

Partner Universities:



Northumbria  
University  
NEWCASTLE



Member of VTC Group  
VTC 機構成員

# TOP-UP DEGREE PROGRAMMES IN HEALTH AND LIFE SCIENCES

*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.



# Contents

- 03 Message from the Principal**
- 04 Why Choose SHAPE?**
- 06 Partner Universities - Reputation and Rankings**
- 08 Facilities and Resources**
- 10 Halls of Residence**
- 12 How to Apply?**
- 14 Alumni Sharing**
- 15 Programmes**
- 21 Contact Us**
- 22 Points to Note**
- 23 Application Forms**



# MESSAGE FROM OUR PRINCIPAL

## Welcome to SHAPE!

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

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

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

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

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

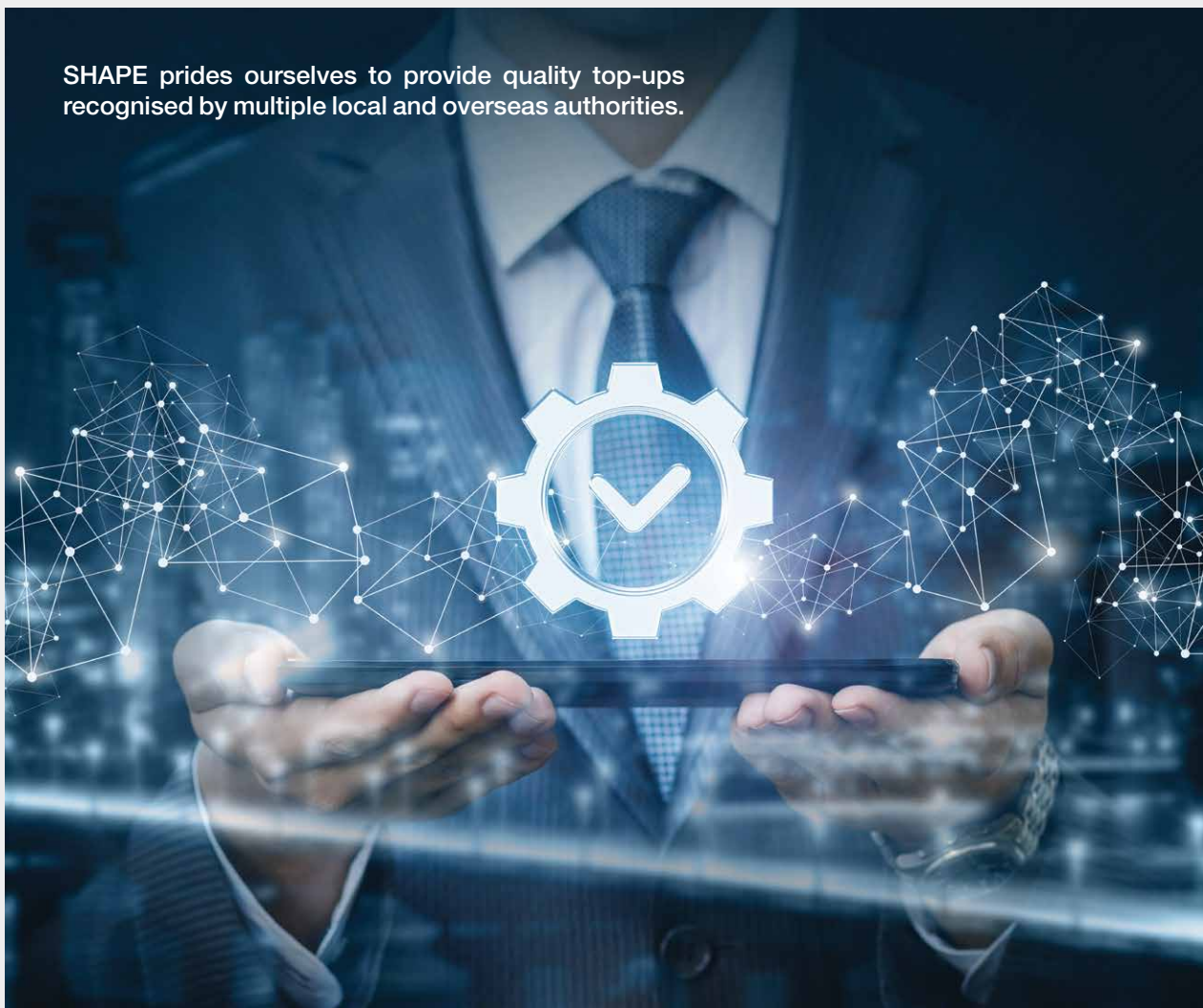
**Prof Simpson Poon**

Principal

School for Higher and Professional Education

# WHY CHOOSE SHAPE?

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



## 1 Year of Study

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

## 2 Networks

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



## 3 Recognitions

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

Most 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 Mainland China to provide quality top-up degree programmes in Health and Life Sciences area.



