

Partner Universities:



Member of VTC Group
VTC 機構成員

TOP-UP DEGREE PROGRAMMES IN **BUSINESS**

For Higher Diploma and Associate Degree Holders



2022

Welcome to SHAPE

The School for Higher and Professional Education (SHAPE) is a member institution of the Vocational Training Council (VTC). We collaborate with world-recognised UK, Australian and Mainland China universities since 2003 to offer career-oriented top-up degree programmes across a wide range of professions for sub-degree graduates.



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MESSAGE FROM OUR PRINCIPAL

Welcome to SHAPE!

Over the last 20 years, we take pride in being a leading non-local degree programme operator in Hong Kong. Our seamless progression pathways offer sub-degree holders well-recognised and career-oriented Bachelor's degree programmes, enhancing our graduates' competitive edge in the market.

Internationalisation and global connectivity have been key to SHAPE's programmes. With more than 10 strategic partners from the UK, Australia and Mainland China, SHAPE provides over 45 locally-accredited programmes, widening your horizons and equipping you a new future. Thanks to the adoption of blended learning and sophisticated communication technologies, our students and teaching staff alike benefit from the knowledge exchange and networking opportunities, to cultivate talents to serve both our local and international communities.

Quality assurance of our programmes is of utmost priority. All of our programmes are awarded and governed by our partner universities. Together with the recognition of HKCAAVQ at Qualifications Framework (QF) Level 5, our awards are highly recognised both locally and internationally. Most of our Engineering programmes are also recognised by world-renowned professional bodies - HKIE, HKIS, RIBA, EA, just to name a few. Our degree holders are eligible for a wide range of employment opportunities including in the civil service of the HKSAR. Graduates can also further their studies at Master's level.

In addition, students can apply for Government support schemes such as scholarships and financial assistance. We are honoured to have 124 SHAPE students being awarded over 2.4 million dollars through the Government's Self-financing Post-secondary Scholarship Scheme (SPSS) last year.

Read up on our various programmes in this prospectus and discuss with us on selecting a programme bestsuited for your aspiration. I invite you to join us for the next stage of your learning journey to create a better future.

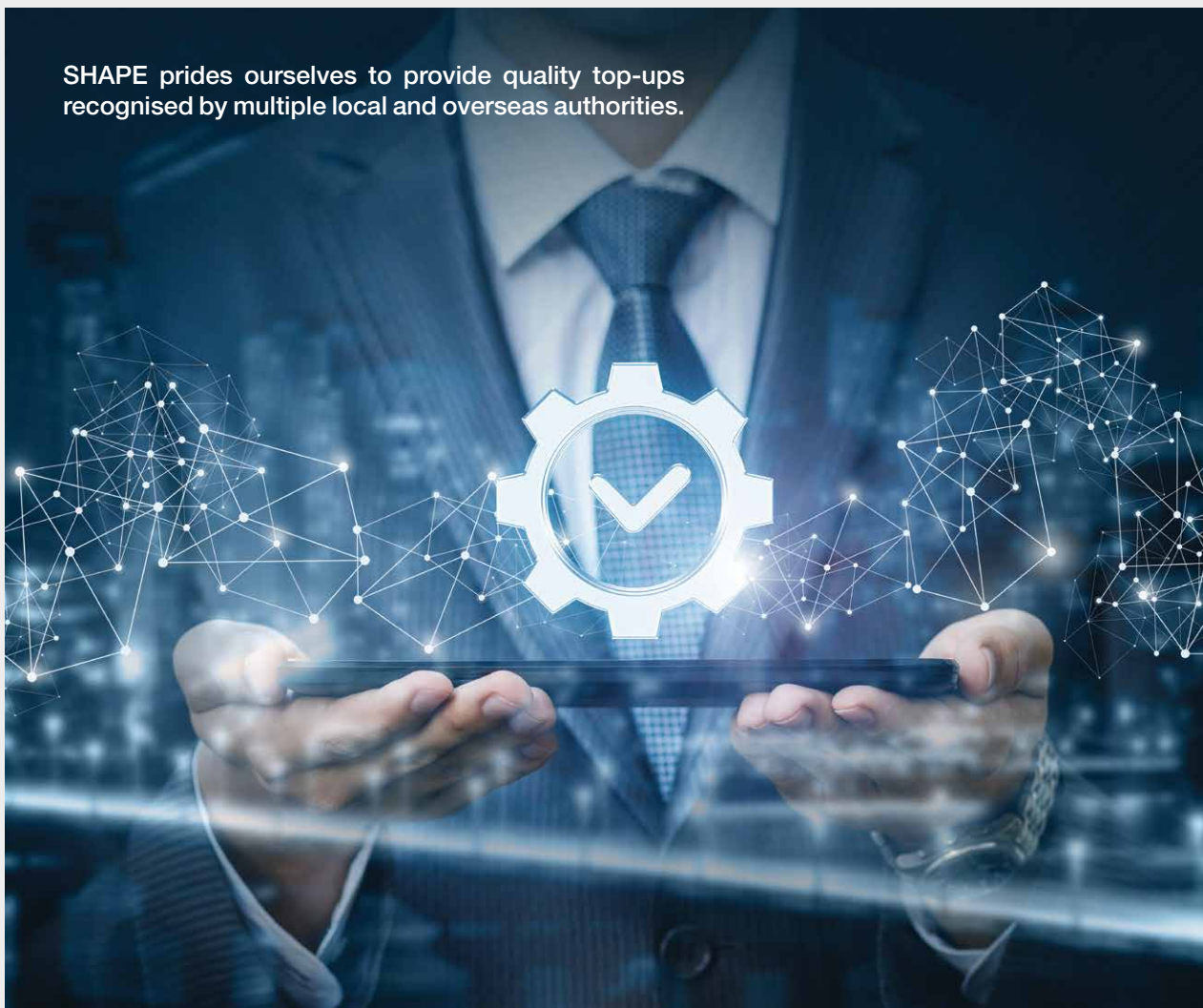
Prof Simpson Poon

Principal

School for Higher and Professional Education

WHY CHOOSE SHAPE?

