

Partner Universities:



Member of VTC Group
VTC 機構成員

TOP-UP DEGREE PROGRAMMES IN ENGINEERING

For Higher Diploma and Associate Degree Holders



2022

Welcome to SHAPE

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

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MESSAGE FROM OUR PRINCIPAL

Welcome to SHAPE!

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

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

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

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

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

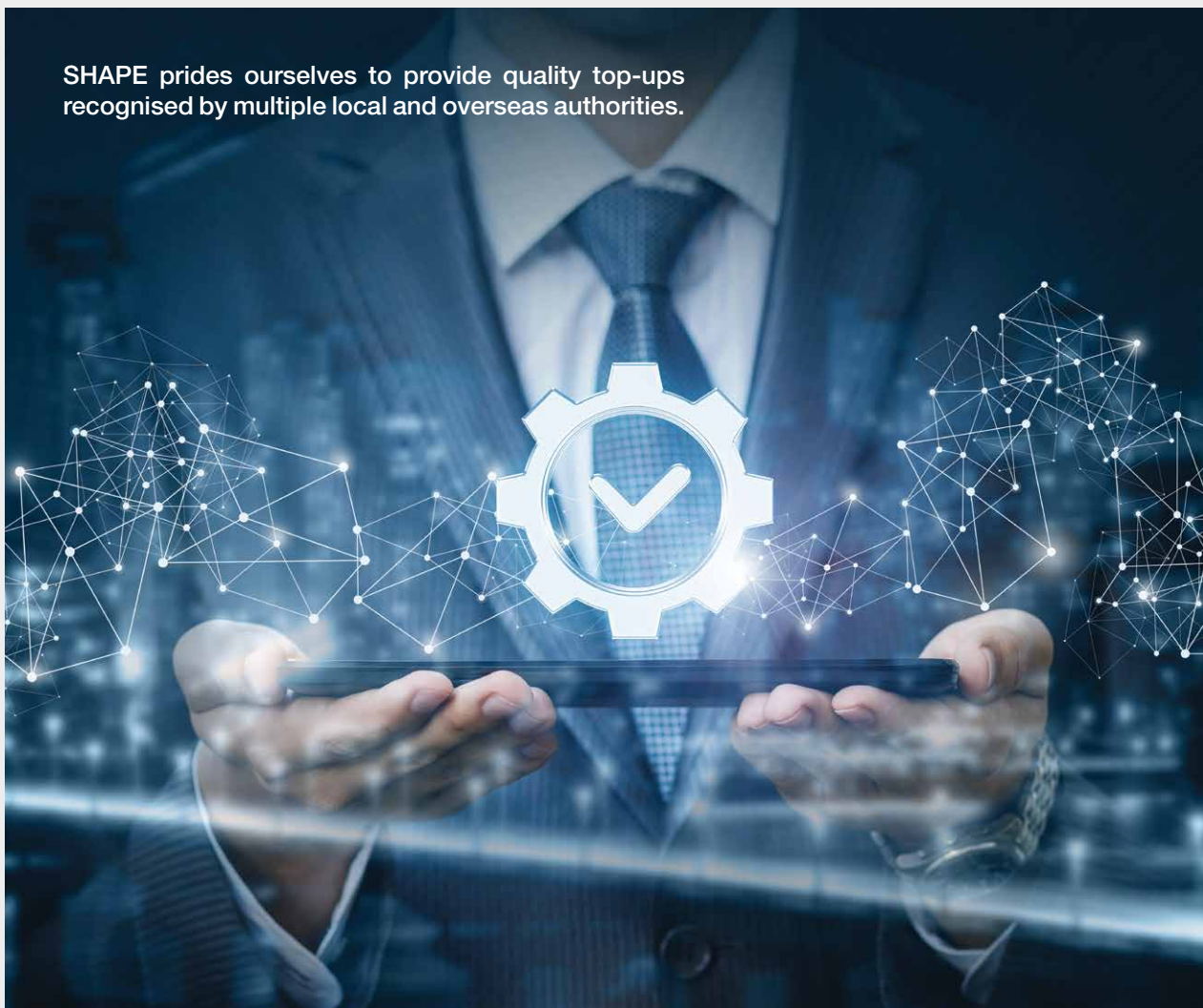
Prof Simpson Poon

Principal

School for Higher and Professional Education

WHY CHOOSE SHAPE?

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



1 Year of Study

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

2 Networks

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



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 4 renowned universities from the UK and Australia to provide quality top-up degree programmes in Engineering area.



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.*



Established in 1887, RMIT University (RMIT) is a global university of technology, design and enterprise.

RMIT ranks 3rd globally in the 2021 Times Higher Education (THE) University Impact Rankings. The University also ranks 5th in Australia and 18th in the world among universities less than 50 years old (QS Top 50 Under 50 2021). RMIT has been awarded 5 QS Stars in all 8 categories in 2018-2021 for its excellence in teaching, employability, research, internationalisation, innovation, inclusiveness, facilities and specialist criteria.

RMIT ranks 3rd in Australia and 28th globally in the "Architecture/Built Environment" subject area, 7th in Australia in "Engineering – Mechanical, Aeronautical & Manufacturing", 9th in Australia in "Engineering – Electrical and Electronic", and 9th in Australia in "Engineering – Civil and Structural" (QS Rankings by Subject 2021).





The University of Central Lancashire (UCLan) is the international, multi-campus university leading the way in modern learning today. UCLan believes in helping people to seize every opportunity to flourish in education, at work and for life.

Innovative by nature, UCLan offers courses which combine academic excellence with real-world teaching.

UCLan was the UK's first modern university to get into the QS World University Rankings, and the University currently holds the maximum 5 Stars for the quality of its teaching. In 2021-22 the Center for World University Rankings (CWUR) placed UCLan in the top 6.8% of all universities worldwide.