中國藥科大學是一所歷史悠久、在藥學界享有盛譽的教育部直屬「211工程」和國家「雙一流」建設高校。學校前身為始建於1936年的國立藥學專科學校，是我國歷史上第一所由國家創辦的藥學高等學府。

中國藥科大學在全國第四輪學科評估中，藥學學科獲評A+，位列第一檔。在2022U.S.世界大學排名榜 (U.S. News & World Report Best Global Universities Rankings) 中，其藥理學與毒理學學科 (Pharmacology and Toxicology) 位列全球第13位、亞洲第1位。



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

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

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





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

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



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

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





# 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.



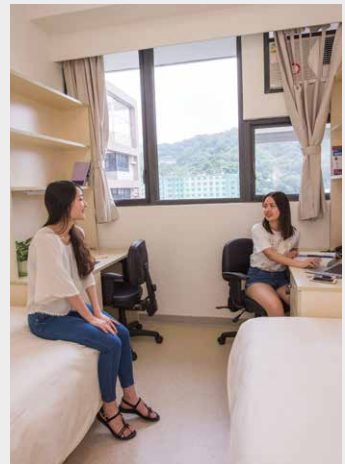
# HALLS OF RESIDENCE

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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](http://www.shape.edu.hk).

## Application Methods

### Online application:

Submit your application via the Online Application System at [www.shape.edu.hk](http://www.shape.edu.hk).

### Paper application:

- i. Obtain the application form at [www.shape.edu.hk](http://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](http://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

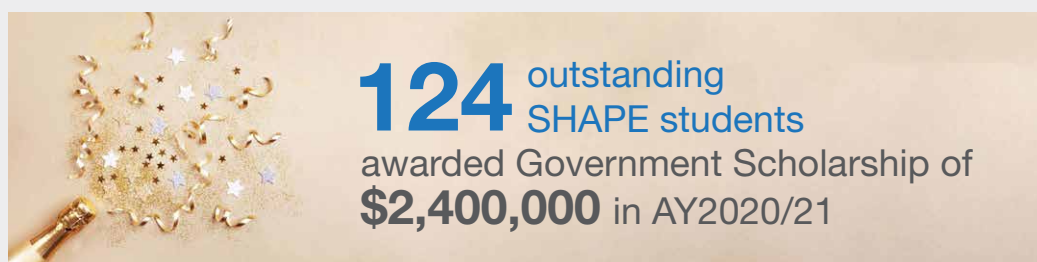
\* For details, please visit [www.wfsfaa.gov.hk](http://www.wfsfaa.gov.hk), [www.cspe.edu.hk/nmtss](http://www.cspe.edu.hk/nmtss) and [www.cmdevfund.hk/content.php?mid=3&id=153](http://www.cmdevfund.hk/content.php?mid=3&id=153).

## 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](http://www.cspe.edu.hk/en/Overview-Measures-Fund-SPSS.html).



# Alumni Sharing



“The SHAPE programme has provided me with comprehensive insights in the industry. Through conducting scientific researches and practices in a well-equipped food laboratory at SHAPE, I have learnt the importance of food safety and quality, allowing me to explore different career paths in the food industry.”

## Eric Liu

**BSc (Hons) Food Science and Nutrition**  
**Msc in Food Industry: Management and Marketing, HKU**

- HKSAR Government Outstanding Performance Scholarship
- Quality Assurance Officer, Yuet Wo Sauce and Preserved Fruits Ltd.

“SHAPE has provided a comprehensive and diversified study environment to enhance our learning experience. I was also given excellent support and guidance from my project supervisor throughout my final year project, enhancing my independent thinking and research skills essential in my career.”

