

## EXECUTIVE SERIES

Please indicate your choice(s) with a tick in the appropriate box(es). You can apply for more than one course.

### CENTRAL SAINT MARTINS EXECUTIVE SERIES:

- Art and Creative Districts: The New Boom (Jun)
- The Future of Retail: Brand Experiences 2.0 (Jun)
- London: New Approaches to Fashion Design (Jun)
- The Globalised Art Market (Jul)
- No Brand to Own Brand (Sep)
- Fashion Communication (Sep)
- Business Design: From Ideas to Strategy (Sep - Oct)
- User-Centred Design Thinking (Oct)
- Fashion, Styles, Faces and Places (Oct)

### ROYAL CENTRAL EXECUTIVE SERIES:

- Secrets of Storytelling (Class 1 in Jun)
- Secrets of Storytelling (Class 2 in Oct)
- Performance in Presentation (Jun)
- Impact & Influence for Leaders & Managers (Jun)
- Effective Networking (Oct)
- Voice of Leadership (Oct)

## Personal Particulars Please complete in BLOCK LETTERS and tick the appropriate box(es).

Mr    Mrs    Ms    Miss  
 Male    Female

Name in English (as shown on HKID card/passport)   
 Date of Birth  /  / 19

Nationality

Correspondence Address  /  /

Hong Kong Island    Kowloon    New Territories    Islands

Home Telephone No.    Mobile Phone No.    E-mail Address

Emergency Contact In case of emergency, we may need to contact your family or friend. Please suggest.  
 Contact Person    Phone No.

HKU SPACE Student Number (if any)   
 Name in Chinese (as shown on HKID card/passport)   
 HKID/Passport No. (Holders of HKID card must fill in their HKID no.)  ( )  
 Permanent HK Resident  Yes    No  
(If 'No', see Additional Notes to Non-local Applicants)

## Tertiary Education

Please provide details including current and/or incomplete studies, in reverse chronological order.

Full name of institution	Country	Programme title	Level attained (e.g. AD, HD, BA, BSc, MSc, etc)	Period of study (mm/yy to mm/yy)

## Proof of English Proficiency

Examination	Grade/Score/Level	Year obtained
HKDSE/HKCEE English Language (Syllabus B – for Year 2006 or before)		
HKALE Use of English		
TOEFL/IELTS		
Others (please specify)		

## Work Experience (Full CV can be attached in separate sheets)

Please list below your relevant work experience, if any, in reverse chronological order.

Name of company	Position held	Full-time/Part-time	Period of employment (mm/yy to mm/yy)

## Supporting Documents

Please submit **one set of photocopies AND bring along the original documents** (listed below) for verification at any of the HKU SPACE Enrolment Centres:

- a) HKID card (for local applicants) or passport/travel documents (for non-local applicants); and
- b) Academic transcripts and award certificates proving the academic qualifications achieved.

## Equal Opportunities for Learning at HKU SPACE GAPs

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required:  yes  no

## HKU SPACE ALUMNI

All enrolled students of HKU SPACE Centre for Global Advanced Practices (GAPs) automatically become a lifelong learner and hold a lifelong learner card upon their completion of studies and/or departure. This also entitles them to be ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please send your request to our alumni office at Room 602A, 6/F, 95 Queensway, United Centre, Admiralty, Hong Kong or via email at: alumni@hkuspace.hku.hk.

## Notes to Applicants

1. **Fees paid are not refundable** except under very exceptional circumstances (refer to Note 2 and Note 3), subject to the School's discretion.
2. HKU SPACE reserves the right to cancel a programme/course in cases of insufficient enrolment or unforeseen difficulties arising from running the course. In such circumstances, course fees would be refundable.
3. In exceptional cases where a refund is approved, fees paid by cash, EPS or cheque will normally be reimbursed by a cheque, and fees paid by credit card will normally be reimbursed to the payment cardholder's credit card account.
4. In addition to the published fees, there may be additional costs associated with individual programmes. Please refer to the relevant programme brochures or direct any enquiries to the relevant programme staff for details.
5. **Payment and enrolment to a programme/course cannot be transferred from one applicant to another.** Once accepted onto a programme/course, the student is not allowed to switch to another programme/course. When a transfer is approved by Centre for Global Advanced Practices (GAPs) under special circumstances, a processing fee applies. Please check with the relevant programme staff for details.
6. Receipts will be issued for fees paid but HKU SPACE will not be responsible for any loss of receipt sent by mail. An administration charge applies for each additional copy of receipts. Please consult the relevant programme staff if needed. The receipt(s) is not a guarantee that your application is successful.
7. If a short course is postponed due to unforeseen circumstances, including staff illness, flight delay or cancellation, HKU SPACE, and partner university if applicable, will make every reasonable effort to reschedule the class or to make up the schedule in the same week. HKU SPACE apologises for any inconvenience caused if this happens and urges you to ring to GAPs office at +852 2910 7555 / 7626 if you have any concerns.
8. The Director may, at his discretion, refuse to admit an applicant.

## Additional Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to an academic programme/course at HKU SPACE Centre for Global Advanced Practices (GAPs) does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU system through HKU SPACE.

## Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as e-mail (if the need arises). It is therefore important that the mobile phone number and e-mail address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme staff for separate arrangements.

### Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, e-mail and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc.). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by e-mail or by post) to the School at any time.  
**If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.**
7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

## Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, the Notes to Applicants, Statement on Collection of Personal Data, and HKU SPACE policy on personal data (privacy).
5. I am fully aware that fees paid are non-refundable and non-transferable unless otherwise stated (see Notes to Applicants).

Applicant's Signature

Date

## Submission of Application

Please submit this application form, together with the original and one set of photocopies of your HKID card/ passport and required academic transcripts/ certificates, to any of the HKU SPACE Enrolment Centres:

**Weekdays:** 8:30am to 7:30pm; except HKU Campus (8:30am to 6:00pm) and HPSHCC Campus (9:00am to 5:30pm)

**Saturdays:** 8:30am to 5:30pm; except HKU Campus, HPSHCC Campus and Fortress Tower Learning Centre (closed)

### Admiralty Learning Centre

3/F, Admiralty Centre, 18 Harcourt Road  
(Admiralty MTR Station Exit A)  
(Tel: 3761 1111)

### HKU Campus

Room 304, 3/F, T. T. Tsui Building,  
The University of Hong Kong  
(Tel: 2975 5680)

### Island East Campus

2/F, 494 King's Road  
(North Point MTR Station Exit B3)  
(Tel: 3762 0000)

### Kowloon East Campus

1/F, 28 Wang Hoi Road  
(Kowloon Bay MTR Station Exit B)  
(Tel: 3762 2222)

### Fortress Tower Learning Centre

14/F, Fortress Tower, 250 King's Road  
(Fortress Hill MTR Station Exit B)  
(Tel: 3762 0888)

### HPSHCC Campus at Causeway Bay

1/F, Po Leung Kuk Stanley Ho  
Community College, 66 Leighton Road  
(Causeway Bay MTR Station Exit A/ Exit F)  
(Tel: 3923 7171)

### Kowloon West Campus

G/F, 38-46, Nassau Street, Mei Foo Sun Chuen  
(Mei Foo MTR Station Exit B)  
(Tel: 3762 4000)