SHAPE prides ourselves to provide quality top-ups recognised by multiple local and overseas authorities.



1 Year of Study

All full-time UK programmes can be completed in 1 year of study in Hong Kong*.

2 Networks

All of our programmes are jointly taught by local and partner university lecturers. Students will have international exposure and experience, and immerse in an English-speaking environment.



* For details on the study duration, Qualifications Framework (QF) level, Qualifications Register Registration Number, and Registration Validity Period, please refer to individual programme pages in this prospectus.



3 Recognitions

All graduation certificates are awarded by partner universities, and all programmes are governed by the universities' policies on academic matters and standard.

All UK and Australian programmes are recognised under Hong Kong Qualifications Framework Level 5*.

Most of our Engineering programmes are recognised by established and representative local and/or overseas professional bodies in the relevant professions.

HKIE THE HONG KONG INSTITUTE OF ENGINEERS
香港工程師學會

THE HONG KONG INSTITUTE OF SURVEYORS
香港測量師學會

CIOB
THE CHARTERED INSTITUTE OF BUILDING

RIBA

Validated course
in architecture

ENGINEERS AUSTRALIA

Partner Universities – Reputation and Rankings

At present, SHAPE collaborates with 3 renowned universities from the UK to provide quality top-up degree programmes in Business area.

The academic standard and qualifications of our programmes are all quality assured by the universities, What is more, all of our programmes are jointly taught by university and local lecturers, providing students with both global perspectives and local insights.



Founded by entrepreneurs and industrialists as the Coventry School of Design in 1843, and in 2018 celebrated 175 years, Coventry University is a dynamic and outward-looking institution with a tradition of teaching excellence, impactful research and bold international partnerships.

The University has consistently ranked top 15 UK university for past 5 years (The Guardian University Guide 2016-2020), it also earned the No. 1 Modern University in the Midlands (The Guardian University Guide 2021), bolds with its vision of what the 21st century student experience should be*. What's more, the University is awarded 5 QS Stars overall rating (QS Stars University Ratings 2022).

* *Accolades and statistics above relate to Coventry University courses and the campus in the UK.*





Northumbria University is a research-rich, business-focused, professional university with a global reputation for academic excellence. It was the fastest rising UK University in the Times Higher Education World University Rankings 2020 and was a 5-Star institution after achieving top rating overall in the 2022 QS Stars audit, and is ranked in the top 30 universities in the UK in The Guardian University Guide 2021.

Having been awarded Association to Advance Collegiate Schools of Business (AACSB International) double accreditation in business and accounting, Northumbria is part of an elite group of business schools worldwide. Northumbria was first awarded AACSB status in 2015 and received re-accreditation in 2019.



Sheffield Hallam University

Sheffield Hallam University (SHU) is one of the largest universities in the UK, with around 30,000 students. In 2022, it is awarded a maximum 5-Star rating in the QS Stars. SHU is also named in the top 20 for student satisfaction in 2021 Complete University Guide rankings.

SHU is ranked 8th in the UK in the “Hospitality, Event Management & Tourism” subject area by The Guardian University Guide 2022. Its Sheffield Business School is accredited by the Association to Advance Collegiate Schools of Business (AACSB) placing it within the top 5% business schools globally.



FACILITIES AND RESOURCES

SHAPE offers comprehensive facilities and resources to support your studies in an engaging learning environment.

Specialised facilities

Our purpose-built campuses are equipped with professional facilities for students of different study areas, giving you a first-hand look at what it's like to be in the industry.



Some of our specialised facilities include:

- Microbiology Laboratory
- Pharmaceutical Manufacturing Laboratory
- Child Education Centre for Teaching and Learning
- Dedicated design studios
- Building Information Modelling (BIM) Centre
- Concrete and Structure Laboratory
- Engineering Mechanics Laboratory
- Cybersecurity Centre certified by Palo Alto Networks



Free English support

We understand the importance of English language in achieving an overseas award. At SHAPE, we provide focused and practical English enhancement activities.

Academic English workshops:

Learn writing academic papers step-by-step from structure, referencing, literature review, idea development to editing.

One-to-one English consultation:

Discuss your English language strengths and weaknesses based on your writing.

Grammarly Premium Writing App:

Install the app to your MS Words to improve your writing from grammar and spelling to style and tone.

Library resources

Up-to-date and easily accessible library resources are essential to your studies. You will have access to the e-libraries of both VTC and the overseas university of your programme for journals, databases and e-books, and access to VTC library in the campus you are studying and inter-library loan service among the 9 VTC libraries spreading across the territory.



Sports facilities

SHAPE offers a diverse range of sports facilities to help you lead a healthy lifestyle alongside your academic studies. Depending on the campus you are studying at, you will find for example: swimming pool, gym, tennis court, basketball court, badminton court and squash court.

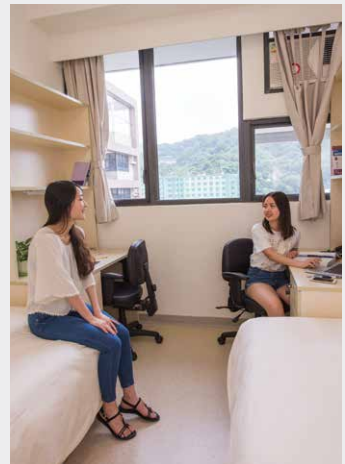


HALLS OF RESIDENCE

SHAPE students are eligible to apply for the VTC Halls of Residence located in Pokfulam and Tsing Yi. Hall life provides opportunities for you to learn and grow together through cross-cultural environment, as well as enriches your study life and adds value to your whole person development. It offers great chance for you to meet new friends, to participate in a wide range of hall activities, and to equip yourself with various skills.