## Wu Hoi Ting

**BSc (Hons) in Human Biosciences**

- HKSAR Government Outstanding Performance Scholarship and Reaching Out Award



# 中藥學專業理學學士學位銜接課程 BSc Degree Programme in Chinese Medicinal Pharmaceutics



隨著中藥治療的普及，市場對相關人才的需求愈見增長。此課程旨在為學生提供有關中藥的專門知識和技能培訓，並輔以大量實驗及實習機會，培育畢業生擔任中藥房主管或中藥師的工作，或於中藥廠、化驗所、科研機構、衛生署等任職。

## 單元

有機化學
生物化學
儀器分析
中藥學及方劑學
中藥化學
藥學文獻檢索
中藥分析
中藥炮製學
中藥藥理學
中藥藥劑學
專題實習 / 畢業論文

## 評核

平時成績以及考試成績

## 上課模式及修讀年期

2年兼讀制

## 授課地點

IVE (柴灣)

## 費用

申請費：HK\$200

註冊費：HK\$3,500

學費：HK\$95,400 (分四期支付)

## 資助



本課程已加入「中醫藥發展基金 - 培訓課程名單」，合資格學生可獲最多港幣20,000元的學費資助。

詳情及報讀



在2022 U.S. News世界大學排名榜中，藥理學與毒理學學科位列全球第13位、亞洲第1位。



4次獲得中國教育領域政府類最高獎勵-國家級教學成果獎一等獎。

課程註冊號碼：231191。個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。  
本課程以普通話授課。





Human Biosciences encompasses some of the most rapidly changing and dynamic areas of biology and medicine. This programme enables you to better understand the scientific basis of global health challenges and to be able to contribute towards finding solutions.

## Modules

Research Design for the Human Sciences

Cancer Biology

Clinical Biochemistry

Data Analysis using SPSS

Independent Project in Human Biosciences

Human Biosciences Through the Lifespan

Medical Microbiology



QF Level 5

QR Registration No. | 17/000638/L5

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

## Study Mode and Duration

Full-time, 1 year

## Study Location

IVE (Chai Wan)

Details & Apply



## Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$81,200 by 2 instalments  
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

## Assessment

Proposal, thesis, essay and examinations, etc.

**15<sup>th</sup>** **the guardian**  
University Guide 2020  
Overall university ranking



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

Registration No. : 252701. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



Over 90% graduates in 2020 were employed within 6 months upon graduation.

Environmental issues impact on us all. This programme combines theory, leading edge research and practical experience to find workable solutions to current and future environmental problems, and help you to develop as a professional graduate in environmental and sustainability issues.

## Modules

- Geography and Environment Dissertation
- Translating Environmental Science into policy, outreach and decision making
- Advanced Geospatial Applications
- Applied Ecology and Conservation Management
- Environmental Pollution and Health



資歷架構  
Qualifications  
Framework

QF Level 5

QR Registration No. | 18/000119/L5  
Validity Period | 01/09/2018 - 31/08/2024

## Study Mode and Duration

Full-time, 1 year

## Study Location

IVE (Sha Tin)

Details & Apply



## Fees

Application Fee : HK\$200  
Registration Fee : HK\$3,500  
Tuition Fee : HK\$81,200 by 2 instalments  
(NMTSS: deduct up to HK\$33,200/year for eligible FT students)

## Assessment

Assignment, individual presentation, portfolio, report, consultancy report and individual dissertation

**27<sup>th</sup>** **the guardian**  
University Guide 2021  
Overall university ranking

**13<sup>th</sup>** **the guardian**  
University Guide 2022  
'Geography & Environmental Studies' subject area

Registration No. : 252502. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



29% students awarded Government Scholarship in AY2020-21.

Consumer awareness of food safety and nutrition is ever-growing. This highly practical programme will provide you with the necessary scientific understanding of food science and nutrition to take the next step into your future career.

## Modules

## CEF Codes<sup>></sup>

Product Development and Sensory Analysis	
Food Processing and Preservation	
Food Quality and Safety	
Food and Nutrition - Policy and Issues	 42Z128481
Biological and Food Sciences Research Project	 42Z128473



**QF Level 5**

**QR Registration No. |** 14/000002/L5  
**Validity Period |** 01/09/2014 - 31/08/2026

## Study Mode and Duration

Full-time (FT), 1 year;  
Part-time (PT), 2 years

**Details & Apply**

## Study Location

IVE (Chai Wan)



## Fees

Application Fee : HK\$200  
Registration Fee : HK\$3,500  
Tuition Fee : HK\$81,200 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)


## Assessment

Oral presentation, assignment, examination, laboratory and practical report

**27<sup>th</sup>** **the guardian**  
University Guide 2021  
Overall university ranking

**18<sup>th</sup>** **Complete University Guide**  
"Food Science" subject area (2022)

Registration No. : 251919. 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 the Continuing Education Fund. The mother course (BSc (Hons) Food Science and Nutrition) of this module is recognised under the Qualifications Framework (QF Level 5).



This programme prepares you to work with a broad array of issues in the physical activity and health development sector. It is designed to develop students' knowledge and understanding of health, as well as the underpinning exercise science behind it. You'll be inspired and empowered to become confident and efficient professionals.

