

Partner Universities:



Member of VTC Group
VTC 機構成員

TOP-UP DEGREE PROGRAMMES IN DESIGN

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.



LEE WAI LEE
BUILDING

李惠利高等教學樓

Academic Block

教學樓



1

Contents

- 03 Message from the Principal**
- 04 Why Choose SHAPE?**
- 06 Partner Universities - Reputation and Rankings**
- 09 Alumni Sharing**
- 10 Facilities and Resources**
- 12 Halls of Residence**
- 14 How to Apply?**
- 16 Programmes**
- 27 Contact Us**
- 28 Points to Note**
- 29 Application Forms**



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.

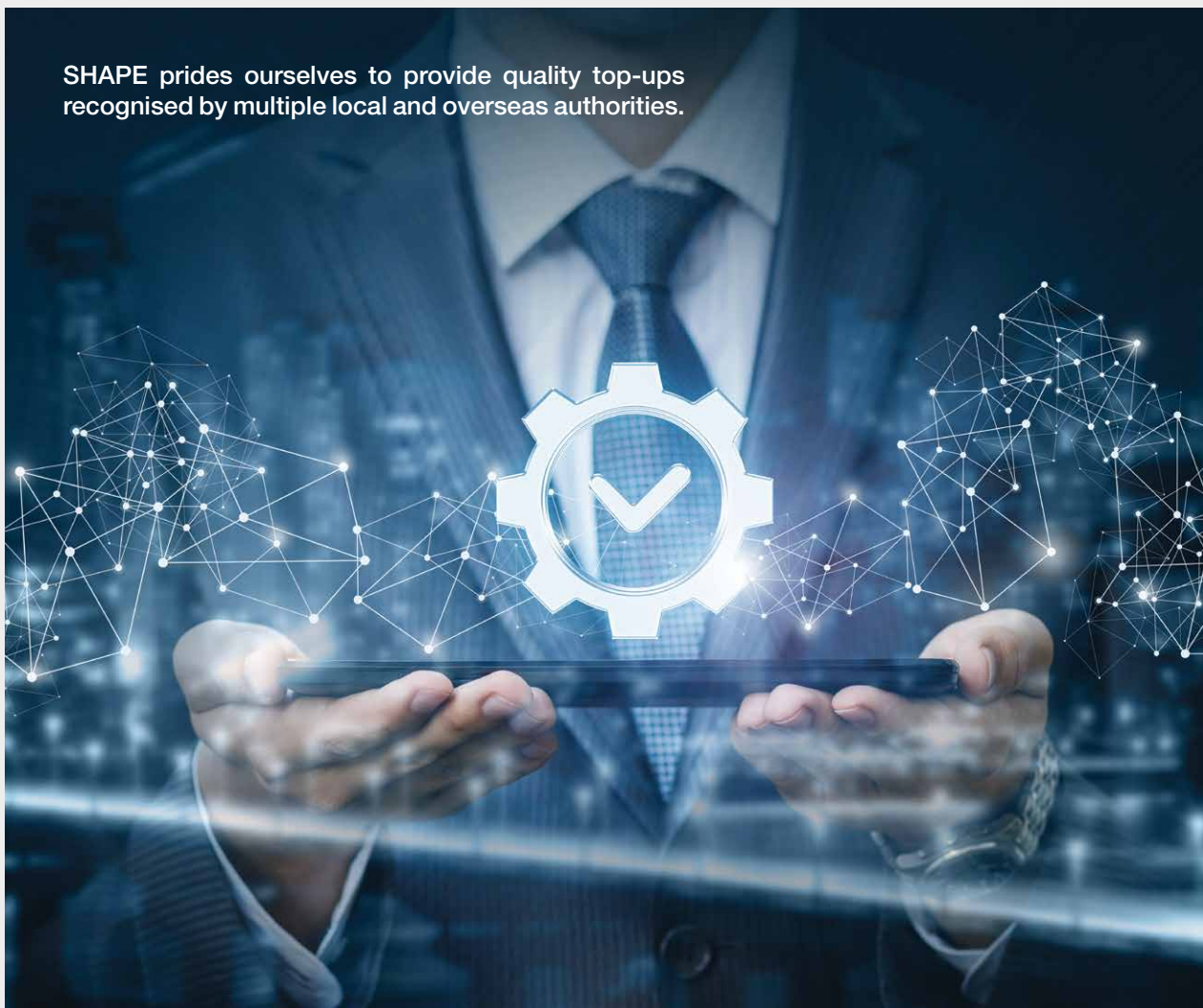
Prof Simpson Poon

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.