UWE Bristol is a thriving, modern university, with an excellent reputation for its well respected degrees and graduate employability. UWE Bristol's inspiring courses and teaching commitment have led to its consistently high level of performance in many UK higher education rankings.

This includes:

- 21st place out of 121 UK institutions and 2nd in "Education" subject area in The Guardian University Guide 2021;
- 2nd in England* for student satisfaction in the National Student Survey 2020 for overall student satisfaction;
- Top 30 UK universities by Times Higher Education in the 'Table of Tables' 2021 rankings;
- Top 500 in the Times Higher Education World University Rankings, 2021.

* excluding specialist Higher Education Institutions



FACILITIES AND RESOURCES

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

Specialised facilities

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



Some of our specialised facilities include:

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



Free English support

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

Academic English workshops:

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

One-to-one English consultation:

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

Grammarly Premium Writing App:

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

Library resources

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



Sports facilities

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

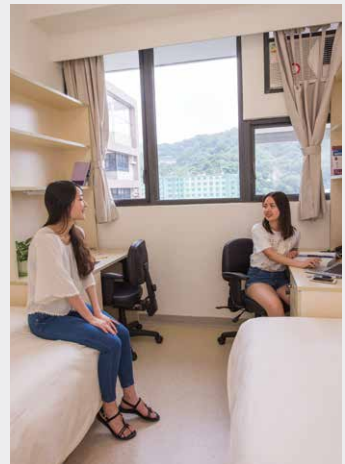


HALLS OF RESIDENCE

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

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





HOW TO APPLY?



General Minimum Entry Requirements

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

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

Application Methods

Online application:

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

Paper application:

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

NO Application Fee* before deadline

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

Financial Aids

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

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

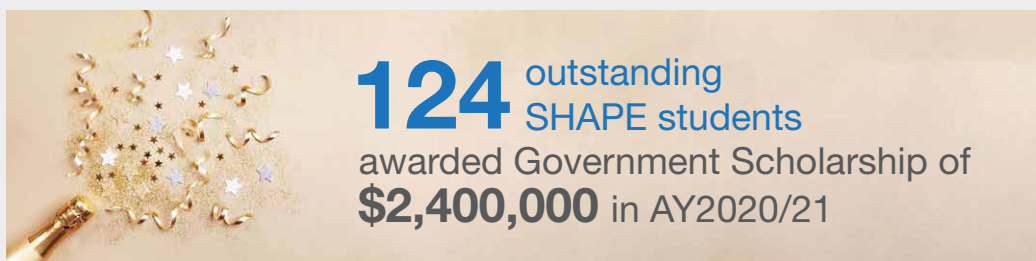
* For details, please visit www.wfsfaa.gov.hk, www.cspe.edu.hk/nmtss and www.cmdevfund.hk/content.php?mid=3&id=153.

Scholarships

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

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

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



Alumni Sharing



“Immediately upon my graduation, I became a Graduate Member of the Hong Kong Institution of Engineers (HKIE) and was employed by a globally recognised engineering consulting firm as an Assistant Engineer. I'm so thankful for the guidance of SHAPE's academic staff; I gained lots of knowledge and skills essential for my career development.”

Eric Lo

Bachelor of Engineering
(Civil and Infrastructure) (Honours)

- Assistant Engineer, WSP (HK) Limited

“The lecturers were very experienced and knowledgeable in the industry. Their teaching has enhanced my professional skills in the building services engineering. My dissertation supervisor was also helpful and encouraging.”

LEE Shing Tak

BEng (Hons) Building Services and Sustainable Engineering





The core themes of this programme include the legal and regulatory framework of buildings, construction processes and management, contractual procedures and construction innovation. Graduates can join the industry in a wide range of professions in relation to project planning and management.

Modules[^]

CEF Codes

Academic Writing 3: Writing Skills for Dissertation and Research Project ⁺	31Z126867
Project and Cost Management ⁺	
Construction Resource and Quality Management	
Contract Management ⁺	
Sustainability and Innovation in Construction ⁺	31Z126875
Research Practice and Communication	
Research Dissertation	
Group Project 3	

Professional Recognition



(from left to right)

Chartered Association of Building Engineers (CABE)
 Hong Kong Institute of Construction Managers (HKICM)
 Hong Kong Institute of Project Management (HKIPM)
 The Chartered Institute of Building (CIOB)



QF Level 5

QR Registration No. | 19/001294/L5
Validity Period | 01/01/2020 - 31/12/2023

Assessment

Assignment, examination, individual project and integrated project



Study Mode and Duration

Part-time, 14 months

Study Location

PEAK[#]

Details & Apply



Fees

Application Fee : HK\$200
 Registration Fee : HK\$3,500
 Tuition Fee : HK\$63,700 (June 2022 intake)/
 HK\$63,900 (January 2023 intake) by
 4 instalments
 (CEF: deduct up to HK\$20,000 for eligible
 PT students)

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

1st **the guardian**
 University Guide 2021
 "Building and Town and Country Planning" subject area

Registration No. : 252032. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

[^] Under review and subject to change.

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

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

[#] Some practical sessions may be conducted at IVE (Morrison Hill).



Aviation industry is vibrant and dynamic. Through this programme, you'll gain a broad awareness of the aviation industry and a range of analytical skills, giving you a comprehensive appreciation of an all-rounded aviation operation management.