For details, please refer to <https://halls.vtc.edu.hk>.





HOW TO APPLY?



General Minimum Entry Requirements

- **Higher Diploma or Associate Degree or equivalent in a relevant study area.**
- Applicants holding post-secondary qualifications taught and assessed in English from recognised institutions will be considered to have met the English language requirements for most programmes.

For programme-specific entry requirements, please visit www.shape.edu.hk.

Application Methods

Online application:

Submit your application via the Online Application System at www.shape.edu.hk.

Paper application:

- i. Obtain the application form at www.shape.edu.hk or from the SHAPE offices.
- ii. Submit below documents to the SHAPE office of your interested programme, or a drop box at any IVE and HKDI campuses:
 - 1) Completed application form;
 - 2) Copies of the required documents; and
 - 3) Receipt of application fee paid.

NO Application Fee* before deadline

** For terms and conditions, please visit www.shape.edu.hk.*

Financial Aids

The following HKSAR Government financial aids are available to eligible students to pursue a programme at SHAPE:

Financial Aids*	Full-time Programmes		Part-time Programmes
	Locally Accredited at QF Level 5	Non-locally Accredited	
Financial Assistance Scheme for Post-secondary Students (FASP)	Y	--	--
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	Y	--	--
Extended Non-means-tested Loan Scheme (ENLS)	--	Y	Y
Non-means-tested Subsidy Scheme (NMTSS)	Y	--	--
Continuing Education Fund (CEF)	--	--	Only apply to modules registered under CEF

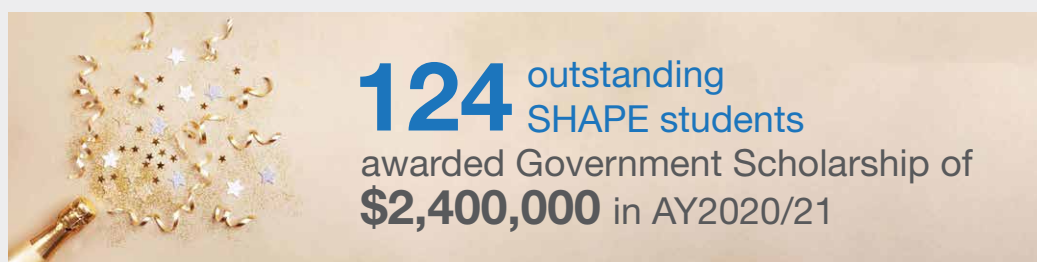
* For details, please visit www.wfsfaa.gov.hk, www.cspe.edu.hk/nmtss and www.cmdevfund.hk/content.php?mid=3&id=153.

Scholarships

The 4 types of **Self-financing Post-secondary Scholarship Scheme (SPSS)*** aim to reward students pursuing **full-time locally-accredited** self-financing post-secondary programmes who have remarkable academic and non-academic achievements :

- Outstanding Performance Scholarship
- Endeavour Scholarship
- Talent Development Scholarship
- Reaching Out Award

* For details, please visit www.cspe.edu.hk/en/Overview-Measures-Fund-SPSS.html.



Alumni Sharing



“Apart from gaining a solid foundation in the marketing field, the programme also allowed me to put theory into practice in the workplace. I am trained to be responsive to market conditions and crisis. I highly recommend this programme to all students who are aspired to become marketing professionals.”

Lydia Hung

BA (Hons) International Marketing

- Best Academic Performance Award

“The programme has not only enriched my knowledge in human resources management including employment law and labour unions in HK and the UK, but also strengthened my leadership and interpersonal skills in handling employee relations in the workplace.”

Henry Lee

BA (Honours) Business Management

- Inspirational Student Award, Sheffield Hallam University
- DGF Scholarship, DHL Global Forwarding (HK) Ltd.





If you have a passion for business and an aptitude for organisation and management, this programme can prepare you for a wide range of roles in dynamic business environment. It focuses on the application of theory to real business situations, and reflects contemporary business thought and practice.

Modules[^]

CEF Codes



QF Level 5

Supply Chain and Operations Management	
Project Management ⁺	 33Z129764
Services and Retail Marketing ⁺	
Contemporary Business Strategy ⁺	
Critical Issues in Globalisation ⁺	 33Z128083
Business Dissertation	
International Finance	

QR Registration No. | 12/000818/5
Validity Period | 01/07/2012 - 30/06/2024

Study Mode and Duration

Part-time, 14 months

Study Location

PEAK

Details & Apply



Fees

Application Fee : HK\$200
 Registration Fee : HK\$3,500
 Tuition Fee : HK\$69,000 (August 2022 intake) / HK\$69,200 (March 2023 intake) by 4 instalments
 (CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment[^]

Coursework, examination and final project


15th theguardian
 University Guide 2020
 Overall university ranking

15th theguardian
 University Guide 2020
 "Business, Management & Marketing" subject area

Registration No. : 251732. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

[^] Under review and subject to change.

+ Students must complete all modules under the same CEF code to fulfill the CEF reimbursement requirements.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (BA (Hons) Business Administration) of this module is recognised under the Qualifications Framework (QF Level 5).



93% of 2019 and 2020 graduates were employed within 6 months upon graduation.

Marketing is a core function of businesses which increasingly must be engaged with in an international context. This distinctive programme equips you with advanced knowledge and understanding of international marketing. It not only shares the principles and practices of international marketing but also focuses on responsible marketing and management practices in a global context.

