



香港藝術學院
HONG KONG ART SCHOOL
A division of Hong Kong Arts Centre

**HONG KONG ART SCHOOL AWARD BEARING
PROGRAMME APPLICATION FORM**
香港藝術學院學歷頒授課程入學申請表

For Office Use

Date Received:

Handled by:

Accepted/Rejected:

Guidelines to Complete the Application Form 填寫申請表須知

1. Please carefully read through the attached "Notes to Applicants" before completing this form.
填表前請先細閱「申請人須知」附件。
2. Please complete all the information required on the Application Form. Incomplete Application Form will not be processed.
請填寫申請表上的所有資料，如資料不全，本院將不予受理。
3. Complete this form in **BLOCK LETTERS** with **BLACK or BLUE BALL PEN**.
請用黑色或藍色原子筆並以英文或中文正楷填寫。
4. Please forward the completed form together with copies of academic transcripts, professional qualifications, and portfolio (if applicable) to Hong Kong Art School (Shau Kei Wan Campus), 8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong by the application deadline. (Please mark the respective "Programme Name" on the envelope if application is sent by mail)
請將填妥的申請表格連同學歷證明、專業資格等文件之副本及相關的藝術作品樣本(如適用)在截止日期前交回香港筲箕灣譚公廟道8號香港藝術學院(筲箕灣校舍)。(如以郵寄方式遞交申請表，請在信封面註明所報讀的「課程名稱」。)
5. Applicants should pay an application fee HK\$200 per programme and please note that such application fee is non-refundable and non-transferable.
報讀學歷頒授課程的人士需繳付報名費港幣200元。此報名費用是概不退還及不得轉讓。

Part I 第一部份

(A) Programme Information 課程資料

Programme applied for 課程名稱: _____

Major 主修科目(if applicable 如適用): _____

Programme Code 課程編號 (if applicable 如適用): _____ Full Time 全日制 Part Time 兼讀制

(B) Personal Data 個人資料

Title 稱謂: Dr. 博士 Mr 先生 Mrs 太太 Ms 女士 Miss 小姐 Sex 性別: Male 男 Female 女

Name as printed on the HKID card or Passport 請按香港身份證或護照上的姓名填寫

Surname 英文姓氏: _____ Given Name 英文名字: _____

Name in Chinese 中文姓名: _____ Nationality 國籍: _____

HKID / Passport No. 身份證 / 護照號碼: _____ Place of Issue 簽發地點: _____

Date of Birth 出生日期(Date日/ Month月/ Year年): _____ Mother language 母語: _____

Correspondence Address 通訊地址:

_____ H.K. 香港 / Kln 九龍 / N.T. 新界

Home Telephone 住宅電話: _____ Office Telephone 辦事處電話: _____

Mobile Phone / Pager No. 流動電話 / 傳呼號碼: _____ Fax 傳真: _____

E-mail 電子郵箱: _____

Name of Employer 工作機構: _____

Office Address 工作地址: _____

Occupation 職業 :

- Art & Design 藝術與設計 Business Management 商業管理 Computer / Technology 電腦 / 科技
 Education 教育 Engineering 工程 Sales / Customer Services 銷售 / 顧客服務
 Social Services 社會服務 Student 學生 Not Employed 非在職 Others 其他

(C) Payment Method of Application Fee 繳交報名費方法

Please put a tick ✓ in the appropriate boxes 請在適當的空格內，填上✓號

1. Cash 現金
 2. Cheque / Bank Draft 支票 / 本票 (No. 號碼) : _____
Issuing Bank 發票銀行 (e.g. HSBC 匯豐銀行) : _____
(Cheque / Bank Draft should be made payable to “Hong Kong Arts Centre” 支票 / 本票抬頭請寫「香港藝術中心」)

(D) Educational Background 教育程度

- F.5 / HKCEE 中五 / 會考 Matriculation (F.6 / F.7) 預科 Tertiary Education 大專 / 大學
 Others 其他 (Certificates / Diplomas 證書 / 文憑)

Institutions of learning attended from Secondary School level and above in chronological order
中學程度及以上的學歷 (請按年份的先後次序填寫)

Dates of Attendance 修讀日期 (Month/Year)		School / Tertiary Institution Attended 就讀學校 / 大專學院	Qualifications obtained, With classification, Major and Minor Subjects if any 取得資歷 請詳細列明學科等級、 主修科目及副修科目 (如適用)	Date of Award (Month/Year) 取得學歷年期 (月 / 年)
From 由	To 至			

Are you currently studying award bearing programme (or associate degree/ bachelor degree) in Hong Kong Art School and /or other institutions?

