



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

Received on:

Handled by:

Accepted/Rejected:

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

1. Please complete all the information required on the Application Form. Incomplete Application Form will not be processed.
請填寫申請表上所有資料。如資料不全，學院將不予受理。
2. Please 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。
3. Please read through the Notes to Applicants and please submit the completed form together with relevant supporting documents (e.g. copies of academic transcripts, professional qualifications and portfolio, as appropriate & only if applicable) and the application fee to Hong Kong Art School by the application deadline (if applicable) via the submission channels as indicated in the Notes to Applicants.
請詳閱申請人須知，並將填妥的申請表格連同相關文件(如：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)及報名費在截止日期前(如適用)以列於申請人須知中相關的遞交方法交回香港藝術學院。
4. Applicants should pay an application fee of 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 (if applicable) 主修科目(如適用)：_____

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

(B) Personal Data 個人資料

Please tick the appropriate boxes 請在適當的空格內，填上 號

Title 稱謂： Dr. 博士 Mr 先生 Mrs 太太 Ms 女士 Miss 小姐 Gender 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：_____

HKID Card No. (if applicable) 香港身份證號碼 (如適用)：|_|_|_|_|_|_|_|_|_| () OR 或

Passport No. (if applicable) 護照號碼 (如適用)：|_|_|_|_|_|_|_|_|_| & Place of Issue 護照簽發地點：_____

Date of Birth 出生日期 (Date日/ Month月 / Year年)：|_|_|_|_|_|_|_|_|_| Nationality 國籍：_____

Are you a Permanent Resident of Hong Kong? 閣下是否持有香港永久居民身份? Yes 有 No 沒有

Mother language 母語：_____

Correspondence Address 通訊地址：_____

_____ H.K. 香港 / Kln 九龍 / N.T. 新界

Home Telephone No. 住宅電話號碼：|_|_|_|_|_|_|_|_|_| Mobile Phone No. 流動電話號碼：|_|_|_|_|_|_|_|_|_|

Office Telephone No. (if applicable) 辦事處電話號碼(如適用)：|_|_|_|_|_|_|_|_|_| Fax No. 傳真號碼：|_|_|_|_|_|_|_|_|_|

E-mail Address 電子郵箱地址：_____

Name of Employer (if applicable) 工作機構 (如適用) : _____

Office Address (if applicable) 工作地址(如適用) : _____

H.K. 香港 / Kln 九龍 / N.T. 新界

Occupation (if applicable) 職業(如適用):

- 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 Service 銷售 / 顧客服務
 Social Services 社會服務 Student 學生 Others 其他 _____

(C) Educational Background 教育程度

Please tick the appropriate boxes 請在適當的空格內·填上 號

- Form 5 / HKCEE 中五 / 會考 SS3 / HKDSE 高中三 / 中學文憑試 Matriculation (F.6 / F.7) 預科
 Tertiary/ Post-Secondary Education 大學或專上教育 Others 其他 _____
(Master Degree or above 碩士或以上 Bachelor Degree 學士
 Higher Diploma / Associate Degree or equivalent 高級文憑/副學士或同級)

Institutions 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 other award-bearing programme (e.g. sub-degree / bachelor degree programmes) in Hong Kong Art School and /or other institutions?

現時閣下是否正修讀學院的其他課程及/或其他院校之學歷頒授課程(例如副學位/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 預計畢業日期: _____

(D) 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			

(E) 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)

(F) Supplement Information 補充資料

Please enter information which is relevant to your application 請在下欄填寫與入學申請相關的資料

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。
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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)。

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

Please tick the appropriate boxes 請在適當的空格內，填上 號

1. Cash 現金

Only applicable to enrolment made in person at the Enrolment Office of Hong Kong Art School
只適用於親身前往香港藝術學院註冊處報名

2. Cheque 支票 / Bank Draft 本票

Cheque No. 支票號碼 / Bank Draft No. 本票號碼 : _____ Issuing Bank 發票銀行 _____
(Cheque / Bank Draft should be made payable to the **Hong Kong Arts Centre** 支票 / 本票抬頭請寫 **香港藝術中心**)

(H) Emergency Contact 緊急聯絡方法

The following personal data will solely be for the purpose of emergency contact and will only be handled by staff of Hong Kong Art School upon your enrolment into the programme.

在成為香港藝術學院之學員後，本欄內的個人資料將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. 聯絡電話

: _____ / _____

(I) Special Assistance from School (if required) 學院特別協助 (如需要)

If you require special needs, mainly in terms of physical disability¹, please indicate the related nature and degree, and the way you hope the School to assist; subject to feasibility and availability of the related facilities, the School would try to facilitate the related arrangements whenever possible. 如因身體障礙而需特別協助，請註明殘障¹性質、程度及所需之協助，視乎有關情況及若有關資源及設施許可，學院將盡量作出有關安排。

¹ 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 (Optional 可選擇填寫)

Statistical Information 統計資料

The following questionnaire is for internal statistical purpose only, and it allows us to know more about you.

Please put a tick ✓ in the boxes where appropriate.