## Modules

Advanced Sport and Exercise Nutrition

Community Health Development

Dissertation

Personal Training

## Study Mode and Duration

Full-time, 1 year

## Study Location

IVE (Chai Wan)

Details & Apply



## Fees

Application Fee : HK\$200

Registration Fee : HK\$3,500

Tuition Fee : HK\$95,400 by 2 instalments

## Assessment

Poster presentation, project report, thesis/dissertation and exam

**17<sup>th</sup>** **the guardian**  
University Guide 2021  
Overall university ranking

**32<sup>th</sup>**  **Complete  
University  
Guide**  
"Sport Science" subject area (2022)

Registration No. : 253218. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.



This programme encompasses a range of scientific disciplines, introducing you to the exciting world of drug discovery, development, and management. It offers an insight into the structure, function, and mechanisms of drugs; how different drugs can act on the human body; and how their potentially lifesaving effects can be harnessed safely.

## Modules

- Advanced Drug Delivery, Nanomedicine and Toxicology
- Advanced Pharmacology
- Business, Regulation and Ethics for the Pharmaceutical Scientist
- Emerging Pharmaceuticals and Personalised Medicine
- International Pharmaceutical Challenges
- Pharmaceutical Materials Science
- Pharmaceutical Science Project

## Study Mode and Duration

Part-time, 2 year

## Study Location

IVE (Chai Wan)

Details & Apply



## Fees

Application Fee : HK\$200  
Registration Fee : HK\$3,500  
Tuition Fee : HK\$95,400 by 2 instalments

## Assessment

Presentation, coursework, in-class test, assignment, report and exam

**17<sup>th</sup>** **the guardian**  
University Guide 2020  
Overall university ranking

**20<sup>th</sup>** **the guardian**  
University Guide 2022  
"Pharmaceutical science" subject area

Registration No. : 253219. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

# CONTACT US

<p><b>SHAPE (Chai Wan)</b> 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 &amp; Public Holidays: Closed*</p>	<p>Tel: 2595 8357 Email: cw-shape@vtc.edu.hk Fax: 2976 5702</p>
<p><b>SHAPE (DILWL)</b> <b><u>Kwun Tong Office</u></b> 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 &amp; Public Holidays: Closed</p> <p><b><u>HKDI Office</u></b> 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 &amp; 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><b>SHAPE (Morrison Hill)</b> Room 361, 6 Oi Kwan Road, Wan Chai, Hong Kong Office hours: Monday - Friday: 9:00 a.m. - 5:30 p.m. Saturday, Sunday &amp; Public Holidays: Closed</p>	<p>Tel: 2835 7472 Email: mh-shape@vtc.edu.hk Fax: 2835 7471</p>
<p><b>SHAPE (Sha Tin)</b> 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 &amp; Public Holidays: Closed</p>	<p>Tel: 2256 7240 Email: st-shape@vtc.edu.hk Fax: 2696 2049</p>
<p><b>SHAPE (Tsing Yi)</b> 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 &amp; Public Holidays: Closed</p>	<p>Tel: 2436 8375 / 2436 8379 Email: ty-shape@vtc.edu.hk Fax: 2434 5652</p>
<p><b>SHAPE (Tuen Mun)</b> 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 &amp; Public Holidays: Closed</p>	<p>Tel: 2460 5354 Email: tm-shape@vtc.edu.hk</p>
<p><b>PEAK Office</b> 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 &amp; Public Holidays: Closed</p>	<p>Tel: 2836 1922 Email: peak@vtc.edu.hk Fax: 2891 5707</p>

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

**Admissions Hotline: 2595 2771**

# POINTS TO NOTE

## Use of application information

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

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

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

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

## Programme fees

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

## General refund policy

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

## Cancellation of programmes

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

## Campus location

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

## Interview

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

## Programme commencement date

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



Member of VTC Group  
VTC 機構成員

### For Office Use Only

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

## Application Form 2022/23 入學申請表

### BSc Degree Programme in Chinese Medicinal Pharmaceutics 中藥學專業理學學士學位銜接課程

Registration Number (Non-Local Higher and Professional Education (Regulation) Ordinance): 231191

非本地高等及專業教育(規管)條例課程註冊號碼: 231191

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen. 請用黑色原子筆並以英文正楷填寫。

#### SECTION 1 – PERSONAL DETAILS 第1部份 — 個人資料

Title 稱謂 (Mr 先生 / Ms 女士 / Mrs 太太 / Miss 小姐)  
\* delete if inappropriate 請刪去不適用者

IVE / SBI / HKDI Student No. 學生編號  
(if any 如有)