Modules

Brand and Corporate Communications
Global Marketing
Academic English for International Business (Stage 3.1)
Academic English for International Business (Stage 3.2)
Strategic Marketing Planning
Contemporary Services and Retail Marketing
Globalisation and Emerging Markets

Assessment

Coursework, examinations and presentations



QF Level 5

QR Registration No. | 17/000515/L5

Validity Period | 01/09/2017 - 31/08/2025

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Sha Tin)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$69,200 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

15th the guardian
University Guide 2020
Overall university ranking

15th the guardian
University Guide 2020
"Business, Management & Marketing" subject area

Registration No. : 252719. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Northumbria University Newcastle Business School is AACSB accredited. AACSB is known for its very high standard, less than 5% of business schools worldwide have received this accreditation.

The knowledge and understanding of international issues and global business dynamics are vital for business professionals. This programme will build your all-round knowledge of business and equip you to embark on a business career in Hong Kong or internationally.

Modules

Academic and Career Development
Critical Organisational Analysis
Contemporary Issues in International Business
Strategic Management and Corporate Responsibility
International Business and Innovation
Contemporary Issues in Business
Supporting Study



QF Level 5

QR Registration No. | 20/000181/L5
Validity Period | 01/09/2020 - 31/08/2024

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Sha Tin)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$74,900 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

Assessment

Case report, assignment, portfolio and/or report



27th **the guardian**
University Guide 2021
Overall university ranking

Registration No. : 253017. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Gain first-hand experience of financial markets through using our Bloomberg financial terminals and take advantage to build a track record and portfolio.

This programme will build on your all-round knowledge of business, adding expertise in international banking and finance as well as transferable professional and managerial techniques.

Modules

- Academic and Career Development
- Banking Risk 1
- International Finance and Responsible Financial Management
- Strategic Management and Corporate Responsibility
- Banking Risk 2
- Contemporary Issues in Business
- Supporting Study

Assessment

Individual assignment, group presentation, portfolio and/or report



QF Level 5

QR Registration No. | 20/000182/L5
Validity Period | 01/09/2020 - 31/08/2024

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Sha Tin)

Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$74,900 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

Details & Apply



27th **the guardian**
University Guide 2021
Overall university ranking

Registration No. : 253018. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Sheffield Business School is AACSB accredited. AACSB is known for its very high standard, less than 5% of business schools worldwide have received this accreditation.

Human Resource Management plays a key role in business success. This programme provides a broad business education and the basis for the development of intellectual knowledge and understanding of vocational skills and competencies that enhance students' employability in the HR profession.

Modules

Academic and Professional Excellence
Implementing Strategy and Change
Developing People and Organisations
Leadership in Contemporary Organisations
Contemporary Developments in Employee Relations and Employment Law
Research and HR

Assessment

Coursework and examinations



QF Level 5

QR Registration No. | 16/000725/L5
Validity Period | 01/09/2016 - 31/08/2025

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$72,300 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)



5-Star QS ranking for excellence in higher education (2022)

Registration No. : 252133. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Sheffield Business School is AACSB accredited. AACSB is known for its very high standard, less than 5% of business schools worldwide have received this accreditation.

Gaining a solid grounding in a multidisciplinary business awareness including individuals, organisations and global context in which they operate, is essential for success. This programme provides a broad business education which helps you to attain the skills needed to become a responsible, effective leader. You'll gain the experience and skills you need to impress employers and kick-start your career.

Modules

Academic and Professional Excellence
Implementing Strategy and Change
Marketing in a Global Context
Leadership in Contemporary Organisations
Managing the Digital Enterprise
Financial Fluency for Decision Making

Assessment

Coursework and examinations



QF Level 5

QR Registration No. | 16/000727/L5

Validity Period | 01/09/2016 - 31/08/2025

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$72,300 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)



5-Star QS ranking for excellence in higher education (2022)

Registration No. : 252135. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

CONTACT US

<p>SHAPE (Chai Wan) Room 012, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong Office hours: Monday - Friday: 9:00 a.m. - 6:00 p.m. Saturday, Sunday & Public Holidays: Closed*</p>	<p>Tel: 2595 8357 Email: cw-shape@vtc.edu.hk Fax: 2976 5702</p>
<p>SHAPE (DILWL) <u>Kwun Tong Office</u> Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong Office hours: Monday - Friday: 8:45 a.m. - 5:45 p.m. Saturday, Sunday & Public Holidays: Closed</p> <p><u>HKDI Office</u> Room LW004, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong Office hours: Monday - Friday: 8:45 a.m. - 5:45 p.m. Saturday, Sunday & Public Holidays: Closed</p>	<p>Tel: 2727 9570 Email: kt-shape@vtc.edu.hk Fax: 2727 9575</p> <p>Tel: 3928 2484 / 3928 2485 Email: kt-shape@vtc.edu.hk</p>
<p>SHAPE (Morrison Hill) Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong Office hours: Monday - Friday: 9:00 a.m. - 5:30 p.m. Saturday, Sunday & Public Holidays: Closed</p>	<p>Tel: 2835 7472 Email: mh-shape@vtc.edu.hk Fax: 2835 7471</p>
<p>SHAPE (Sha Tin) Room 205, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong Office hours: Monday - Friday: 8:30 a.m. - 5:30 p.m. Saturday, Sunday & Public Holidays: Closed</p>	<p>Tel: 2256 7240 Email: st-shape@vtc.edu.hk Fax: 2696 2049</p>
<p>SHAPE (Tsing Yi) Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong Office hours: Monday - Friday: 9:00 a.m. - 7:00 p.m. Saturday, Sunday & Public Holidays: Closed</p>	<p>Tel: 2436 8375 / 2436 8379 Email: ty-shape@vtc.edu.hk Fax: 2434 5652</p>
<p>SHAPE (Tuen Mun) Room UG13, 18 Tsing Wun Road, Tuen Mun, New Territories, Hong Kong Office hours: Monday - Friday: 9:00 a.m. - 5:30 p.m. Saturday, Sunday & Public Holidays: Closed</p>	<p>Tel: 2460 5354 Email: tm-shape@vtc.edu.hk</p>
<p>PEAK Office 9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong Office hours: Monday - Friday: 8:45 a.m. - 8:00 p.m. Saturday: 9:00 a.m. - 12:00 noon Sunday & Public Holidays: Closed</p>	<p>Tel: 2836 1922 Email: peak@vtc.edu.hk Fax: 2891 5707</p>

* The office will be opened if there are scheduled classes.

