填上  號，或隨時向本會提交書面申請。If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

### 申請人聲明 Applicant's Declaration

1. 本人謹此聲明在此報名表格及附件中填報的資料，根據本人所知，均屬真實無訛，並授權香港管理專業協會向有關機構索取有關本人之考試及就讀資料（如需要）。  
I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. 本人明白在此報名表格及附件中填報的資料將用於入學評估的過程，亦明白任何虛假陳述、遺漏或誤導性的資料可能令本人申請及就讀有關課程及被錄取的資格被取消。  
I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. 本人已細閱、明白並同意「個人資料收集聲明」的內容。  
I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

### 注意事項 Notes

1. 本人確知課堂上派發之講義僅供本人修習之用。  
I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. 本人已明白列於報名表格中的所有「報名須知」。  
I have understood all the "Notes for Application" listed in Application Form.

簽署 Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

Please note:

- Admission to the course is competitive. This application is not an enrolment form, nor does it guarantee admission.
- The University and the HKMA support the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

### 注意 PLEASE NOTE

資料不全的申請  
將令手續延誤  
An incomplete application  
will delay processing