Gender 性別  Male 男  Female 女

Name in English 英文姓名 (As shown on your HK Identity Card / Passport 所填報的姓名須與香港身份證 / 護照相同)

Surname 姓 \_\_\_\_\_ First / Other Names 名 \_\_\_\_\_

Name in Chinese  
中文姓名 \_\_\_\_\_

Day (DD) / Month (MM) / Year (YY)  
日 月 年

Chinese Character Codes  
中文電碼 \_\_\_\_\_

Date of Birth  
出生日期 \_\_\_\_\_

Type of Identification Document  HKID Card No. /  Passport No.  
證件類別 香港身份證號碼 \_\_\_\_\_ ( ) 護照號碼 \_\_\_\_\_

Correspondence Address (in English) 通訊地址 (必須用英文填寫)

#### Contact Details 聯絡方法

Mobile Phone No. 手提電話號碼 \_\_\_\_\_ Residential Tel. No. 住宅電話號碼 \_\_\_\_\_

Email Address 電郵地址 \_\_\_\_\_

Do you require a student visa / entry permit to study in Hong Kong?

你是否需要持有由香港入境事務處處長簽發的學生簽證或進入許可方可來港讀書?  YES 是  NO 否

#### SECTION 2 – APPLICANT WITH SPECIAL NEEDS 第2部份 — 特殊學習支援

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.

我們為所有人士提供平等的學習機會。如你屬傷健人士，請於下列空白地方簡述傷健情況。你的資料有助本校瞭解你所需要的特殊設施，並盡可能提供支援。

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.  
個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。



**SECTION 3 – EDUCATION 第3部份 — 教育程度**

(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.)

(請填寫曾就讀的學校、學院、大學或訓練機構，包括全日制／兼讀制課程或學徒訓練。請附上有關學歷之認證副本。)

Years Attended (month / year) 日期 (月 / 年)		School / College / Institution Attended / Attending 曾修讀或正修讀學校 / 學院 / 教育機構	Programme Title 課程名稱	Stream Specification 分流	Mode of Study (e.g.: Full-time / Part-time on Campus, Distance Learning, etc.) 上課方式 (例如：當地院校 全日制、兼讀制、 遙距授課等)	Qualification Obtained 獲頒學歷	Date of Award 頒授日期
From 由	To 至						

**SECTION 4 – WORK EXPERIENCE (in chronological order) 第4部份 — 工作經驗 (請按日期順序列出)**

Date (month / year) 日期 (月 / 年)		Organisation 就職公司或團體	Position 職位
From 由	To 至		

## SECTION 5 – ENQUIRIES 第5部份 — 查詢

All enquiries should be directed to the SHAPE office as follows: 請向以下才晉高等教育學院辦事處查詢：

### **SHAPE (Chai Wan) Office** 才晉高等教育學院 (柴灣) 辦事處

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

香港柴灣盛泰道30號教學樓地下012室

Tel. 查詢電話: 2595-8357

Fax 傳真號碼: 2976-5702

## SECTION 6 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

### 第6部份 — 申請表提交及確認通知

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 (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong**. You may also return the application form to a drop box located at IVE and HKDI campuses.

請把申請表格連同成績表及證書等完整的學歷證明副本郵寄或親身遞交至**香港柴灣盛泰道30號教學樓地下012室才晉高等教育學院 (柴灣) 辦事處**。你亦可利用設於香港專業教育學院及香港知專設計學院的收集箱遞交申請表格。

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.

我們會以電郵方法確認收到你的申請表。請覆核於頁一提供的電郵地址為正確無誤。

## SECTION 7 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

### 第7部份 — 學費及退款安排

1. Total programme fee is **HK\$98,900**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$95,400**. The tuition fee is payable by 4 instalments and does not include the cost of transportation, room and board, and insurance in Nanjing. Each instalment will be collected within 1 month before the commencement of the semester.

整個課程費用為**港幣\$98,900元**，包括註冊費**港幣\$3,500元**及學費**港幣\$95,400元**（分四期繳交），每期學費須於學期開始前一個月內繳交。在南京的旅費，食宿及保險將由學生自理。

2. If you accept the offer, you should pay the registration fee and the 1<sup>st</sup> instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.

如你獲得取錄，請於錄取通知書上的指定限期內，繳付註冊費及第一期所需的學費，以便完成入學註冊手續。

3. All fees paid will be refunded if the programme is withdrawn or not offered.

倘撤銷或不開辦課程，已收取的費用將全數退還。

4. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of premature cessation.