Admissions Hotline: 2595 2771

POINTS TO NOTE

Use of application information

Personal data provided in the application form will be used solely for admission and be handled by SHAPE and university partners authorised to receive it.

Application forms and supporting documents of unsuccessful applicants will be disposed of after the completion of the admission exercise.

Application forms and supporting documents of successful applicants will become part of the student file and the data will thereafter be handled by SHAPE and university partners authorised to receive it.

In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to request access to, and the corrections of their personal data. Applicants wishing to access or make corrections to their data should submit written requests to SHAPE.

Programme fees

All Academic Year 2022/23 programme fees shown in this prospectus are indicative only and subject to review.

General refund policy

All fees paid are normally non-refundable unless the programme is cancelled.

Cancellation of programmes

SHAPE reserves the right to cancel any programmes. Fees already paid will be refunded.

Campus location

SHAPE reserves the right to change the campus location of the programmes on offer before class commencement if so required.

Interview

Applicants will be notified by mail or phone if they are required to attend an interview.

Programme commencement date

The commencement date for individual programmes varies. Please refer to programme information for details.

For Office Use Only

Application No.

Accept / Reject (delete as appropriate)

Application Fee Paid By

Handled By

Application Form 2022/23

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. **(Please “✓” ONE only)**

Top-up Degree Programmes

	<u>Offering Site</u>
<input type="checkbox"/> BA (Hons) Business Administration [^] , Part-time (Registration No.: 251732)	PEAK
<input type="checkbox"/> BA (Hons) Graphic Design, Full-time (Registration No.: 252951)	DILWL
<input type="checkbox"/> BA (Hons) Illustration and Graphics, Full-time (Registration No.: 252952)	DILWL
<input type="checkbox"/> BA (Hons) International Marketing, Full-time (Registration No.: 252719)	IVE (Sha Tin)
<input type="checkbox"/> BA (Hons) Media, Full-time (Registration No.: 252720)	DILWL
<input type="checkbox"/> BSc (Hons) Computing, Full-time (Registration No.: 252436)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Computing, Part-time (Registration No.: 252436)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Construction Management, Part-time (Registration No.: 252032)	PEAK*
<input type="checkbox"/> BSc (Hons) Ethical Hacking and Cybersecurity, Full-time (Registration No.: 253042)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Human Biosciences, Full-time (Registration No.: 252701)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Multimedia Computing, Part-time (Registration No.: 252437)	PEAK

[^] Under review and subject to change

* Some practical sessions may be conducted at IVE (Morrison Hill).

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* *delete if inappropriate*

IVE / SBI / HKDI Student No. (if any)

Gender Male Female

Name in English (As shown on your HK Identity Card / Passport)

Surname _____

First / Other Names _____

Name in Chinese _____

Day (DD) / Month (MM) / Year (YY)

Chinese Character Codes _____

Date of Birth _____

Type of Identification Document HKID Card No. _____ () / Passport No. _____

Correspondence Address (in English)

Contact Detail

Mobile Phone No. _____ Residential Tel. No. _____

Email Address _____

Do you require a student visa / entry permit to study in Hong Kong? YES NO

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability that requires special assistance, please provide a brief description of your disability below. The information will help us to better understand your requirements of special facilities and make effort to accommodate your needs.

SECTION 4 – EDUCATION

(Please give the name of schools, colleges, universities or training organisations attended including full-time or part-time courses, apprenticeship, etc. and attach certified copies of relevant academic documents.)

Years Attended (month / year)		School / College / Institution Attended / Attending	Programme Title	Stream Specification	Mode of Study (e.g.: Full-time / Part-time on Campus, Distance Learning, etc.)	Qualification Obtained	Date of Award
From	To						

SECTION 5 – WORK EXPERIENCE

(Please state your work experience in chronological order and attach copies of documentary proof for work experience if applicable.)

Date (month / year)		Organisation	Position	Full-time or Part-time
From	To			

SECTION 6 – PROFICIENCY IN ENGLISH LANGUAGE AND MATHEMATICS

Please tick “✓” the appropriate boxes to indicate the level of proficiency in English and Mathematics you have attained. Please delete* where appropriate.

English Language

HKCEE English Language **Syllabus A / B* Grade / Level*:** _____ **Year Obtained:** _____

HKDSE English Language **Level:** _____ **Year Obtained:** _____

Others (Please specify: _____)

Mathematics

HKCEE Mathematics **Grade / Level*:** _____ **Year Obtained:** _____

HKDSE Mathematics **Level:** _____ **Year Obtained:** _____

Others (Please specify: _____)

Copy of relevant award certificate / result statement / test report must be submitted with this application form.

SECTION 7 – PERSONAL STATEMENT (Your reasons for choosing the programme, relevant experience, and career plans.)