本問卷只供學院作內部統計用途，並令學院對閣下有更多認識。請在適當的空格填上✓號。

1. How did you learn about HKAS programme? 閣下從何處獲悉學院課程？

Website/Social Media 網頁/社交網站：

- Hong Kong Art School 香港藝術學院網頁 Hong Kong Arts Centre 香港藝術中心網頁
 HKAS Facebook 香港藝術學院面書 Google 谷歌 Yahoo! Hong Kong 雅虎香港
 Others 其他 (Please specify 請註明：_____)

Newspapers 報章：

- South China Morning Post 南華早報 Sing Tao Daily 星島日報 Hong Kong Economic Journal 信報
 Hong Kong Economic Times 香港經濟日報 Ming Pao 明報 Oriental Daily 東方日報
 Apple Daily 蘋果日報 Metro Daily 都市日報 Headline Daily 頭條日報
 Others 其他 (Please specify 請註明：_____)

Magazine 雜誌：

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

Others 其他：

- Referrals by Friends / Relatives 親友推介 HKAS E-mailer 學院電郵
 Promotion Leaflet 宣傳單張 (Pick up location 索取地點：_____)
 Others 其他 (Please specify 請註明：_____)

2. Have you taken any course / programme or joined any activity at Hong Kong Art School before?

閣下曾否於學院修讀課程或參與學院舉辦的活動？

- Yes 是 (Please specify 請註明：_____) No 否

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

閣下目前所從事的行業屬於下列哪項？

- 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：_____)

Thank You 謝謝!

NOTES TO APPLICANTS 申請人須知

1. Please submit the completed application form together with relevant supporting documents (if applicable) and an application fee of HK\$200 (as and if appropriate).

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(如適用)交回指定地點·遞交方法如下:

- i. In person to the Enrolment Office of Hong Kong Art School (Address: Room 819, 8/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong) during office hours: 親身遞交至香港藝術學院註冊處(地址:香港柴灣柴灣道238號青年廣場8樓819室)·辦公時間如下:

Mon-Fri / 星期一至五	Sat / 星期六	Sundays & Public Holidays / 星期日及公眾假期
10 a.m. – 7 p.m. 上午十時至晚上七時	10 a.m. – 6 p.m. 上午十時至晚上六時	Closed 休息

- ii. By post to the above address 郵寄到上址
(Please mark the corresponding "Programme Name" on the envelope if application is to be sent by post.
如以郵寄方式遞交申請·請在信封面註明有關報讀之「課程名稱」。)

2. Payment Method 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 the "Hong Kong Arts Centre". Post-dated cheque will not be accepted. Please put down the applicant's name and programme name on the back of the cheque / bank draft.

支票 / 本票抬頭請寫「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。

- b. By Cash 以現金付款

Only applicable to enrolment made in person to the Enrolment Office. Please DO NOT SEND CASH BY POST. Hong Kong Art School will not be responsible for any loss of payment sent by mail.

只適用於親身到註冊處報名·請勿郵寄現金·因郵遞失誤而遺失的款項·學院概不負責。

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·學院概不退還。

4. Hong Kong Art School reserves the right to accept or reject an application.

學院有權接納或否決申請人的入學申請。

5. Admission will be by selection for Award Bearing Programmes. You may be informed of the selection arrangements (e.g. interview) and the subsequent result (if applicable) 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)·如有需要·學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. Once admitted to the programme, you may not change to another programme without prior approval from the School.

除獲得學院批准外·一經取錄·學員不得轉讀其他課程。

7. Personal Data 個人資料

- (i) The personal data provided on the form will be used solely for the purpose of admission processing and will be handled by the staff of Hong Kong Art School only. Upon admission, the personal data will be transferred to the student database and will thereafter be handled by the staff of Hong Kong Art School.

本報名內所填寫的個人資料僅供香港藝術學院職員用作處理有關入學申請之用·學員被取錄後·學員的個人資料將會存入學生檔案並由香港藝術學院職員處理。

- (ii) In view of the updates of the Personal Data (Privacy) (Amendment) Ordinance 2012, we would like to seek your consent for our use of your personal data (including your name, email address, phone number, and mailing address etc.) for providing you with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. Your personal data will be used for the above purpose within our organisation. If we receive no objection from you, we will use your personal data for the above purposes as stated.

為配合《個人資料(私隱)條例》於2012年的新修訂·香港藝術學院現徵求閣下的同意·允許我們使用閣下的個人資料(包括姓名·電郵地址·電話及郵寄地址等)·與閣下保持聯繫及為閣下提供香港藝術學院與香港藝術中心的最新消息(包括活動推廣·課程資料及其他相關活動等)·如閣下未有提出異議·閣下的個人資料會供學院內部作上述用途。

- (iii) Hong Kong Art School subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of students. Students have the right to access to, and correction of, their own personal data. If a student wishes to access his/her data, he/she should submit the request in writing to the Enrolment Office of Hong Kong Art School.

香港藝術學院會根據個人資料(私隱)條例處理其個人資料·不會在沒有徵求學員同意的情況下把學員的個人資料轉讓於任何第三者·學員有權查詢·翻閱及要求更改其個人資料·如欲查閱·請去信香港藝術學院註冊處。