Modules

CEF Codes⁺

Introduction to Aircraft	
Introduction to Aviation	
Aviation Mathematics	
Aviation Industry Environment	
Aviation Quality Systems	
Airline Operations	 36Z121508
Aircraft Systems	
Managing the Engineering Environment	
Human Factors in Aviation	
Airport / Airline Operations	
Airport Planning and Management	 36Z121516
Sustainable Aviation and the Environment	 36Z121532
Aviation Safety and Security Systems	
Aircraft Airworthiness	
Aviation Project Management	
Air Cargo Management and Operations	
Aircraft Maintenance Management	
Aviation Strategy in the Global Context	 36Z121524
Aviation Industry Project	

Assessment

Quiz, individual and group assignment, operational desktop exercise, project work and final examination



資歷架構
Qualifications
Framework

QF Level 5

QR Registration No. | 16/000866/L5

Validity Period | 01/10/2016 - 30/09/2024

Study Mode and Duration

Full-time (FT), minimum 12 months;
Part-time (PT), minimum 16 months

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : Minimum HK\$70,560+ by
3 (FT) or 4 (PT) instalments

(NMTSS: deduct up to HK\$33,200/year
for eligible FT students;

CEF: deduct up to HK\$20,000 for eligible
PT students)




THE Impact Ranking globally (2021)



"Engineering - Mechanical, Aeronautical & Manufacturing"
subject area in Australia (2021)

Registration No. : 212652. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

> For part-time mode only.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (Bachelor of Applied Science (Aviation)) of this module is recognised under the Qualifications Framework (QF Level 5).

+ Please refer to SHAPE website for details.

Bachelor of Applied Science (Construction Management) (Honours)



This programme will equip you with the skills in planning, coordination and control of a built project. You'll explore the developments in urban cities, the construction of residential and commercial properties, and the renovation of elements of the built environment.

Modules

CEF Codes²

Introduction to Construction Processes	
Managing for Sustainability	
Building Science	
Cost Planning and Tendering	
Construction Contract Law	
Management and Leadership in Construction	
Construction, Planning & Design 2	
Construction Contract Administration	 31Z121571
Structures and Materials 2	
Research Method for the Built Environment	
Industrial Environment	 31Z121598
Building Measurement and Estimating	
Research Practice 1	
Construction, Planning & Design 3	 31Z12158A
Construction Specialisation	
Research Practice 2	

Professional Recognition



(from left to right)

The Hong Kong Institute of Surveyors (HKIS) (Quantity Surveying Division) as a cognate degree programme for admission to Assessment of Professional Competence (APC)

*The Australian Institute of Quantity Surveyors (AIQS)
The Chartered Institute of Building (CIOB)
Royal Institution of Chartered Surveyors (RICS)*



QF Level 5

QR Registration No. | 16/000243/L5

Validity Period | 01/09/2015 - 10/09/2023

Study Mode and Duration

Full-time (FT), 2 years;

Part-time (PT), 3 years

Details & Apply

Study Location

IVE (Morrison Hill)



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$176,700 by 6 (FT) or 8 (PT) instalments

(NMTSS: deduct up to HK\$33,200/year for eligible FT students;

CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment

Assignment, laboratory exercise, project work and final examination




THE Impact Ranking globally (2021)



"Architecture/Built Environment" subject area in Australia and 28th globally (2021)

Registration No. : 212256. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

> For part-time mode only.




 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (Bachelor of Applied Science (Construction Management) (Honours)) of this module is recognised under the Qualifications Framework (QF Level 5).



This programme maintains an environmental sustainability focus, in line with continuing trends in the global engineering profession. You'll have the opportunity to design creative solutions through inspiring and sustainable design and build projects.

Modules[^]

CEF Codes[>]

Analysis of Complex Structures	
Geotechnical Engineering 2	
Engineering Practice 5 - Construction Management	
Concrete Structures 2	
Stormwater Management	
Engineering Practice 6 - Sustainable Infrastructure Design	
Transport Engineering 2	
Catchment Water Management	
Geotechnical Engineering 3	
Long Span and High Rise Structures	 36Z121559
Infrastructure Management	 36Z121540
Steel Structures 2	 36Z121567
Research Methods for Engineers	
Engineering Capstone Project Part A	
Engineering Capstone Project Part B	
Electives^{^*} (Complete one of the following electives)	
Transport Engineering 3	
Rock Mechanics	
Professional Engineering Experience	

Professional Recognition

Fully-accredited by *Engineers Australia (EA)*.

Fully-accredited by the *Hong Kong Institution of Engineers (HKIE)*.



QF Level 5

QR Registration No. | 14/003405/L5

Validity Period | 11/09/2014 - 10/09/2023

Study Mode and Duration

Full-time (FT), 2 years;
Part-time (PT), 3 years

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$209,300 by 6 (FT) or 8 (PT) instalments

(NMTSS: deduct up to HK\$33,200/year for eligible FT students;

CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment


Assignment, laboratory exercise, project work and final examination



Registration No. : 211755. 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.

[>] For part-time mode only.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (Bachelor of Engineering (Civil and Infrastructure) (Honours)) of this module is recognised under the Qualifications Framework (QF Level 5).

⁺ RMIT may alter the programme, curriculum or regulations at its discretion. Some of the electives may not be offered in a given year depending on factors such as enrollment and scheduling.



This Electrical Engineering programme enables you to design, develop and supervise the manufacture, installation, operation and maintenance of electrical systems. You will also work on systems for the generation, distribution, utilisation, and control of electric power and electronic systems.

Modules [^]	CEF Codes ^{>}
Communication Engineering 1	
Signals and Systems 1	
Electrical Plant	36Z121613
Control Systems	
Engineering Design 3A	
Engineering Design 3B	
Power System Analysis and Control	36Z121621
Electrical Energy Conversion	36Z121605
Research Methods for Engineers	
Engineering Capstone Project Part A	
Engineering Capstone Project Part B	
Electives^{^^} (Complete five of the following electives)	
Variable Speed Drives	
Industrial Automation	
Advanced Control Systems	
Protection and High Voltage Engineering	
Advanced Power Systems	
Electronic Circuits	
Introduction to Electrical Building Design	
Renewable Electrical Energy Systems	
Embedded System Design and Implementation	
Professional Engineering Experience	

Assessment

Assignment, laboratory exercise, project work and final examination

Professional Recognition

Fully-accredited by *Engineers Australia (EA)* and the *Hong Kong Institution of Engineers (HKIE)*



QF Level 5

QR Registration No. | 14/003404/L5

Validity Period | 11/09/2014 - 10/09/2023

Study Mode and Duration

Full-time (FT), 2 years;
Part-time (PT), 3 years

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$209,300 by 6 (FT) or 8 (PT) instalments

(NMTSS: deduct up to HK\$33,200/year for eligible FT students;

CEF: deduct up to HK\$20,000 for eligible PT students)



THE Impact Ranking globally (2021)



"Engineering - Electrical and Electronic"
subject area in Australia (2021)

Registration No. : 211110. 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.