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.



Validated course
in architecture



* 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.

Partner Universities – Reputation and Rankings

At present, SHAPE collaborates with 5 renowned universities from the UK to provide quality top-up degree programmes in Design 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), holds 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.*



Founded in 1843, the School of Art & Design at Nottingham Trent University (NTU) is one of the most established, renowned and respected institutions in the UK. There is a multicultural community of more than 29,000 students at the University and the School of Art & Design has a global reputation for creativity and design excellence.

NTU has been awarded 5 Stars in the QS Stars Ranking 2022, including 5 stars for the specialist criteria of Art and Design. It was named The Guardian's University of the Year in 2019, and ranked 18th in the UK for "Fashion and Textiles" (The Guardian University Guide 2022).



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.





Situated in the heart of a beautiful and historic city, the University of Lincoln is “Modern University of the Year” in The Times and Sunday Times Good University Guide 2021. The University also holds a maximum 5-Star score overall in the QS Stars ratings system of global universities and ranked among the top 20 UK universities in The Guardian University Guide 2020.

With its expert staff, modern facilities, close links with industry, pioneering research, and student-led approach, Lincoln aims to provide the tools you need to achieve your career aspirations in today’s global workplace.



UNIVERSITY OF WESTMINSTER^{##}

The University of Westminster’s fashion department was ranked among the best in the world, 16th according to CEOWORLD Magazine 2021. The University is also ranked 14th in the “Art” subject area in The Guardian University Guide 2022 and within the top 30 in the “Art and Design” subject area in Complete University Guide 2022.

Westminster’s fashion programmes are tailored to meet the changing needs of the fashion industry. Its students benefit from close connections with leading industry professionals and gain the inside knowledge needed to succeed in the fashion business. Notable alumni include Vivienne Westwood, Stuart Vevers – Executive Creative Director of Coach, and Christopher Bailey – former President and Chief Creative Officer of Burberry.



Alumni Sharing



“The programme has equipped me with extensive knowledge in the fashion industry - how fast-paced fashion industry works, what are the steps to transform ideas into garment production, etc. I aspire to establish my personal brand in the near future.”

Suzanna Yu

BA (Hons) Fashion Design

- DFA Hong Kong Young Design Talent Award
- ESPRIT International Exchange Scholarship

“The programme has advanced my knowledge and skills in design a lot. The lecturers were experienced and supportive; they always provided me with insightful feedback that helped develop my career path.”

Yu Long Yin

BA (Hons) Graphic Design

- YCN Student Awards Commendations



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.

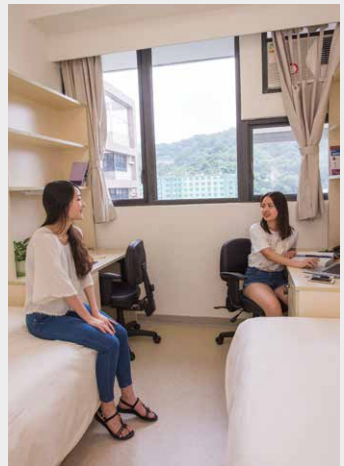


HALLS OF RESIDENCE

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.