SECTION 8 – ENQUIRIES

All enquiries should be directed to:

Offering Campus: The Institute of Professional Education And Knowledge (PEAK)

9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong

Tel.: 2836-1833 (Ms. Catherine Lau) Fax: 2572-7130 for BA (Hons) Business Administration

Tel.: 2836-1891 (Mr. Charles Lee) Fax: 2891-5707 for BSc (Hons) Construction Management

Tel.: 2836-1379 (Mr. Keith Cheung) Fax: 2891-5707 for BSc (Hons) Multimedia Computing

Offering Campus: IVE (Chai Wan)

SHAPE (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong

Tel.: 2595-8357 Fax: 2976-5702

Offering Campus: IVE (Sha Tin)

SHAPE, Sha Tin Office, Room 205, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong

Tel.: 2256-7240 Fax: 2696-2049

Offering Campus: DILWL

SHAPE (DILWL) - DILWL Office, Room LW004, G/F, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong

Tel.: 3928-2484

SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 8 for the address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BA (Hons) Business Administration** is **HK\$72,500** for August 2022 intake and **HK\$72,700** for March 2023 intake. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$69,000** for August 2022 intake and **HK\$69,200** for March 2023 intake. The tuition fee is payable by 4 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BA (Hons) International Marketing** is **HK\$72,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$69,200**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
3. Total programme fee for **BA (Hons) Graphic Design, BA (Hons) Illustration and Graphics** and **BA (Hons) Media** is **HK\$93,950**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$90,450**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
4. Total programme fee for **BSc (Hons) Construction Management** is **HK\$67,200** for June 2022 intake and **HK\$67,400** for January 2023 intake. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$63,700** for June 2022 intake and **HK\$63,900** for January 2023 intake. The tuition fee is payable by 4 instalments and will be collected within 1 month before the commencement of the semester.
5. Total programme fee for **BSc (Hons) Human Biosciences** is **HK\$84,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$81,200**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
6. Total programme fee for **BSc (Hons) Computing** is **HK\$71,900**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$68,400**. The tuition fee is payable by 2 instalments for full-time mode and 3 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the semester.
7. Total programme fee for **BSc (Hons) Ethical Hacking and Cybersecurity** is **HK\$83,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$80,200**. The tuition fee is payable by 3 instalments and will be collected within 1 month before the commencement of the semester.
8. Total programme fee for **BSc (Hons) Multimedia Computing** is **HK\$71,700** for May 2022 intake. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$68,200**. The tuition fee is payable by 3 instalments and will be collected within 1 month before the commencement of the semester.
9. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
10. All fees paid will be refunded if the programme is withdrawn or not offered.
11. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 11 – APPLICATION FEE PAYMENT

1. Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit www.shape.edu.hk.
2. The application fee is **HK\$200** and is **NON-REFUNDABLE**.
3. Please indicate your payment method with a tick “✓” and **glue the original payment receipt in the box provided**.

Applicable to programmes offering at PEAK only:

- Cash (Please do not send cash to PEAK via mail. Cash payment must be made in person to PEAK Office, the address of which is given in Section 8.)
- Cheque (payable to “Vocational Training Council”) Cheque No.: _____

Applicable to all programmes:

If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the instructions below in making payment:

HSBC & Hang Seng Bank ATM

- ✓ Select “Bill Payment Service”
- ✓ Select “Education – Others”
- ✓ Select “Vocational Training Council”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

JETCO ATM

- ✓ Select “JET Payment”
- ✓ Enter Merchant Code: “9151”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **PEAK**

2700012

Campus of Your Programme Choice: **IVE (Sha Tin)**

2700004

Campus of Your Programme Choice: **IVE (Chai Wan)**

2700001

Campus of Your Programme Choice: **DILWL**

2700011

If the application fee is paid at **7-Eleven**, the QR code for payment at 7-Eleven is shown below.

Campus of Your Programme Choice:

PEAK



3050107700005600045

IVE (Sha Tin)



3050107735001900096

IVE (Chai Wan)



3050107700001900048

DILWL



3050107700004400054

Please glue the original receipt here.

*****Application form without attaching the original payment receipt WILL NOT be processed.*****

*****Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.*****



SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes?

Please indicate your source(s) with a “✓” in the appropriate boxes (You may select more than one.):

- | | | |
|--|---|---|
| <input type="checkbox"/> SHAPE Website | <input type="checkbox"/> Information Panels | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Sessions | (Title: _____) |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Social Media | <input type="checkbox"/> Website / Mobile App Advertisement |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Yahoo / Google | <input type="checkbox"/> Others |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars) | Keyword Search | (Please specify: _____) |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the Coventry University?

- YES NO

SECTION 13 – DECLARATION *(Application form without signature will not be processed)*

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the Coventry University.
- I authorise the School for Higher and Professional Education and the Coventry University to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
- I authorise the School for Higher and Professional Education and the Coventry University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
- I authorise the School for Higher and Professional Education and the Coventry University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Coventry University, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
- I understand that the School for Higher and Professional Education and the Coventry University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022 and 2023 admissions exercise. Nevertheless, if I have indicated in **Section 12** that I wish to receive information from the School for Higher and Professional Education and the Coventry University, my application data will be retained.
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- I fully understand the Intellectual Property Policy (the Policy) indicated at www.shape.edu.hk (Admission → Points to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.
- I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant's Signature:

Date:

CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Enclosed copies of documentary proof for work experience (for holders of Professional Diploma only).
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit www.shape.edu.hk.