倘課程提前結束，如有任何部分的課程未能在結束當日或其後完成，所有已收取的有關該部分課程的費用於提前結束日期起計一個月退還。

## SECTION 8 – APPLICATION FEE PAYMENT 第8部份 — 申請費

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](http://www.shape.edu.hk).

於截止日期前報名，可獲豁免課程報名費。有關條款及細則，請查閱課程小冊子或瀏覽[www.shape.edu.hk](http://www.shape.edu.hk)。

The application fee is **HK\$200** and is **NON-REFUNDABLE**. 課程申請費為**港幣二百元**及**概不發還**。

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

請以「✓」表示你所選用的繳費的方法及在此貼上繳費收據正本。

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

如以「自動櫃員機」轉賬繳交申請費，請依照以下指示繳費。

### 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:

自動櫃員機繳費編號:

**2700001**

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

如以7-Eleven繳交申請費，請使用以下7-Eleven繳費條碼。



3050107700001900048

**Please glue the original receipt here.**

請在此貼上繳費收據正本。

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

**\*\*\*沒有貼上交易通知書正本的申請表將不獲處理。\*\*\***

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

**\*\*\*請不要附寄支票或現金。學院並不會代為繳交申請費。\*\*\***

## SECTION 9 – SOURCE OF KNOWING SHAPE PROGRAMMES 第9部份 — 獲悉課程途徑

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.):

請問你是從下列哪種途徑得悉才晉高等教育學院的課程？請在空格內填上「✓」表示。（可以選擇多於一項。）

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> SHAPE Website<br>才晉高等教育學院網頁                                    | <input type="checkbox"/> Consultation Day<br>課程諮詢日    | <input type="checkbox"/> Yahoo / Google Keyword Search<br>Yahoo / Google 搜尋 |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets<br>才晉高等教育學院課程指南 / 單張               | <input type="checkbox"/> Information Sessions<br>課程講座 | <input type="checkbox"/> Newspaper / Magazine 報章 / 雜誌<br>(Title 名稱: _____)  |
| <input type="checkbox"/> Classmates / Friends<br>同學 / 朋友                                | <input type="checkbox"/> Information Panels<br>課程資訊展板 | <input type="checkbox"/> Website / Mobile App Advertisement<br>網頁 / 手機程式廣告  |
| <input type="checkbox"/> VTC Lecturers (Class Visits / Webinars)<br>職業訓練局老師 (課堂 / 網上講座) | <input type="checkbox"/> Social Media<br>社交媒體         | <input type="checkbox"/> Others 其他<br>(Please specify 請註明: _____)           |

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 China Pharmaceutical University?  
你是否願意在日後收到才晉高等教育學院、職業訓練局轄下院校 / 中心及中國藥科大學的資訊？

YES 是  NO 否

## SECTION 10 – DECLARATION 第10部份 – 聲明

(Application form without signature will not be processed. 沒有簽署的申請表將不獲處理。)

- 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 China Pharmaceutical University.

本人謹此聲明在本申請表填報的資料均屬正確及完備，並明白填報之資料將會在才晉高等教育學院及中國藥科大學所舉辦課程遴選過程中作參考之用。
- I authorise the School for Higher and Professional Education and the China Pharmaceutical University to obtain, and the Vocational Training Council (VTC) to release, information about my student record in member institutions of the VTC for the purpose of processing this application.

本人授權才晉高等教育學院及中國藥科大學索取有關本人於職業訓練局轄下院校 / 中心的就讀資料，並授權職業訓練局提供此等資料作課程遴選過程中參考之用。
- I authorise the School for Higher and Professional Education and the China Pharmaceutical University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in member institutions of the VTC.

本人授權才晉高等教育學院及中國藥科大學使用本人的資料查詢有關申請事宜及有關本人於職業訓練局轄下院校就讀的資料。
- I authorise the School for Higher and Professional Education and the China Pharmaceutical 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.

本人授權才晉高等教育學院及中國藥科大學索取有關本人於任何一間機構的學術或就讀資料，以及 / 或受聘記錄，並授權有關機構提供此等資料，以用作課程遴選過程中參考之用。
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the China Pharmaceutical 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.

本人明白在註冊後，本人在申請表內所填報的資料將轉作為才晉高等教育學院及中國藥科大學的學生記錄，才晉高等教育學院可利用該等記錄作入學、註冊、學術及行政傳訊、校友管理及聯絡、研究、統計及市場推廣（包括直接市場推廣）之用。才晉高等教育學院可根據上述目的，將我的學生資料披露及 / 或轉移予職業訓練局（包括其轄下所有機構成員及院校），以及任何其他第三方，例如政府部門、團體、機構、代理及服務供應商等。
- I understand that the School for Higher and Professional Education and the China Pharmaceutical 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 2022/2023 admissions exercise. Nevertheless, if I have indicated in **Section 9** that I wish to receive information from the School for Higher and Professional Education and the China Pharmaceutical University, my application data will be retained.