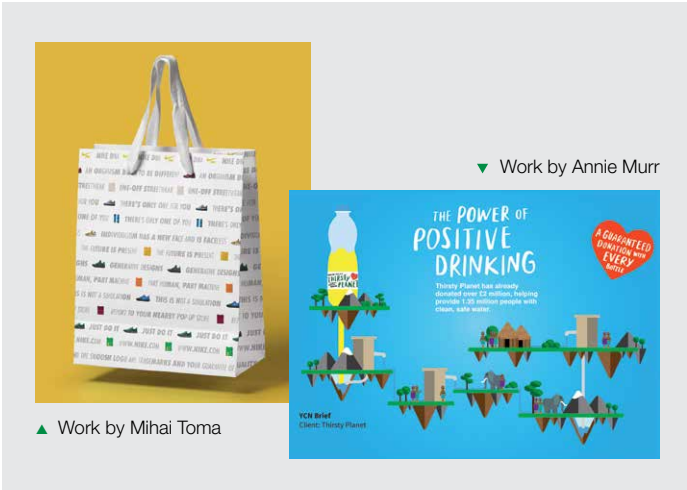
Scholarships

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.





Graphic Design is an exciting, creative and professional field where you can put your passion for art to daily use. This practice-based programme encourages you to come up with creative solutions to engage, instruct and entertain all types of audiences, expertly adapting your designs to suit the full range of print and multimedia platforms.

Modules

- Typography 3
- Visual Communication 3
- Design Contexts 3
- Design Practice 3
- Creative Futures: Personal Development Planning
- Academic English for the Arts

Assessment

Coursework, presentations, portfolio projects and dissertation



QF Level 5

QR Registration No. | 19/001095/L5
 Validity Period | 01/09/2019 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200
 Registration Fee : HK\$3,500
 Tuition Fee : HK\$90,450 by 2 instalments
 (NMTSS: deduct up to HK\$33,200/year for eligible FT students)

15th the guardian
 University Guide 2020
 Overall university ranking

14th the guardian
 University Guide 2022
 "Design & Crafts" subject area

Registration No. : 252951. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Illustrations and Graphics are vital parts of visual image-making. This programme provides you access to industry-standard software, workshops and studio environments, which enables you to develop an exciting portfolio of creative work towards your own professional career goals in the growing contemporary fields of illustration, graphic design, animation and creative media.

Modules

- External Practice
- Dissertation
- Major Project
- Academic English for the Arts

Assessment

Coursework, presentation, portfolio project and dissertation



QF Level 5

QR Registration No. | 19/001096/L5
Validity Period | 01/09/2019 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)

Details & Apply



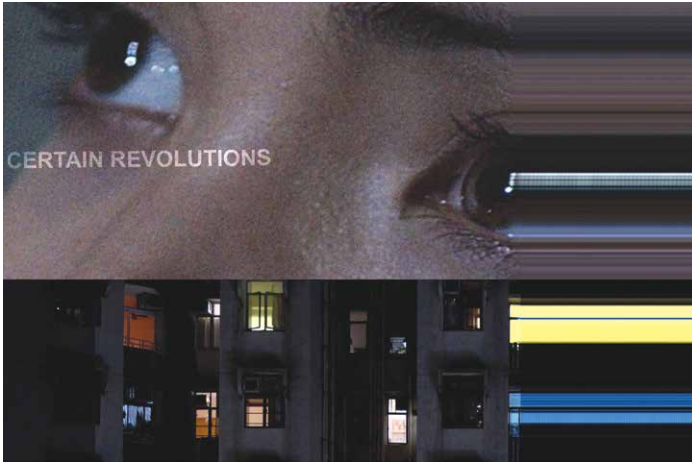
Fees

Application Fee : HK\$200
 Registration Fee : HK\$3,500
 Tuition Fee : HK\$90,450 by 2 instalments
 (NMTSS: deduct up to HK\$33,200/year for eligible FT students)

15th theguardian
 University Guide 2020
 Overall university ranking

14th theguardian
 University Guide 2022
 "Design & Crafts" subject area

Registration No. : 252952. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



▲ Work by César Charles Daniel Del Giudice - Certain Revolutions

Media exists in many different forms: photography, animation, multimedia, television, film and visual communications. This programme develops your skills of these media and enables you to produce an innovative portfolio of work that will give you the edge in an increasingly competitive graduate market.