[>] For part-time mode only.

This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (Bachelor of Engineering (Electrical Engineering) (Honours)) of this module is recognised under the Qualifications Framework (QF Level 5).




⁺ RMIT may alter the programme, curriculum or regulations at its discretion. Some of the electives may not be offered in a given year depending on factors such as enrollment and scheduling.



This programme offers you the knowledge and skills of engineering sciences, mathematics, engineering design, and engineering professional practice needed by mechanical engineers around the world. It provides industry-relevant experience and a globally-accredited qualification.

Modules[^]

CEF Codes[^]

Mechanics of Solids and Fluids 2	
Engineering Dynamics	
Heat Transfer	
Solid Mechanics 3	
Research Methods for Engineers	
Mechanical Design 2	
Computational Engineering Analysis	
Mechanical Vibrations	
Mechanics of Machines	
Finite Element Analysis	 36Z121656
Renewable Energy Systems	
Automatic Control	 36Z121648
Applied Heat and Mass Transfer	 36Z12163A
Engineering Capstone Project A	
Engineering Capstone Project B	
Electives^{^+} (Complete one of the following electives)	
Computational Fluid Dynamics	
Mechanical Design 3	
Professional Engineering Experience	

Assessment

Assignment, laboratory exercise, project work and final examination

Professional Recognition

Fully-accredited by **Engineers Australia (EA)**.

Fully-accredited by the **Hong Kong Institution of Engineers (HKIE)**.



QF Level 5

QR Registration No. | 14/003406/L5

Validity Period | 11/09/2014 - 10/09/2023

Study Mode and Duration

Full-time (FT), 2 years;

Part-time (PT), 3 years

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$209,300 by 6 (FT) or 8 (PT) instalments

(NMTSS: deduct up to HK\$33,200/year for eligible FT students;

CEF: deduct up to HK\$20,000 for eligible PT students)




"Engineering - Mechanical, Aeronautical & Manufacturing" subject area in Australia (2021)

Registration No. : 212248. 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.

> For part-time mode only.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (Bachelor of Engineering (Mechanical Engineering) (Honours)) of this module is recognised under the Qualifications Framework (QF Level 5).

⁺ RMIT may alter the programme, curriculum or regulations at its discretion. Some of the electives may not be offered in a given year depending on factors such as enrollment and scheduling.




BEng (Hons) Building Services and Sustainable Engineering



This programme emphasises the application of modern, sustainable, and energy-efficient engineering systems in the context of the built environment. It is also characterised by parallel themes of design and management of project work, complemented throughout by the drive towards sustainability and energy efficiency of engineering solutions.

Modules

CEF Codes

Modules	CEF Codes
Systems Design	
Plant and Maintenance	
Design Project 3	 36Z121400
Intelligent Buildings	 36Z121419
Alternative Energy Technology	 36Z121397
Engineering Dissertation	



QF Level 5

QR Registration No. | 13/000591/L5
Validity Period | 17/09/2013 - 31/08/2024

Study Mode and Duration

Part-time, 18 months

Study Location

IVE (Morrison Hill)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$84,900 by 3 instalments
(CEF: deduct up to HK\$20,000 for eligible PT students)



Assessment

Coursework, unseen examination, project work and dissertation

An additional 30-hour software training will be provided to assist students with their dissertation




"Building" subject area (2022)



Top 6.8% of all universities worldwide (2021-22)

Registration No. : 252295. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (BEng (Hons) Building Services and Sustainable Engineering) of this module is recognised under the Qualifications Framework (QF Level 5).




This programme won the Best International Transnational Education Award in the UK (The Educate North Awards 2018) and is fully validated for Part I of Royal Institute of British Architects (RIBA), which provides a pathway to RIBA Parts 2 and 3.

Part art, part science, this cutting-edge degree provides you with a comprehensive grounding in architectural design, history and theory, practice and sustainability, etc. It equips you with the skills to progress to architectural practice and professional accreditation, and to a career in a related field.

Modules

CEF Code

Module	CEF Code
Architectural Design 2a	 31Z121423
Architectural Design 2b	
Building Technology 2	
Architectural History and Theory 2	
Architectural Design 3a	
Architectural Design 3b (Design Thesis)	
Architectural History and Theory 3	
Professional Studies	

Professional Recognition

RIBA 

Validated course in architecture

Royal Institute of British Architects (RIBA)



QF Level 5

QR Registration No. | 15/003056/L5

Validity Period | 09/10/2015 - 08/10/2023

Study Mode and Duration

Part-time, 2 years

[Details & Apply](#)

Study Location

IVE (Tsing Yi)



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$190,700 by 8 instalments (CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment

Coursework, project work, design thesis and portfolio


23rd  **Complete University Guide**

"Architecture" subject area (2022)

C W U R **WORLD UNIVERSITY RANKINGS**

Top 6.8% of all universities worldwide (2021-22)

Registration No. : 252562(3). It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.




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



This programme offers strong academic and tutoring supports with 50 - 60 contact hours per module, and provides you with a route to becoming a full member of the Royal Institution of Chartered Surveyors (RICS). It involves the identification, analysis, evaluation and subsequent solving of problems associated with the technological, economic and legal issues encountered in the field of building surveying.