本人明白才晉高等教育學院及中國藥科大學可能使用本人的申請入學資料作統計及分析用途，本人的申請表及有關個人資料會於2022/23年度才晉高等教育學院收生程序完結後銷毀。然而，若本人於申請表內**第9部份**表示願意收到才晉高等教育學院及中國藥科大學的資訊，則本人的申請資料將被保留。
- 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.

本人明白根據個人資料（私隱）條例，本人有權查閱及更改本人的個人資料。本人如欲更改個人資料，必須以書面方式通知才晉高等教育學院（地址：香港柴灣盛泰道30號李惠利高等教學樓6樓S604室）。
- I fully understand the Intellectual Property Policy (the Policy) indicated at [www.shape.edu.hk](http://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.

本人完全明白於 [www.shape.edu.hk](http://www.shape.edu.hk) (Admission → Points to Note) 所列之學生知識產權政策適用於所有職訓局機構成員的學生。本人明白及同意遵守有關政策及規則是修讀課程及取得畢業資格的先決條件。
- 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.

本人明白若提供的資料為虛假或誤導性，本人的申請資格將被取消，雖經註冊，亦屬無效，所繳費用概不發還。

Applicant's Signature:  
申請人簽署

Date:  
日期

## CHECKLIST FOR APPLICANT 申請備忘

**Before submitting your application, please check if you have:**

**遞交你的申請前，煩請確保以下事項已辦妥：**

- Completed the form in full.  
已填妥申請表格。
- Signed and dated the form.  
已於申請表格上簽署及填上日期。
- Enclosed copies of relevant academic documents and transcripts.  
已夾附有關學歷之副本。
- Enclosed the original receipt of application fee payment.  
已夾附繳費收據正本。
- A waiver of application fee may be granted to eligible applicants. For details, please visit [www.shape.edu.hk](http://www.shape.edu.hk).  
合資格申請人士可獲豁免課程申請費，詳情請參閱 [www.shape.edu.hk](http://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

	<u>Offering Site</u>
<input type="checkbox"/> BA (Hons) Business Administration <sup>^</sup> , 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

<sup>^</sup> Under review and subject to change

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

### SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* <i>delete if inappropriate</i>		IVE / SBI / HKDI Student No. (if any)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
<b>Name in English</b> (As shown on your HK Identity Card / Passport)			
Surname _____		First / Other Names _____	
<b>Name in Chinese</b> _____		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) _____ _____			
<b>Contact Detail</b>			
Mobile Phone No. _____		Residential Tel. No. _____	
Email Address _____			
Do you require a student visa / entry permit to study in Hong Kong? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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

### SECTION 3 – APPLICANT WITH SPECIAL NEEDS

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

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### 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 1<sup>st</sup> 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](http://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](http://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](http://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**

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

### SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* <i>delete if inappropriate</i>	IVE / SBI / HKDI Student No. (if any)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Name in English</b> (As shown on your HK Identity Card / Passport)	
Surname _____	First / Other Names _____
<b>Name in Chinese</b> _____	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) _____ _____	
<b>Contact Detail</b>	
Mobile Phone No. _____	Residential Tel. No. _____
Email Address _____	
Do you require a student visa / entry permit to study in Hong Kong? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### SECTION 3 – APPLICANT WITH SPECIAL NEEDS

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

\_\_\_\_\_

## SECTION 4 – EDUCATION

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

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

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

Date (month / year)		Organisation	Position
From	To		

## SECTION 6 – ENQUIRIES

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

### **Offering Campus: IVE (Chai Wan)**

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

### **Offering Campus: IVE (Sha Tin)**

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

## SECTION 7 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

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

## SECTION 8 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

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

## SECTION 9 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit [www.shape.edu.hk](http://www.shape.edu.hk).

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

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

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

### HSBC & Hang Seng Bank ATM

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

### JETCO ATM

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

### Payment Number for ATM Transfer Services:

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

**2700001**

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

**2700004**

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

Campus of Your Programme Choice:

**IVE (Chai Wan)**



3050107700001900048

**IVE (Sha Tin)**



3050107735001900096

**Please glue the original receipt here.**

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

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

## SECTION 10 – SOURCE OF KNOWING SHAPE PROGRAMMES

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

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

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

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

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

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the University of Northumbria at Newcastle.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
- I authorise the School for Higher and Professional Education and the University of Northumbria at Newcastle to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the University of Northumbria at Newcastle, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
- I understand that the School for Higher and Professional Education and the University of Northumbria at Newcastle may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 10** that I wish to receive information from the School for Higher and Professional Education and the University of Northumbria at Newcastle, my application data will be retained.
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- I fully understand the Intellectual Property Policy (the Policy) indicated at [www.shape.edu.hk](http://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](http://www.shape.edu.hk).