Modules

- Exploring Media Practice 1
- Media in Context
- Media Project Research and Development
- Academic English for the Arts
- Exploring Media Practice 2
- Major Media Project

Assessment

Coursework, portfolio and final major project, etc.



▲ Work by Fung Lok Lam Laura - Children of a Thousand Hills



QF Level 5

QR Registration No. | 17/000514/L5

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

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$90,450 by 2 instalments (NMTSS: deduct up to HK\$33,200/year for eligible FT students)

15th **the guardian**
University Guide 2020
Overall university ranking

27th **the guardian**
University Guide 2022
"Media & Film" subject area

Registration No. : 252720. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



▲ Work by Lai Xiao Ling, Carrie

Renowned for its established international reputation for shaping creative, talented designers demanded by today's fast-paced fashion world, this programme is based on project and studio work, with exceptional links to the fashion industry. You will be required to conduct research and negotiate design briefs, which involve producing a collection or product range around a theme of your choices, and work on a unique project which is shared between students in HK and the UK, known as Fashionmap.

Module

Fashion Realisation: Research, Design & Technology

Assessment

Design and portfolio work, verbal presentation and individual research project



QF Level 5

QR Registration No. | 15/002828/L5
Validity Period | 01/09/2015 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Kwun Tong)[#]

Details & Apply



Fees

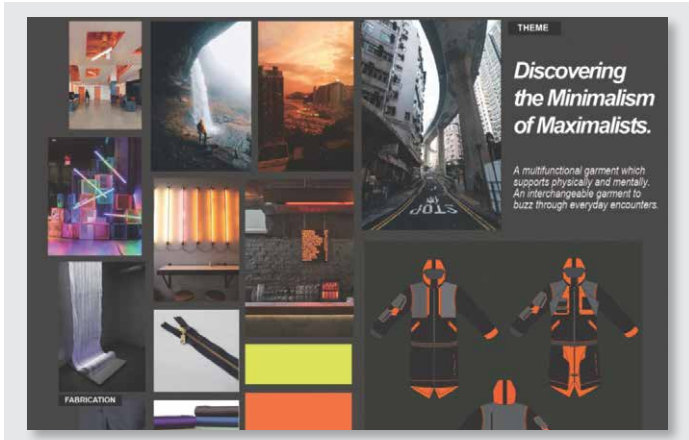
Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$94,950 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

20th  **Complete University Guide**
Overall university ranking (2021)

18th **the guardian**
University Guide 2022
"Fashion & Textile" subject area

Registration No. : 251504. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

[#] Some lectures / practical sessions will be conducted at Hong Kong Design Institute & IVE (Lee Wai Lee). The study location is under review and subject to change.



▲ Work by Chan Ka Wing, Chan Wing Yi, Cheng Kin Sum Kristy, Cheung Lok Man, Chung Han Fong Jesse, Lee Kam Hang, and Yiu Ka Po

Fashion in the 21st Century is a truly global business. This International Fashion Business programme will provide you with an international perspective on the operation of fashion industry. Recent graduates are now working for renowned brands such as Adidas, Calvin Klein, Eland Fashion, Arcadia Group, etc.

Modules

- Fashion Industry Trends & Innovation
- The Contemporary Global Fashion Market
- Innovation in Fashion Business
- Professional Practice & Portfolio

Assessment

Project proposal, reports, poster, reflective analysis, creative output, professional package including e-portfolio and individual and team presentations



▲ Work by Julia Reid



QF Level 5

QR Registration No. | 15/002829/L5
Validity Period | 01/09/2015 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

IVE (Kwun Tong)[#]

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$94,950 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

20th  **Complete University Guide**
Overall university ranking (2021)

18th **the guardian**
University Guide 2022
"Fashion & Textile" subject area

Registration No. : 251505. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

* Some lectures / practical sessions will be conducted at Hong Kong Design Institute & IVE (Lee Wai Lee). The study location is under review and subject to change.