Modules

CEF Codes

Maintenance Management	
Facilities Management	 31Z121431
Building Conservation	
Project Analysis and Appraisal	 31Z121458
Professional Practice - BS	 31Z12144A
Dissertation / Project	

Professional Recognition



RICS

Royal Institution of Chartered Surveyors (RICS)



資歷架構
Qualifications
Framework

QF Level 5

QR Registration No. | 13/000589/L5

Validity Period | 17/09/2013 - 31/08/2024

Study Mode and Duration

Part-time, 18 months

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$84,900 by 3 instalments

(CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment

Coursework, unseen examination, project work and dissertation/project


25th  **Complete University Guide**

"Building" subject area (2022)

CWUR **WORLD UNIVERSITY RANKINGS**

Top 6.8% of all universities worldwide (2021-22)

Registration No. : 252193(3). It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

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



The tasks of a quantity surveyor are challenging and varied. This programme provides you with a route to becoming a full member of the Royal Institution of Chartered Surveyors (RICS). Apart from developing the skills of project management, negotiation and dispute resolution which are applied throughout the project, you will also learn how to use the subject-specific software associated with quantity surveying.

Modules

CEF Codes

Project Management and BIM	
Facilities Management	 31Z121474
Construction Law	
Project Analysis and Appraisal	 31Z121482
Expenditure Planning and Control	 31Z121466
Dissertation / Project	
Business and Entrepreneurship	

Professional Recognition



Royal Institution of Chartered Surveyors (RICS)



QF Level 5

QR Registration No. | 13/000590/L5

Validity Period | 17/09/2013 - 31/08/2024

Study Mode and Duration

Part-time, 18 months

Study Location

IVE (Tsing Yi)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$84,900 by 3 instalments

(CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment

Coursework, unseen examination, project work and dissertation/project




"Building" subject area (2022)



Top 6.8% of all universities worldwide (2021-22)

Registration No. : 252192(3). It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

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



90% graduates of full-time mode in 2020 were employed within 6 months upon graduation.

This programme allows you to get involved in a broad range of activities demanding not only a progressive approach to technical innovation, but also a clear understanding of the operational and commercial aspects of the construction industry and the contextual responsibilities to society and the environment.

Modules

CEF Codes[>]

Low Carbon Building Services	
Mechanical Services	36Z121672
Design Project	
Interactive Systems and Comfort Control	
Energy Management and Performance Evaluation	36Z121664



QF Level 5

QR Registration No. | 16/000113/L5
Validity Period | 01/09/2016 - 31/08/2025

Study Mode and Duration

Full-time (FT), 1 year;
Part-time (PT), 18 months

Assessment

Report, presentation and examination



Study Location

FT: IVE (Sha Tin)
PT: IVE (Sha Tin) or
IVE (Tuen Mun)

Details & Apply



Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$84,900 by 2 (FT) or 4 (PT) instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students
CEF: deduct up to HK\$20,000 for eligible PT students)

21st **theguardian**
University Guide 2021
Overall university ranking

9th **Complete University Guide**
"Building" subject area (2022)

Registration No. : 252610. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.
> For part-time mode only.

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



Electronic engineers play a vital role in the design, development, distribution and eventual recycling of numerous everyday products. This programme equips you with the necessary technical and professional knowledge, concepts and skills via the blending of theoretical knowledge and practical applications.

Modules

CEF Codes

Business Environment	
Group Design and Integration Project	36Z121702
Digital Signal Processing	36Z121699
Internet of Things Engineering	36Z121710
Individual Project	
Plus ONE Module selected from:	
Embedded Systems Development	
Control & Automation	



QF Level 5

QR Registration No. | 18/000464/L5
Validity Period | 01/09/2018 - 31/08/2026

Study Mode and Duration

Part-time, 18 months

[Details & Apply](#)

Study Location

IVE (Sha Tin)

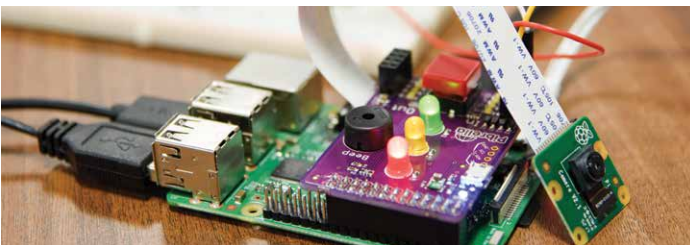


Fees

Application Fee : HK\$200
Registration Fee : HK\$3,500
Tuition Fee : HK\$84,900 by 4 instalments
(CEF: deduct up to HK\$20,000 for eligible PT students)

Assessment

Coursework, laboratory portfolio and examination



21st **the guardian**
University Guide 2021
Overall university ranking

36th **the guardian**
University Guide 2022
"Electronic & Electrical" subject area

Registration No. : 252822. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.
 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (BEng (Hons) Electronic and Computer Engineering) of this module is recognised under the Qualifications Framework (QF Level 5).



▲ Work by Mark Rincewind

This programme is an eligible academic qualification for the Hong Kong Construction Industry Council (CIC) Building Information Modelling (BIM) Manager Certification scheme.

This programme aims to develop you with a career in the architectural design industry, with thinking, creativity and implementation skills. You will be well-prepared to pursue careers such as architectural technologist, architectural assistant, BIM coordinator, technical graduate, purchasing coordinator or engineer, fire and environmental analyst.