現時閣下是否正修讀本院及/或其他院校之學位 (或副學位) 課程? Yes 有 No 沒有

If Yes, please provide details 如有，請詳述資料：

Name of the institution 院校名稱 : _____

Name of programme 課程名稱： _____

Expected graduation date 將畢業日期： _____

(E) Relevant Working Experience 相關工作經驗

Please provide information of relevant working experience in chronological order for consideration of your application as appropriate 請提供相關工作經驗的資料，以作入學申請的考慮（請按年份的先後次序填寫）

Date 日期 (Date日 / Month月 / Year年)		Employment Institution / Organization 服務機構	Appointment held & Outline of Duties 擔任職位及負責職務	Full Time / Part Time 全職或兼職
From 由	To 至			

(F) Professional Membership (if applicable) 專業認可資格（如適用）

Name of Professional Body 專業團體名稱	Name of Award 專業資格	How it is obtained (e.g. by examination) 如何取得資格 (例如：通過考試、評估)	Date of Award (Month / Year) 獲得專業資格年期 (月 / 年)

(G) Supplement Information 補充資料

Please enter information which is relevant to your application 請在下欄填寫入學申請的相關資料

1. Please state reasons for applying the programme. You may attach separate sheets for explanation if necessary. 請在此欄填寫報讀課程原因。如有需要請加頁說明。

2. Please indicate the format of the portfolio (if applicable) submitted with this form (e.g. photo, drawing, VHS, CD-Roms etc). (如適用)請在此欄填寫所遞交藝術作品樣本之格式(如相片、繪畫、素描、錄影帶、光碟等)。

(H) Emergency Contact 緊急聯絡方法

The following personal data provided solely for the purpose of emergency contact and in this connection the data will be handled by staff of Hong Kong Art School, only once you are admitted to the Programme.
在成為香港藝術學院之學員後，本欄內的個人資料將僅供香港藝術學院職員作為緊急聯絡之用。

Contact Person 聯絡/監護人姓名 : _____ (Chinese 中文)

: _____ (English 英文)

Relationship 與申請人關係

Parents 父母

Spouse 配偶

Children 子女

Others 其他 _____

Contact No. 電話

: _____ / _____

(I) Assistance From School (If required) 學院協助 (如需要)

Please indicate nature and degree of disability* to facilitate arrangement during the course of studies, if any.
如為殘障人士，請註明殘障*性質，程度及所需之協助，以便學院作出適當之課堂安排：

* Applicants with a disability are considered on equal terms with other applicants.

香港藝術學院對殘障人士及其他申請者會一視同仁。

(J) Declaration 聲明

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that any false or misleading information will lead to disqualification of my application and cancellation of subsequent enrolment in Hong Kong Art School and any fees paid will not be refunded.

本人謹此聲明在本申請表填報的資料均屬正確及完整，本人明白若填報之資料失實，本人的入學申請將被取消，同時所繳學費概不獲退還。

2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by Hong Kong Art School regulations.

本人已詳閱及明白附上的申請人須知事項及報讀資料，並同意遵守香港藝術學院的規例。

3. I enclose ____ sheets of supplementary notes and documentary copies in support of my application.

現附上____ 頁補充資料和證明文件副本以作為本人申請入學的輔助證明。

Signature 簽署 : _____ Date 日期 : _____

Part 2 第二部份

Statistical Information 統計資料

The following questionnaire is for internal statistical purpose only. Please put a tick ✓ in the boxes where appropriate.
本問卷只供本學院作內部統計用途。請在適當的空格填上✓號。

1. How did you learn about HKAS programme?

你從何處獲悉本學院課程？

Website:

- Hong Kong Art School 香港藝術學院 Yahoo! Hong Kong 雅虎香港
 Hong Kong Arts Centre 香港藝術中心 Others 其他 (Please specify 請註明 : _____)

Newspaper 報章:

- South China Morning Post 南華早報 Sing Tao Daily 星島日報
 Hong Kong Economics Times 香港經濟日報 Mingpao 明報
 Oriental Daily 東方日報 Sing Pao 成報
 Others 其他 (Please specify 請註明 : _____)

Magazine 雜誌:

- ArtsLink 藝訊 ARTMAP 藝術地圖 ampost
 Recruit Jobmarket 求職廣場 Jiu Jik 招職
 Metropop 都市流行 U Magazine
 Others 其他 (Please specify 請註明 : _____)

Promotional Email 電郵宣傳:

- Hong Kong Art School 香港藝術學院 ARTMAP 藝術地圖
 Jobmarket 求職廣場 Jiu Jik 招職 Recruit
 Others 其他 (Please specify 請註明 : _____)