Transform your creative vision into a piece of wearable art! This Jewellery, Materials and Design programme will help you to develop and understand your own creativity and to explore many different approaches to designing and making objects of metalwork, silverware, jewellery and goldsmithing. Graduates will have a broad range and understanding of the necessary skills and expertise to work within the challenging discipline of creative industries.

Module

Graduation Projects: Jewellery, Materials & Design

Assessment

Portfolio



QF Level 5

QR Registration No. | 20/000505/L5
Validity Period | 01/09/2020 - 31/08/2022

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$78,700 by 2 instalments (NMTSS: deduct up to HK\$33,200/year for eligible FT students)

15th theguardian
University Guide 2021
"Design & Crafts" subject area



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

Registration No. : 252251. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



This programme prepares you for an exciting career as a globally-minded designer. You'll acquire the skills you need to become a professional product or service designer, and create innovative products and engaging service experiences. You'll also develop a creative and innovative approach to product design and service innovation by challenging and exploring contemporary practices through a series of exciting and diverse projects.

Module

Graduation Design Portfolio (Product Design)

Assessment

Project work



Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design
Institution (HKDI) &
IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$78,700 by 2 instalments
Application will start in 2022. Please scan
the QR code for the latest update.

15th **the guardian**
University Guide 2021
"Design & Crafts" subject area



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

*It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.
Application for registration of this course has been submitted to Non-local Courses Registry and is under process.*



▲ Work by Lau Sing Chi

5 students works were selected to exhibit at British Council SPARK Festival 2021, and 37% students awarded Government Scholarship in AY2020-21.

This programme offers the opportunity to acquire a complete tool kit of skills for architectural design and production. You can learn to apply drawing techniques to the investigation and communication of architectural design, alongside computer-aided design and hands-on modelling and construction.

Modules

Comprehensive Design Project – Outline Design
Comprehensive Design Project – Detailed Design
Architecture Research Projects
Comprehensive Design Project – Technical Studies
Global Professional Context



QF Level 5

QR Registration No. | 14/003288/L5
Validity Period | 01/09/2014 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)^

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$90,450 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

Assessment

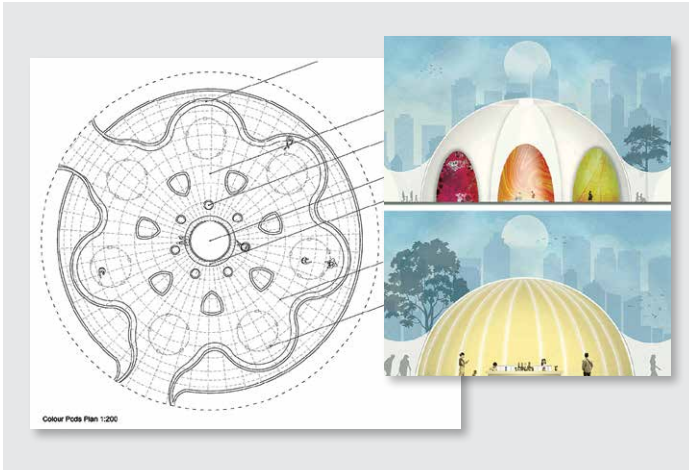
Design projects, coursework, preliminary technical study and written assignment

17th **the guardian**
University Guide 2020
Overall university ranking

13th **the guardian**
University Guide 2020
"Architecture" subject area

Registration No. : 252460. 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.



▲ Work by Shannon Robinson - "In Living Colour" - an experiential exhibition into the impact of colour and psychology.

17% students awarded Government Scholarship in AY2020-21.

Design for Event, Exhibition and Performance concerned with the presentation and dissemination of information within designed environments. This programme emphasises on interpreting content and narrative for specific audiences and on devising appropriate means of delivery in constructed spaces.

