

C. Professional Qualifications (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.
專業資格 (請按最近之日期順序列出) 如表格上空位不敷填寫, 請附另頁詳列有關資料。

Awarding Institution 頒授機構	Professional Qualifications 專業資格	Year of Attainment 頒授年份

D. Work Experience (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.
工作經驗 (請按最近之日期順序列出) 如表格上空位不敷填寫, 請附另頁詳列有關資料。

Are you currently employed in Facility / Property Management sector?
你是否現正從事設施/物業管理的工作?

Yes
是

No
否

From Month / Year 月 / 年	To Month / Year 月 / 年	Full Time / Part Time 全職/兼職	Name of Organization 機構名稱	Position 職位	Occupation Code 行業代碼
/	/				
/	/				
/	/				
/	/				
/	/				

**Occupation
Code
行業代碼**

- | | | | |
|--|----------------------------|-------------------------------|--|
| 01 Accounting
會計 | 05 Computing & IT
資訊科技 | 09 Marketing & Sales
市場及行銷 | 13 Transportation & Logistics
運輸及物流 |
| 02 Administration & Management
行政及管理 | 06 Education
教育 | 10 Public Relations
公共關係 | 14 Tourism & Hotel
旅遊及酒店 |
| 03 Advertising
廣告 | 07 Engineering
工程 | 11 Social Services
社會工作 | 15 Government & Public Services
政府及公共服務 |
| 04 Banking & Financial Services
銀行及財務 | 08 Food and Beverage
飲食 | 12 Surveying
測量 | 16 Others (Please specify)
其他 (請註明) |

E. Additional information
其他資料

Declaration 聲明

- I declare that I have read and understood the nature and details of the Application Guide & Programme Information.
本人謹此聲明在填寫報名表前, 已細讀報名指引及課程資料。
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded.
本人謹此聲明在本報名表填報及遞交文件的資料均屬正確及完備, 並同意提交文件之正本以作核實。本人明白所提交的資料將會用作入學處理。於閱覽及填妥本報名表, 本人若提供任何不實或不完整資料, 獲取錄的學額不論接受與否, 本人之申請資格將被取消。雖經註冊, 亦屬無效。已繳交之費用, 概不發還。
- I authorize SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.
本人授權專業進修學院向有關機構查詢或索閱本人以往之學歷及/或專業資格。
- I authorize SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.
本人授權專業進修學院核證本人的申請及本人在香港城市大學及其他院校之就讀資料。
- I understand that, upon my registration in a programme, the data will become part of my student record and may be used for all purposes relating to my study in the programme.
本人明白報名表上之資料將記錄於學生個人檔案中, 並將用作有關課程行政之用。
- I consent that if admitted to the programme, I will conform to the statutes and regulations of City University of Hong Kong and SCOPE.
如成功入學, 本人願遵守香港城市大學及專業進修學院的規例。

Signature
簽署

Date
日期

Checklist for Application 申請備忘

Before submitting your application, please check if you have :

在提交報名表之前，請核對以下資料：

- enclosed the proof of payment of HK\$140 application fee
是否已附上\$140元之報名費收據
- provided copies of ALL transcripts and certificates / other relevant academic qualifications to support your application
是否已附上所有成績表、證書及其他學歷文件之副本
- completed the application form
是否已填妥入學報名表
- signed and dated the application form
是否簽署並填妥日期
- supplied other relevant information (if necessary)
是否已提供其他相關資料

Source of Information 資料來源

How do you know SCOPE / this programme? (You may choose more than one option.)

如何獲悉本院及本院之課程？(可以選擇多於一項)

- SCOPE Website
學院網站
- Programme Pamphlet
課程資料單張
- School Prospectus
學院課程手冊
- Information Seminar
講座
- Newspaper / Magazine Advertisement 報章廣告
(Please specify the media 請註明該份刊物)

- Referral by Friends / Relatives
朋友/親屬推介
- Referral by Teachers
老師推介
- Referral by Collaborative Organizations
合作機構推介
- ePromotion
電子媒介
- Exhibition
展覽
- Others 其他 (Please specify 請註明) _____

Have you ever taken our programme? Yes (Please specify) _____ No _____
曾否修讀本院課程？ 有(請註明) 否

SCOPE would like to provide you information on our programmes / courses to help navigating your lifelong learning. If you do not wish to receive such information, please "✓" the box.

專業進修學院以啟導終生學習為目的。如你不願意接收本院日後提供的課程資訊，請加上 ✓ 號。

Programme Particulars (Please "✓" as appropriate 請 "✓" 適用者)

A. CIH Membership

Do you intend to apply for Member Cert.* of CIH? Yes No
你是否打算申請英國特許房屋經理學會(CIH)之會員資格？ 是 否

* Previously titled "Practitioner Member" 前稱「房屋事務從業員」

For official use only

Programme Interview _____
 Admitted Rejected Waiting List

Name of Programme Leader _____ Signature _____ Date _____

Address Slips 回郵地址

Name 姓名 _____

Name 姓名 _____

Address 地址 _____

Address 地址 _____

1. **Application Procedure** 報名手續

A non-refundable and non-transferable fee of HK\$140 is charged for each application. Application fee must be paid together with the completed application form.