Modules

CEF Code

Energy Management and Performance Evaluation	
Conservation of Buildings and Places	
Technology and Design Studio 3	 31Z121687
Collaborative Practices in Building Information Management and Modelling	
Procurement and Contract Law	

Professional Recognition



The Hong Kong Institute of Building Information Modelling
香港建築信息模擬學會

The Hong Kong Institute of Building Information Modelling (HKIBIM)



資歷架構
Qualifications Framework

QF Level 5

QR Registration No. | 18/000465/L5

Validity Period | 01/09/2018 - 31/08/2026

Assessment

Coursework, studio portfolio and examination



▲ Work by Ben Smith

Study Mode and Duration

Full-time, 12 months; Part-time, 18 months

Study Location

IVE (Morrison Hill)

Details & Apply



Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500


Tuition Fee : HK\$84,900 by 4 instalments
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

CEF: deduct up to HK\$20,000 for eligible PT students)

21st **the guardian**
University Guide 2021
Overall university ranking

12th **the guardian**
University Guide 2022
"Building and Town and Country Planning" subject area

Registration No. : 252831. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

 This course has been included in the list of reimbursable courses under Continuing Education Fund. The mother course (BSc (Hons) Architectural Technology and Design) of this module is recognised under the Qualifications Framework (QF Level 5).

CONTACT US

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

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

Admissions Hotline: 2595 2771

For Office Use Only

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

Application Form 2022/23

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

SECTION 1 – PROGRAMME APPLIED FOR

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

Top-up Degree Programmes

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

[^] Under review and subject to change

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

SECTION 2 – PERSONAL DETAILS

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

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

Gender Male Female

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

Surname _____

First / Other Names _____

Name in Chinese _____

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

Chinese Character Codes _____

Date of Birth _____

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

Correspondence Address (in English)

Contact Detail

Mobile Phone No. _____ Residential Tel. No. _____

Email Address _____

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

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

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

SECTION 4 – EDUCATION

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

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

SECTION 5 – WORK EXPERIENCE

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

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

SECTION 6 – PROFICIENCY IN ENGLISH LANGUAGE AND MATHEMATICS

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

English Language

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

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

Others (Please specify: _____)

Mathematics

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

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

Others (Please specify: _____)

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

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



SECTION 8 – ENQUIRIES

All enquiries should be directed to:

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

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

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

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

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

Offering Campus: IVE (Chai Wan)

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

Tel.: 2595-8357 Fax: 2976-5702

Offering Campus: IVE (Sha Tin)

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

Tel.: 2256-7240 Fax: 2696-2049

Offering Campus: DILWL

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

Tel.: 3928-2484

SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

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

SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

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

SECTION 11 – APPLICATION FEE PAYMENT

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

Applicable to programmes offering at PEAK only:

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

Applicable to all programmes:

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

HSBC & Hang Seng Bank ATM

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

JETCO ATM

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

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **PEAK**

2700012

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

2700004

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

2700001

Campus of Your Programme Choice: **DILWL**

2700011

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

Campus of Your Programme Choice:

PEAK



3050107700005600045

IVE (Sha Tin)



3050107735001900096

IVE (Chai Wan)



3050107700001900048

DILWL



3050107700004400054

Please glue the original receipt here.

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

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



SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

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

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

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

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

- YES NO

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

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

Applicant's Signature:

Date:

CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

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

For Office Use Only

Application No.

Accept / Reject (delete as appropriate)

Application Fee Paid By

Handled By

Application Form 2022/23

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

SECTION 1 – PROGRAMME APPLIED FOR

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

Top-up Degree Programmes

Offering Site

- | | |
|--|---------------------|
| <input type="checkbox"/> Bachelor of Applied Science (Aviation), Full-time (Registration No.: 212652) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Applied Science (Aviation), Part-time (Registration No.: 212652) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Applied Science (Construction Management) (Honours), Full-time (Registration No.: 212256) | IVE (Morrison Hill) |
| <input type="checkbox"/> Bachelor of Applied Science (Construction Management) (Honours), Part-time (Registration No.: 212256) | IVE (Morrison Hill) |
| <input type="checkbox"/> Bachelor of Engineering (Civil and Infrastructure) (Honours), Full-time (Registration No.: 211755) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Engineering (Civil and Infrastructure) (Honours), Part-time (Registration No.: 211755) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Engineering (Electrical Engineering) (Honours), Full-time (Registration No.: 211110) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Engineering (Electrical Engineering) (Honours), Part-time (Registration No.: 211110) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Engineering (Mechanical Engineering) (Honours), Full-time (Registration No.: 212248) | IVE (Tsing Yi) |
| <input type="checkbox"/> Bachelor of Engineering (Mechanical Engineering) (Honours), Part-time (Registration No.: 212248) | IVE (Tsing Yi) |

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 – FUTHER DETAILS

Have you previously enrolled in a programme (course) at RMIT University? Yes / No (delete as appropriate)

Have you previously enrolled in a non-credit study at RMIT University? Yes / No (delete as appropriate)
(e.g. short course, single subject)

If you answered YES to either question, please complete:

Year of last enrolment at RMIT: _____ RMIT Student ID No.: _____ (if applicable)

Programme (Course) of Study: _____

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 – EMPLOYMENT HISTORY AND RELEVANT EXPERIENCE

Complete the following employment history, attaching extra sheets if you need more space. Write NIL if no employment history. Please submit certification of employment and a detailed CV with the application form.

Date (month / year)		Job Title	Employer	Full-time / Part-time
From	To			

SECTION 6 – EDUCATION HISTORY (List below any studies you have completed or attempted after primary education.)

Years Attended (month / year)		School / Institution	Course (e.g.: HKDSE, Secondary Form 5, Secondary Form 7, DSE, Certificate, Diploma, Higher Diploma, Associate Degree, Degree, etc.)	Mode of Study (Full-time / Part-time)	Course completed? (Yes / No) If No, state % of course completed	Documents attached? (Yes / No) If No, state date available
From	To					

You **MUST** provide documentation concerning previous studies in order for the selection officer to determine your eligibility for the programme. Send copies of documents only; do **NOT** send originals.