For Office Use Only

Application No.
Accept / Reject (delete as appropriate)
Application Fee Paid By
Handled By

Application Form 2022/23

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. **(Please “✓” ONE only)**

Top-up Degree Programmes

	Offering Site
<input type="checkbox"/> BA (Hons) Business and International Management, Full-time (Registration No.: 253017)	IVE (Sha Tin)
<input type="checkbox"/> BA (Hons) International Banking and Finance, Full-time (Registration No.: 253018)	IVE (Sha Tin)
<input type="checkbox"/> BA (Hons) International Hospitality and Tourism Management, Full-time (Registration No.: 250997)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Environmental Science, Full-time (Registration No.: 252502)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Food Science and Nutrition, Full-time (Registration No.: 251919)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Food Science and Nutrition, Part-time (Registration No.: 251919)	IVE (Chai Wan)

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* <i>delete if inappropriate</i>	IVE / SBI / HKDI Student No. (if any)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Name in English (As shown on your HK Identity Card / Passport)	
Surname _____	First / Other Names _____
Name in Chinese _____	Day (DD) / Month (MM) / Year (YY)
Chinese Character Codes _____	Date of Birth _____
Type of Identification Document <input type="checkbox"/> HKID Card No. _____ () / <input type="checkbox"/> Passport No. _____	
Correspondence Address (in English)	

Contact Detail	
Mobile Phone No. _____	Residential Tel. No. _____
Email Address _____	
Do you require a student visa / entry permit to study in Hong Kong? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability that requires special assistance, please provide a brief description of your disability below. The information will help us to better understand your requirements of special facilities and make effort to accommodate your needs.

SECTION 4 – EDUCATION

(Please give the name of schools, colleges, universities or training organisations attended including full-time and part-time courses, apprenticeship, etc. and attach certified copies of relevant academic documents.)

Years Attended (month / year)		School / College / Institution Attended / Attending	Programme Title	Stream Specification	Mode of Study (e.g.: Full-time / Part-time on Campus, Distance Learning, etc.)	Qualification Obtained	Date of Award
From	To						

SECTION 5 – WORK EXPERIENCE *(in chronological order)*

Date (month / year)		Organisation	Position
From	To		

SECTION 6 – ENQUIRIES

All enquiries should be directed to the SHAPE office as follows:

Offering Campus: IVE (Chai Wan)

SHAPE (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong
Tel: 2595-8357 Fax: 2976-5702

Offering Campus: IVE (Sha Tin)

SHAPE (Sha Tin) Office, Room 205, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong
Tel: 2256-7240 Fax: 2696-2049

SECTION 7 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to the **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 6 for the address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

SECTION 8 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BA (Hons) Business and International Management** and **BA (Hons) International Banking and Finance** is **HK\$78,400**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$74,900**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BA (Hons) International Hospitality and Tourism Management** is **HK\$81,000**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$77,500**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
3. Total programme fee for **BSc (Hons) Environmental Science** and **BSc (Hons) Food Science and Nutrition** is **HK\$84,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$81,200**. The tuition fee is payable by 2 instalments for full-time mode for both programmes and 4 instalments for part-time mode for **BSc (Hons) Food Science and Nutrition**. Each instalment will be collected within 1 month before the commencement of the semester.
4. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
5. All fees paid will be refunded if the programme is withdrawn or not offered.
6. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 9 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit www.shape.edu.hk.

The application fee is **HK\$200** and is **NON-REFUNDABLE**.

Please indicate your payment method with a “✓” and **glue the original payment receipt in the box provided**.

If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the instructions below in making payment:

HSBC & Hang Seng Bank ATM

- ✓ Select “Bill Payment Service”
- ✓ Select “Education – Others”
- ✓ Select “Vocational Training Council”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

JETCO ATM

- ✓ Select “JET Payment”
- ✓ Enter Merchant Code: “9151”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **IVE (Chai Wan)**

2700001

Campus of Your Programme Choice: **IVE (Sha Tin)**

2700004

If the application fee is paid at **7-Eleven**, the QR code for payment at 7-Eleven is shown below.

Campus of Your Programme Choice:

IVE (Chai Wan)



3050107700001900048

IVE (Sha Tin)



3050107735001900096

Please glue the original receipt here.

*****Application form without attaching the original payment receipt WILL NOT be processed.*****

*****Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.*****

SECTION 10 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes?

Please indicate your source(s) with a “✓” in the appropriate boxes (You may select more than one.):

- | | | |
|--|---|---|
| <input type="checkbox"/> SHAPE Website | <input type="checkbox"/> Information Panels | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Sessions | (Title: _____) |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Social Media | <input type="checkbox"/> Website / Mobile App Advertisement |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Yahoo / Google | <input type="checkbox"/> Others |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars) | Keyword Search | (Please specify: _____) |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the University of Northumbria at Newcastle? YES NO

SECTION 11 – DECLARATION *(Application form without signature will not be processed)*

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the University of Northumbria at Newcastle.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the University of Northumbria at Newcastle, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
- I understand that the School for Higher and Professional Education and the University of Northumbria at Newcastle may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 10** that I wish to receive information from the School for Higher and Professional Education and the University of Northumbria at Newcastle, my application data will be retained.
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- I fully understand the Intellectual Property Policy (the Policy) indicated at www.shape.edu.hk (Admission → Points to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.
- I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant's Signature:

Date:

CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit www.shape.edu.hk.

For Office Use Only

Application No.
Accept / Reject (delete as appropriate)
Application Fee Paid By
Handled By

Application Form 2022/23

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. **(Please “✓” ONE only)**

Top-up Degree Programmes

Offering Site

- | | |
|--|----------------|
| <input type="checkbox"/> BA (Honours) Business and Human Resource Management, Full-time (Registration No.: 252133) | IVE (Tsing Yi) |
| <input type="checkbox"/> BA (Honours) Business Management, Full-time (Registration No.: 252135) | IVE (Tsing Yi) |
| <input type="checkbox"/> BA (Honours) Jewellery, Materials and Design, Full-time (Registration No.: 252251) | DILWL |
| <input type="checkbox"/> BSc (Honours) Events and Leisure Management, Full-time (Registration No.: 251420) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) International Hospitality Business Management, Full-time (Registration No.: 251510) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) International Tourism Management, Full-time (Registration No.: 251421) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) Sport Business Management, Full-time (Registration No.: 251511) | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Honours) Sport Coaching, Full-time (Registration No.: 252564) | IVE (Chai Wan) |

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* *delete if inappropriate*

IVE / SBI / HKDI Student No. (if any)

Gender Male Female

Name in English (As shown on your HK Identity Card / Passport)

Surname _____

First / Other Names _____

Name in Chinese _____

Day (DD) / Month (MM) / Year (YY)

Chinese Character Codes _____

Date of Birth _____

Type of Identification Document HKID Card No. _____ () / Passport No. _____

Correspondence Address (in English)

Contact Detail

Mobile Phone No. _____ Residential Tel. No. _____

Email Address _____

Do you require a student visa / entry permit to study in Hong Kong? YES NO

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability, please enter the type of disability in the box. Otherwise, leave it blank. Your indication of this information is voluntary but essential for us to provide appropriate services (e.g. special examination arrangements) for you. Such information will not affect your chances of admission.