每項報名申請均收取港幣140元報名費，此費用恕不退還及不可轉讓，並須連同填妥的報名表一併呈交。

2. **Methods of Payment** 繳款方法

a. Local applicants residing in Hong Kong 本地申請人

By direct deposit or ATM transfer to CityU's Hang Seng Bank Account: 293-318028-003.

透過銀行或自動櫃員機將報名費存入至香港城市大學之恒生銀行戶口：293-318028-003。

By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

透過匯豐銀行、恒生銀行及銀聯自動櫃員機中的帳單繳款服務繳交報名費，帳單編號：030001407，帳單類別：03。

Please retain the payment slip (the Deposit Form, or the original copy of the ATM Advice) and attach it to the Application Form as proof of payment.

請保留繳款回條(入數紙或自動櫃員機收條正本)，並連同報名表一併交回，以作繳款證明。

b. Applicants residing overseas 海外申請人

By bank draft drawn in Hong Kong dollars in favour of "City University of Hong Kong"

以港幣銀行本票繳付報名費，抬頭為「香港城市大學」。

Please do not pay by personal cheques or enclosing cash.

請勿以個人支票或現金繳付。

3. **Submission of Application** 遞交申請

A completed application form, with copies of the following required supporting documents, should be sent by mail/by hand to SCOPE on or before the application deadline:

申請人可於報名截止日期前把填妥的報名表及下列文件的副本郵寄或親身交與專業進修學院：

a. proof of application fee payment; and 報名費之繳款證明；及

b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form 過往學歷之證書及成績單，及/或有關專業資歷之證明文件。

All submitted documents will NOT be returned. Original documents will need to be presented for verification during registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

申請人所提交之文件均不會發還，並需於入學註冊時出示文件的正本以作查證。如申請人提供虛假或構成誤導的資料，或未能提供有關證明文件，本院有權取消申請人的入學申請及撤回其學位，繳交之費用亦不獲退還。

All applicants will be informed of the application results by mail. 申請結果將以郵寄方式通知。

4. The programme will go through normal selection process. Admissions are subject to availability of places and selection criteria. Applications meeting the minimum admission requirements are not guaranteed direct entry to the programme. Applicants may be invited for admission interviews if necessary. For entry requirements, please refer to specific programme descriptions. Participants will receive an acknowledgement for course enrolment. Please contact SCOPE if you do not receive any notification one week before course commencement. Unless otherwise notified, participants should go to the class at the time and venue specified in the acknowledgement.

本院將根據既定的收生程序進行甄選工作。取錄與否需視乎學額及甄選結果而定。申請人即使符合最低入學要求，也不一定被取錄。如有需要，本院會邀請個別申請人進行入學面試。各項課程之入學要求，請參閱課程資料。本院會向取錄者發出取錄通知書。如在開課前一星期尚未收到通知，請與本院聯絡。一般情況下，取錄者應按照取錄通知書上所列的時間及地點上課。

5. SCOPE reserves the rights not to admit an applicant. Places allocated in each class are not transferable. Fees are not refundable or transferable, except for unsuccessful enrolment or cancellation of a course.

學院保留最終取錄與否之權利。各課程之學額不可轉讓他人。所繳學費將不可退還及轉讓他人。

6. SCOPE reserves the rights to alter programme details such as date, time, venue and instructor as well as to cancel programmes.

學院保留更改上課日期、時間、地點、導師及取消課程的權利。

7. Non-local applicants are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government.

For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: www.immd.gov.hk).

非本地申請人必須持有由香港入境事務處所簽發之學生簽證或有效證件方可入讀本院課程，詳情請聯絡入境處。

(電話：2824 6111；網址：www.immd.gov.hk)

8. Personal data provided on the application form will be used by SCOPE for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <http://www.cityu.edu.hk/ce/pdcs>

報名表內提供的個人資料，將用作處理申請報讀課程之用。有關收集個人資料聲明的詳情請參閱網址：<http://www.cityu.edu.hk/ce/pdcs>

9. SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to SCOPE to specify what special assistance is needed. All information collected will be kept confidential.

專業進修學院為所有人士提供平等的學習機會，並致力提供各項可行方法協助有需要學員學習。如學生需要本院提供協助，請以書面形式通知學院以作適當安排。申請人提供的資料將絕對保密。

10. SCOPE will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. Please visit SCOPE Website for details.

如天文台發出八號或以上熱帶氣旋警告信號或黑色暴雨警告信號，本院課程將作出特別安排。詳情請參閱本院網站。

Address : Lower Ground Floor, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong.

地址 香港九龍達之路香港城市大學學術交流大樓低層

Office hours : Mon - Fri : 9am - 12noon; 2pm - 5pm

Sat : 9am - 12noon

Closed on Sundays and Public Holidays

辦公時間 星期一至五:上午九時至中午十二時及下午二時至五時

星期六:上午九時至中午十二時

星期日及公眾假期:休息

Enquiries : 3442 5803 / 3442 7423

Email : team5@scope.edu

Website : www.cityu.edu.hk/ce/pdlog

查詢電話

電郵

網址

* Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

* 中、英文內容如有出入，以英文為準