Applicants who have obtained an award in Hong Kong must submit:

- evidence of completion of the relevant award, i.e. award certificate or letter of completion; and
- transcripts of results.

Applicants who have obtained an award outside Hong Kong must submit the above documents with translations, if in a language other than English.

If undertaking study during 2022, you must submit your 2022 Transcript of Results as soon as they are available by forwarding to the programme Offering Campus (see Section 10).

SECTION 7 – ENGLISH PROFICIENCY

Please tick "✓" the appropriate box to indicate the English proficiency level you have attained:

- | | |
|--|-------------|
| <input type="checkbox"/> VTC Higher Diploma conducted and assessed in the English medium completed within the last 5 years | Year: _____ |
| <input type="checkbox"/> In Year 2006 or before, grade C or above in HKCEE English Language (Syllabus B) | Year: _____ |
| <input type="checkbox"/> In Year 2007 or after, level 4 or above in HKCEE English Language | Year: _____ |
| <input type="checkbox"/> Pass or above in GCE O Level English Language | Year: _____ |
| <input type="checkbox"/> Completion of at least 2 years of secondary or tertiary education within the last 2 years for which the language of instruction was English | Year: _____ |
| <input type="checkbox"/> Level 4 or above in HKDSE English Language | Year: _____ |
| <input type="checkbox"/> Overall score of 6.5 or above with no band below 6.0 in any Academic Module of IELTS | Year: _____ |
| <input type="checkbox"/> TOEFL score of 79 (iBT) | Year: _____ |
| <input type="checkbox"/> RMIT English Worldwide (REW) Advanced Plus | Year: _____ |

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

SECTION 8 – REASONS FOR APPLYING

Please state your reasons for applying for the programme. You may attach extra sheets if you need more space.

SECTION 9 – OTHER RELEVANT INFORMATION

Please supply any other supporting information and documentation that you wish the selection officer to take into account. You may attach extra sheets if you need more space.

SECTION 10 – ENQUIRIES

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

Offering Campus: IVE (Morrison Hill)

SHAPE (Morrison Hill) Office, Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong
Tel: 2835-7472 Fax: 2835-7471

Offering Campus: IVE (Tsing Yi)

SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong
Tel: 2436-8375 / 2436-8379 / 2436-8554 Fax: 2434-5652

SECTION 11 – 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 10 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 12 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for all programmes except Bachelor of Applied Science (Aviation) and Bachelor of Applied Science (Construction Management) (Honours) is **HK\$212,800**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$209,300**. The tuition fee is payable by 6 instalments for full-time mode, and 8 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the trimester.
2. The programme fee for **Bachelor of Applied Science (Aviation)** consists of a registration fee of **HK\$3,500** and a minimum tuition fee of **HK\$70,560** (for 8 modules). Actual tuition fees will depend on the number of modules to be taken, which will vary depending on the amount of credit received. The tuition fee is payable by 3 instalments for full-time mode, and 4 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the trimester.
3. Total programme fee for **Bachelor of Applied Science (Construction Management) (Honours)** is **HK\$180,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$176,700**. The tuition fee is payable by 6 instalments for full-time mode, and 8 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the trimester.
4. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
5. All fees paid will be refunded if the programme is withdrawn or not offered.
6. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.
7. The programme fee is subject to change.

SECTION 13 – 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 (Morrison Hill)**

2700008

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

2700007

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 (Morrison Hill)

IVE (Tsing Yi)



3050107720002900041



3050107720001700050

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 14 – 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 RMIT University?

- YES NO

SECTION 15 – 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 RMIT University.
- I authorise the School for Higher and Professional Education and the RMIT 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 RMIT 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 RMIT 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 RMIT 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 RMIT 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 14** that I wish to receive information from the School for Higher and Professional Education and the RMIT 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 certification of employment and a detailed CV (if any).
- 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"/> BEng (Hons) Building Services and Sustainable Engineering, Part-time (Registration No.: 252295) | IVE (Morrison Hill) |
| <input type="checkbox"/> BSc (Hons) Architectural Studies, Part-time (Registration No.: 252562(3)) | IVE (Tsing Yi) |
| <input type="checkbox"/> BSc (Hons) Building Surveying, Part-time (Registration No.: 252193(3)) | IVE (Tsing Yi) |
| <input type="checkbox"/> BSc (Hons) Quantity Surveying, Part-time (Registration No.: 252192(3)) | IVE (Tsing Yi) |

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

Do you have any adults who are financially dependent on you?

Yes No

Do you have any children who are financially dependent on you?

Yes No

Have you previously studied at a Higher Education level in the UK for six months or more?

Yes No Don't Know

SECTION 4 – DISABILITIES AND SUPPORT NEEDS

If you have a disability, please enter the type of disability in the box. Otherwise, fill the blank "00". 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

00 No disability

51 Learning difficulty such as dyslexia, dyspraxia or AD(H)D

53 Social / communication impairment such as Asperger's syndrome / other autistic spectrum disorder

54 Long standing illness or health condition such as cancer, HIV, or diabetes

55 Mental health condition, such as depression or schizophrenia

56 Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair / crutches

57 Deaf or have a serious hearing impairment

58 Blind / Serious visual impairment uncorrected by glasses

96 Disability, impairment or medical condition not listed here

08 Two or more impairments and / or disabling medical conditions

SECTION 5 – 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 6 – ENGLISH PROFICIENCY

Is English your first language? Yes (if yes, go onto section 7) 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 7 – PORTFOLIO *(For applicant who applies for BSc (Hons) Architectural Studies only.)*

Please submit your transcript of previous related architectural studies and your portfolio (no page limit), totally 20MB. (max.) by preparing your portfolio on issuu.com and sending a viewing link to dennischu@vtc.edu.hk and pchan@vtc.edu.hk on or before **15 June 2022**. (Submitting your file of portfolio through email or online channels will **NOT** be accepted.)