Code

- | | |
|---|--|
| 1 Blind (visually handicapped) | 6 Using crutch / callipers |
| 2 Profound hearing loss | 7 Polio / Rheumatoid Arthritis / Spine problem |
| 3 Severe / moderate / mild hearing loss | 8 Other kinds of impaired movement |
| 4 Low vision (this does not include those people who are able to read with the help of normal spectacles or contact lenses) | 9 Others (please specify) _____ |
| 5 Wheelchair user | _____ |

SECTION 4 – EDUCATION

(Qualifications and examinations including professional training. Please attach certified copies of relevant academic documents.)

Place of study	Award and course title	Main subjects studied	Results (including grade)	Date of award or expected award	Mode of Study

SECTION 5 – ENGLISH PROFICIENCY

Is English your first language? Yes (if yes, go onto section 6) No

English language qualifications (please attach copies of all certificates)

Awarding organisation _____

Award and course title _____

Results (including grade) _____

Date of award or expected award Month _____ Year _____

SECTION 6 – SUPPLEMENTARY INFORMATION

(For application of BA (Honours) Jewellery, Materials and Design, please submit an e-portfolio to kelvinliff@vtc.edu.hk with your full name as file name.)

You may enter information which you feel is relevant to your application.

SECTION 7 – CRIMINAL CONVICTIONS

Do you have any criminal convictions?

Yes

No

SECTION 8 – ENQUIRIES

All enquiries should be directed to the SHAPE office as follows:

Offering Campus: IVE (Chai Wan)

SHAPE (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong
Tel: 2595-8357 Fax: 2976-5702

Offering Campus: IVE (Tsing Yi)

SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong
Tel: 2436-8600 / 2436-8379 Fax: 2434-5652

Offering Campus: DILWL

SHAPE (DILWL) - HKDI Office, Room LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong
Tel: 3928-2485

SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to the **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 8 for the address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BA (Honours) Business and Human Resource Management, BA (Honours) Business Management, BSc (Honours) Events and Leisure Management, BSc (Honours) International Hospitality Business Management, BSc (Honours) International Tourism Management, BSc (Honours) Sport Business Management** and **BSc (Honours) Sport Coaching** is **HK\$75,800**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$72,300**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BA (Honours) Jewellery, Materials and Design** is **HK\$82,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$78,700**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
3. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
4. All fees paid will be refunded if the programme is withdrawn or not offered.
5. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 11 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit www.shape.edu.hk.

The application fee is **HK\$200** and is **NON-REFUNDABLE**.

Please indicate your payment method with a “✓” and **glue the original payment receipt in the box provided**.

If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the instructions below in making payment:

HSBC & Hang Seng Bank ATM

- ✓ Select “Bill Payment Service”
- ✓ Select “Education – Others”
- ✓ Select “Vocational Training Council”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

JETCO ATM

- ✓ Select “JET Payment”
- ✓ Enter Merchant Code: “9151”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **IVE (Chai Wan)**

2700001

Campus of Your Programme Choice: **IVE (Tsing Yi)**

2700007

Campus of Your Programme Choice: **DILWL**

2700011

If the application fee is paid at **7-Eleven**, the QR code for payment at 7-Eleven is shown below.

Campus of Your Programme Choice:

IVE (Chai Wan)



3050107700001900048

IVE (Tsing Yi)



3505107720001700050

DILWL



3050107700004400054

Please glue the original receipt here.

Application form without attaching the original payment receipt WILL NOT be processed.

Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.

SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes?

Please indicate your source(s) with a “✓” in the appropriate boxes (You may select more than one.):

- | | | |
|--|---|---|
| <input type="checkbox"/> SHAPE Website | <input type="checkbox"/> Information Panels | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Sessions | (Title: _____) |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Social Media | <input type="checkbox"/> Website / Mobile App Advertisement |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Yahoo / Google | <input type="checkbox"/> Others |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars) | Keyword Search | (Please specify: _____) |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the Sheffield Hallam University?

- YES NO



SECTION 13 – DECLARATION *(Application form without signature will not be processed)*

1. I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the Sheffield Hallam University.
2. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
3. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
4. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
5. I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Sheffield Hallam University, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
6. I understand that the School for Higher and Professional Education and the Sheffield Hallam University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 12** that I wish to receive information from the School for Higher and Professional Education and the Sheffield Hallam University, my application data will be retained.
7. I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
8. I fully understand the Intellectual Property Policy (the Policy) indicated at www.shape.edu.hk (Admission → Points to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.
9. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant's Signature:

Date:

CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Submit an e-portfolio (For application to BA (Honours) Jewellery, Materials and Design, please refer to Section 6 for details).
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit www.shape.edu.hk.

DISCLAIMER

Whilst every care has been taken to ensure the accuracy of the information provided in this Prospectus at the time of production, the School for Higher and Professional Education cannot be held responsible for any errors or omissions.

The School reserves the right to make variations to the contents of the Prospectus and to modify, withdraw or replace the programmes listed herein.

This Prospectus is for reference only and does not constitute any contractual obligation on the part of the School.

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