Modules

- Exhibition Design Process 3.1:
Selection: Atmosphere & Experience
- Exhibition Design Process 3.2:
Autonomy: Concept & Design
- Exhibition Design Process 3.3:
Technical Resolution & Communication
- Research Process 3:
Design Exegesis



QF Level 5

QR Registration No. | 21/000489/L5
Validity Period | 01/09/2021 - 31/08/2023

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee)^

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$90,450 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

Assessment

Portfolios, report and projects

17th the guardian
University Guide 2020
Overall university ranking

15th the guardian
University Guide 2022
"Design & Crafts" subject area

Registration No. : 252461. 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.



▲ Work by Ellie B Taylor

Graduates can work as designers for architects or design groups that contain in-house design departments. They can also work in visual arts such as film, television, events and theatre design, and exhibition and museum design.

Interior architects shape the spaces in which we live our lives, combining aesthetics with philosophy and function. Through this programme, you will have the opportunity to develop your practical design knowledge in a studio environment and explore the disciplines within the design industry and building technology methods, while developing your own creative, individual style.

Modules

Interior Design Process 3.1:
Strategic Definition and Brief

Interior Design Process 3.2:
Concept and Design Development

Interior Design Process 3.3:
Technical Design and Communication

Research Process 3:
Design Exegesis



QF Level 5

QR Registration No. | 21/000032/L5
Validity Period | 01/09/2021 - 31/08/2025

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design
Institute (HKDI) &
IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$90,450 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year
for eligible FT students)

Assessment

Report, projects and presentations

17th **the guardian**
University Guide 2020
Overall university ranking

15th **the guardian**
University Guide 2022
"Design & Crafts" subject area

Registration No. : 253121. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



The only undergraduate programme in the market focuses on fashion buying in Hong Kong to fulfil the fashion buying industry's emerging needs.

The prime focus of this programme is to develop you with the academic, aesthetic, practical and commercial skills required for the fashion buying role. You will be equipped for careers in product development and supply chain management, brand management, wholesale, trend forecasting, E-commerce, retail management and marketing roles.

Modules

Major Project
The Changing Business of Retail
International Buying and Merchandising Negotiation
Commercial Skills



資歷架構
Qualifications
Framework

QF Level 5

QR Registration No. | 20/000489/L5

Validity Period | 01/09/2020 - 31/08/2024

Study Mode and Duration

Full-time, 1 year

Study Location

Hong Kong Design
Institute (HKDI) &
IVE (Lee Wai Lee)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$90,450 by 2 instalments
(NMTSS: deduct up to HK\$33,200/year
for eligible FT students)

Assessment

Report, negotiation, individual and group presentation

14th **the guardian**
University Guide 2022
"Art" subject area



Best Fashion School
in the World
CEOWORLD Magazine (2021)

Registration No. : 253021. 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) Kwun Tong Office 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>HKDI Office 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)* <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			

It is a matter of discretion for individual employers to recognise any qualification to which the above courses may lead.

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

BA (Hons) Fashion Design, Full-time (Registration No.: 251504)

IVE (Kwun Tong)*

BA (Hons) International Fashion Business, Full-time (Registration No.: 251505)

IVE (Kwun Tong)*

* Some lectures / practical sessions of this programme will be conducted at in Hong Kong Design Institute (HKDI) & IVE (Lee Wai Lee).
The study location is under review and subject to change.

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 – FURTHER DETAILS

Your age on 31 December in year of entry _____ Years _____ Months

Have you applied (or do you intend to apply) for a Disabled Students Allowance?

Have applied Have received Intend to apply

SECTION 4 – 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 5 – WORK EXPERIENCE

(Give details of work experience and training. Continue on a separate sheet if necessary.)

Job Title Nature of work / training	Name of Organisation	Full-time or Part-time	Date (month / year)	
			From	To

SECTION 6 – 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 7 – PERSONAL STATEMENT

(Continue on a separate sheet if necessary. Please give a personal statement in 300 - 400 words for the application to BA (Hons) Fashion Design and about 1,000 words to BA (Hons) International Fashion Business.)