**For Office Use Only**

Application No.

Accept / Reject (delete as appropriate)

Application Fee Paid By

Handled By

## Application Form 2022/23

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

### SECTION 1 – PROGRAMME APPLIED FOR

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

**Top-up Degree Programmes**

**Offering Site**

- |   |                |
|---|----------------|
| <input type="checkbox"/> BA (Hons) Architecture, Full-time (Registration No.: 252460)                                 | DILWL          |
| <input type="checkbox"/> BA (Hons) Design for Event, Exhibition and Performance, Full-time (Registration No.: 252461) | DILWL          |
| <input type="checkbox"/> BA (Hons) Interior Architecture and Design, Full-time (Registration No.: 253121)             | DILWL          |
| <input type="checkbox"/> BSc (Hons) Health and Exercise Science, Full-time (Registration No.: 253218)                 | IVE (Chai Wan) |
| <input type="checkbox"/> BSc (Hons) Pharmaceutical Science, Part-time (Registration No.: 253219)                      | IVE (Chai Wan) |

### SECTION 2 – PERSONAL DETAILS

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

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

Gender  Male  Female

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

Surname \_\_\_\_\_

First / Other Names \_\_\_\_\_

**Name in Chinese** \_\_\_\_\_

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

Chinese Character Codes \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

Correspondence Address (in English)

\_\_\_\_\_

\_\_\_\_\_

**Contact Detail**

Mobile Phone No. \_\_\_\_\_ Residential Tel. No. \_\_\_\_\_

Email Address \_\_\_\_\_

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

### SECTION 3 – APPLICANT WITH SPECIAL NEEDS

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

\_\_\_\_\_

\_\_\_\_\_

## SECTION 4 – EDUCATION

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

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

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

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

## SECTION 6 – PERSONAL STATEMENT

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

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

## SECTION 7 – ENQUIRIES

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

**SHAPE (DILWL) - Kwun Tong Office**

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

Tel: 2727-9567      Fax: 2727-9575

## SECTION 8 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to **SHAPE (DILWL) - Kwun Tong Office, Room 431, 25 Hiu Ming Street, Kwun Tong, Kowloon, Hong Kong**. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

## SECTION 9 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee is **HK\$93,950**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$90,450**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
2. If you accept the offer, you should pay the registration fee and the 1<sup>st</sup> instalment of the tuition fee in full before the deadlines stated in the offer letter to complete the registration procedures.
3. All fees paid will be refunded if the programme is withdrawn or not offered.
4. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

## SECTION 10 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit [www.shape.edu.hk](http://www.shape.edu.hk).

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

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

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

### HSBC & Hang Seng Bank ATM

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

### JETCO ATM

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

### Payment Number for ATM Transfer Services:

Campus of Your Programme Choice:

**2700011**

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

Campus of Your Programme Choice:



3050107700004400054

**Please glue the original receipt here.**

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

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

## SECTION 11 – SOURCE OF KNOWING SHAPE PROGRAMMES

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

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

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

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

- YES       NO

## SECTION 12 – DECLARATION *(Application form without signature will not be processed)*

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the University of Lincoln.
- I authorise the School for Higher and Professional Education and the University of Lincoln to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
- I authorise the School for Higher and Professional Education and the University of Lincoln to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
- I authorise the School for Higher and Professional Education and the University of Lincoln to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the University of Lincoln, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and/or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
- I understand that the School for Higher and Professional Education and the University of Lincoln may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2022/23 admissions exercise. Nevertheless, if I have indicated in **Section 11** that I wish to receive information from the School for Higher and Professional Education and the University of Lincoln, my application data will be retained.
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room S604, 6/F, Lee Wai Lee Building, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- I fully understand the Intellectual Property Policy (the Policy) indicated at [www.shape.edu.hk](http://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](http://www.shape.edu.hk).

## **DISCLAIMER**

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

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

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

**Published in January 2022**

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

 : [www.shape.edu.hk](http://www.shape.edu.hk)

 : 2595 2771

 : [shape@vtc.edu.hk](mailto:shape@vtc.edu.hk)

 : [www.facebook.com/VTCSHAPE](https://www.facebook.com/VTCSHAPE)