SECTION 8 – ENQUIRIES

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

Offering Campus: IVE (Morrison Hill)

SHAPE (Morrison Hill) Office, Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong

Tel: 2835-7472 Fax: 2835-7471

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

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 **BEng (Hons) Building Services and Sustainable Engineering**, **BSc (Hons) Building Surveying** and **BSc (Hons) Quantity Surveying** is **HK\$88,400**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$84,900**. The tuition fee is payable by 3 instalments and will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BSc (Hons) Architectural Studies** is **HK\$194,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$190,700**. The tuition fee is payable by 8 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 (Morrison Hill)**

2700008

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

2700007

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 (Morrison Hill)



3050107720002900041

IVE (Tsing Yi)



3050107720001700050

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 Central Lancashire?

- 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 Central Lancashire.
2. I authorise the School for Higher and Professional Education and the University of Central Lancashire 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 Central Lancashire 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 Central Lancashire 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 Central Lancashire, 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 Central Lancashire 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 Central Lancashire, 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 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.
- Will submit the transcript of previous related architectural studies and a portfolio on "issuu.com" and the viewing link will be sent to dennischu@vtc.edu.hk and pchan@vtc.edu.hk on or before 15 June 2022. (For application to BSc (Hons) Architectural Studies only)

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)**

<u>Top-up Degree Programmes</u>	<u>Offering Site</u>
<input type="checkbox"/> BEng (Hons) Building Services Engineering, Part-time (Registration No.: 252610)	IVE (Tuen Mun)
<input type="checkbox"/> BEng (Hons) Building Services Engineering, Full-time (Registration No.: 252610)	IVE (Sha Tin)
<input type="checkbox"/> BEng (Hons) Building Services Engineering, Part-time (Registration No.: 252610)	IVE (Sha Tin)
<input type="checkbox"/> BEng (Hons) Electronic and Computer Engineering, Part-time (Registration No.: 252822)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Architectural Technology and Design, Full-time (Registration No.: 252831)	IVE (Morrison Hill)
<input type="checkbox"/> BSc (Hons) Architectural Technology and Design, Part-time (Registration No.: 252831)	IVE (Morrison Hill)
<input type="checkbox"/> BSc (Hons) Digital Media, Full-time (Registration No.: 252421)	IVE (Tuen Mun)
<input type="checkbox"/> BSc (Hons) Digital Media, Full-time (Registration No.: 252421)	DILWL
<input type="checkbox"/> BSc (Hons) Digital Media, Part-time (Registration No.: 252421)	DILWL
<input type="checkbox"/> BSc (Hons) Health and Social Care, Full-time (Registration No.: 253136)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Health and Social Care, Part-time (Registration No.: 253136)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Information Technology, Full-time (Registration No.: 252070)	IVE (Tsing Yi)
<input type="checkbox"/> BSc (Hons) Information Technology, Part-time (Registration No.: 252070)	IVE (Tsing Yi)

SECTION 2 – PERSONAL DETAILS

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

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

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

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

SECTION 4 – EDUCATION

(Please give the name of schools, colleges, universities or training organisations attended including full-time 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 – ENQUIRIES

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

Offering Campus: IVE (Morrison Hill)

SHAPE (Morrison Hill) Office, Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong

Tel: 2835-7472 Fax: 2835-7471

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: IVE (Tsing Yi)

SHAPE (Tsing Yi) Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong

Tel: 2436-8379 / 3757-9229 Fax: 2434-5652

Offering Campus: IVE (Tuen Mun)

SHAPE (Tuen Mun) Office, Room UG13, 18 Tsing Wun Road, Tuen Mun, New Territories, Hong Kong

Tel: 2460-5354

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 7 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

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

SECTION 8 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for **BEng (Hons) Building Services Engineering**, **BEng (Hons) Electronic and Computer Engineering** and **BSc (Hons) Architectural Technology and Design** is **HK\$88,400**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$84,900**. The tuition fee is payable by 2 instalments for full-time mode for both **BEng (Hons) Building Services Engineering** and **BSc (Hons) Architectural Technology and Design**, and 4 instalments for part-time mode for all programmes. Each instalment will be collected within 1 month before the commencement of the semester.
2. Total programme fee for **BSc (Hons) Digital Media** and **BSc (Hons) Information Technology** is **HK\$79,200**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$75,700**. The tuition fee is payable by 2 instalments for full-time mode, and 4 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the semester.
3. Total programme fee for **BSc (Hons) Health and Social Care** 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 2 instalments for full-time mode, and 4 instalments for part-time mode. Each instalment will be collected within 1 month before the commencement of the semester.
4. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadlines stated in the offer letter to complete the registration procedures.
5. All fees paid will be refunded if the programme is withdrawn or not offered.
6. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 9 – APPLICATION FEE PAYMENT

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

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

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



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

HSBC & Hang Seng Bank ATM

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

JETCO ATM

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

Payment Number for ATM Transfer Services:

Campus of Your Programme Choice: **IVE (Morrison Hill)**

2700008

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

2700004

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

2700007

Campus of Your Programme Choice: **IVE (Tuen Mun)**

2700009

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 (Morrison Hill)



3050107720002900041

IVE (Sha Tin)



3050107735001900096

IVE (Tsing Yi)



3050107720001700050

IVE (Tuen Mun)



3050107720003000065

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 10 – SOURCE OF KNOWING SHAPE PROGRAMMES

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

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

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

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

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

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the University of the West of England, Bristol.
- I authorise the School for Higher and Professional Education and the University of the West of England, Bristol 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 the West of England, Bristol 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 the West of England, Bristol 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 the West of England, Bristol, 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 above purposes.
- I understand that the School for Higher and Professional Education and the University of the West of England, Bristol may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 10** that I wish to receive information from the School for Higher and Professional Education and the University of the West of England, Bristol, 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.

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.

DISCLAIMER

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

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

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

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