Hongkong Post Circular 香港郵政通函

Promotion Leaflet 宣傳單張 (Pick up location 索取地點 : _____)

Referrals by Friends / Relatives 親友推介

Others 其他 (Please specify 請註明 : _____)

2. Have you taken any programme in Hong Kong Art School before?

你是否曾於本學院修讀課程？

Yes是 (Please specify請註明 : _____) No否

3. Which of the following employment / business group(s) do you belong to now?

你目前所屬的行業屬是下列哪項？

Arts / Arts Management藝術 / 藝術行政

Advertising / Design廣告 / 設計

Movie / TV Production電影 / 電視製作

Education教育

Information Technology資訊科技

Others其他 (Please specify請註明 : _____)

4. What is your current monthly average income?

你目前每月的收入平均約為：

< HK\$10,000

HK\$10,000 – HK\$14,999

HK\$15,000 – HK\$19,999

HK\$20,000 – HK\$24,999

HK\$25,000

Thank You多謝!

NOTES TO APPLICANTS 申請人須知

1. Please submit completed application form together with relevant supporting documents (as appropriate) and an application fee of HK\$200. 請將填妥之報名表格，連同相關文件（如適用）及報名費港幣200元交回指定地點。遞交方法如下：
 - a. In person to Hong Kong Art School (Shau Kei Wan Campus) (Address: 8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong) 親身遞交至香港藝術學院(筲箕灣校舍) (地址：香港筲箕灣譚公廟道8號)
Opening hours 辦公時間：Mon – Fri 10:00a.m. – 8:00p.m. 星期一至五 上午10:00至晚上8:00
Saturday 10:00a.m. – 6:00p.m. 星期六 上午10:00至下午6:00
Closed on Sundays & Public Holidays 星期日及公眾假期休息
 - b. By post to the above address 以郵寄方式郵遞至上址
2. Fee Payment 付款方法
 - a. By crossed cheque / bank draft 以劃線支票 / 本票付款
Cheque / bank draft should be made payable to “Hong Kong Arts Centre”. Post-dated cheque will not be accepted. Please put down the applicant’s name and course name on the back of the cheque / bank draft.
請在支票 / 本票抬頭寫上「香港藝術中心」，期票恕不受理。請將姓名和所報讀課程之名稱寫在支票 / 本票背面
 - a. By Cash 以現金付款 (Only applicable to enrolment made in person. 只適用於親身報名。)
3. Fees and places on Award Bearing Programmes are non-transferable. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances. 學費及學額不得轉讓他人。除特殊情況及法例規定外，一切已繳費用，本院概不退還。
4. Hong Kong Art School reserves the right to accept or reject an application. 本院有權接納或否決申請人的入學申請。
5. Admission may be by selection (interview / portfolio presentation) for award bearing programmes. You will be informed of the selection arrangements and subsequent result as soon as possible after the closing date of application. 報讀學歷頒授課程人士將有可能經甄選程序入學（如面試 / 作品介紹）。如有需要，本院會在截止日期後通知申請者有關甄選的具體安排及結果。
6. Personal Data 個人資料
 - a. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by staff members of the Hong Kong Art School only. 本報名表內的個人資料僅供香港藝術學院職員處理申請報讀學科事宜之用。
 - b. When the processing and consideration of all the applications for a particular course / programme have been completed 當處理入學申請程序完成後：
 - The application documents of successful candidates will become part of the student file and be transferred to the student database, in which connection; the data will thereafter be handled by respective staff of the Hong Kong Art School. 申請人若被取錄，申請人的資料將會存入學生檔案並由本學院職員處理。
 - If the application is not successful, only the applicant’s personal data (name and communication means) and areas of interest will be retained in the mailing list of the Hong Kong Art School for marketing purpose. If you do not wish to receive any of this information, please put an **X** in the following box and we will remove your data from our marketing database. 若申請不被接納，學院只會保留申請人的姓名、聯絡方法及有關申請人興趣的統計資料，以便日後寄上最新的課程資料。倘閣下不欲收取此等資料，請在右列方格上填上 **X**，以便學院把閣下的個人資料刪除。
 - c. In accordance with the Personal Data (Privacy) Ordinance, you have the right to request a copy of your personal data kept by Hong Kong Art School and to correct any of your personal data. If you wish to access to your data, you should submit your written request to Hong Kong Art School (Shau Kei Wan Campus), 8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong. You will receive our reply within 40 working days.

根據個人資料（私隱）條例，申請人及學員有權查閱及獲得香港藝術學院持有其個人資料之副本及要求更改其個人資料。如欲查詢、翻閱及更改其個人資料，請去信香港藝術學院(筲箕灣校舍)。本院將於收到書面申請後四十個工作天內回覆。