SECTION 8 – ENQUIRIES

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

SHAPE (DILWL) - Kwun Tong Office

Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong

Tel: 2727-9567 Fax: 2727-9575

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 (DILWL) - Kwun Tong Office, Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong**. 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 is **HK\$98,450**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$94,950**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. 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.
3. All fees paid will be refunded if the programme is withdrawn or not offered.
4. 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:

2700006

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



3050107735003200012

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 Nottingham Trent 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 Nottingham Trent University.
2. I authorise the School for Higher and Professional Education and the Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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 Nottingham Trent 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.
- Enclosed a personal statement.
(About 300 – 400 words for application to BA (Hons) Fashion Design and 1,000 words to BA (Hons) International Fashion Business)
- 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.

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) Architecture, Full-time (Registration No.: 252460) | DILWL [^] |
| <input type="checkbox"/> BA (Hons) Design for Event, Exhibition and Performance, Full-time (Registration No.: 252461) | DILWL [^] |
| <input type="checkbox"/> BA (Hons) Interior Architecture and Design, Full-time (Registration No.: 253121) | DILWL |

[^] Under review and subject to change

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 *(in chronological order)*

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

SECTION 6 – PERSONAL STATEMENT

(Please summarise your academic interests and reasons for choosing your proposed programme of study. You may attach extra sheets if you need more space.)

Do you have any criminal convictions? Yes / No *delete if inappropriate (If yes, give details in Section 6 above.)

SECTION 7 – ENQUIRIES

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

SHAPE (DILWL) - Kwun Tong Office

Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong

Tel: 2727-9567 Fax: 2727-9575

SECTION 8 – 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 (DILWL) - Kwun Tong Office, Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong**. 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 9 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee 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.
2. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadlines stated in the offer letter to complete the registration procedures.
3. All fees paid will be refunded if the programme is withdrawn or not offered.
4. 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 10 – 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:

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:



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 11 – 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
(Title: _____) |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Sessions | <input type="checkbox"/> Website / Mobile App Advertisement |
| <input type="checkbox"/> Consultation Day | <input type="checkbox"/> Social Media | <input type="checkbox"/> Others
(Please specify: _____) |
| <input type="checkbox"/> Classmates / Friends | <input type="checkbox"/> Yahoo / Google
Keyword Search | |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars) | | |

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 Lincoln?

- YES NO

SECTION 12 – 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 Lincoln.
- I authorise the School for Higher and Professional Education and the University of Lincoln 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 Lincoln 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 Lincoln 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 Lincoln, 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 Lincoln 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 11** that I wish to receive information from the School for Higher and Professional Education and the University of Lincoln, 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

Top-up Degree Programme

Offering Site

BA (Hons) Fashion Buying Management, Full-time (Registration No.: 253021)

DILWL

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 – FURTHER DETAILS

Your age on 31 December in year of entry _____ Years _____ Months

Have you applied (or do you intend to apply) for a Disabled Students Allowance?

Have applied Have received Intend to apply

SECTION 4 – 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 5 – WORK EXPERIENCE *(in chronological order)*

Job Title Nature of work / training	Name of Organisation	Full-time or Part-time	Full-time / Part-time	
			From	To

SECTION 6 – 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 7 – PERSONAL STATEMENT

(Please give a personal statement in 300 – 400 words. Continue on a separate sheet if necessary.)

Do you have any criminal convictions? Yes / No *delete if inappropriate (If yes, give details in Section 7 above.)

SECTION 8 – ENQUIRIES

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

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 **SHAPE (DILWL) - HKDI Office, Room LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong**. 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 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.
2. 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.
3. All fees paid will be refunded if the programme is withdrawn or not offered.
4. 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:

2700011

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



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 University of Westminster?

- 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 University of Westminster.
2. I authorise the School for Higher and Professional Education and the University of Westminster 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 University of Westminster 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 University of Westminster 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 University of Westminster, 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 University of Westminster 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 University of Westminster, 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.
- Enclosed a personal statement (300 - 400 words).
- 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.

Published in January 2022

School for Higher and Professional Education (SHAPE)
才晉高等教育學院

 : www.shape.edu.hk

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