

**APPLICATION GUIDE FOR ADMISSION TO
BA (HONS) APPLIED BUSINESS (FULL-TIME)
AWARDED BY COVENTRY UNIVERSITY IN YEAR 2008 / 2009**

Please read this guide carefully before completing the application form.

1. General Information

The BA (Hons) Applied Business programme offered by the School of Continuing and Professional Education (SCOPE), City University of Hong Kong (CityU), is not funded by the University Grants Committee. CityU resources are generally not available to participants unless special arrangements are made through SCOPE. In terms of status, participants are considered to be extension students of SCOPE, and not regular CityU students.

Please refer to the programme brochure regarding the programme structure, application period, programme fees, supporting documents to be attached with your application and programme specific entrance requirements.

2. Application Fee

A non-refundable and non-transferable fee of HK\$140 is charged for each application.

Methods of Payment:

(a) Local applicants residing in Hong Kong

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

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.

(b) Applicants residing overseas

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

Please do not pay by personal cheques or enclosing cash.

The application fee must be received before an admission application is processed.

3. Submission of Application

By mail

A completed application form with supporting documents should be returned by mail to **SCOPE Main Office** at the following address before the application deadline :

School of Continuing and Professional Education (SCOPE)

LG/F, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong

By hand

You may also submit the application in person to **SCOPE Main Office** at the above address OR to **SCOPE Admiralty Learning Centre** at 8/F, United Centre, 95 Queensway, Admiralty, Hong Kong during office hour. For submission outside office hour, please drop your application in the 24-hour Collection Box in either location.

DO NOT drop your application in the Collection Box outside the Academic Regulations and Records Office Service Centre.

Applications are processed on a rolling basis. Early applications are therefore encouraged in order to gain a better chance of being admitted.

4. Supporting Documents

Documents to be submitted with the completed application form :

- a. proof of application fee payment; and
- b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form

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.

5. Multiple Applications

You may apply for more than one programme of study. In case you receive more than one admission offer from SCOPE, CityU, you can only choose to enrol in one programme.

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6. Use of Application Information

The information that you provide in the application form, including the HKID number, examination results and qualifications will be used for the following purposes:

- as a basis for various types of processing in relation to your application;
- as a basis for selection of applicants for admission in 2008/2009 to the programme you applied for and for other relevant or related purposes;
- for obtaining from the relevant examination authority, assessment body or academic institution in Hong Kong and elsewhere information about your public examination results, records of studies or professional qualifications if deemed appropriate;
- for transferring relevant data to the student record system of the overseas awarding institution and SCOPE upon successful outcome of your application;
- for statistical and research purposes (with personal identifiers removed).

In accordance with the Personal Data (Privacy) Ordinance, you have the right of access to, and correction of the information contained in the application form, and the right to request a copy of such data during the admission exercise. If you wish to obtain more information, please write to SCOPE. For details of the Personal Data Collection Statement, please refer to the website : www.cityu.edu.hk/ce/pdcs

Unsuccessful application data will be destroyed at the end of the admission exercise.

7. Change in Correspondence Information after Submission of Application

Changes in correspondence information such as address and/or telephone number after submission of application should be notified SCOPE immediately in writing (fax : 2788 7088, e-mail : scope@cityu.edu.hk). Please state clearly your name and the programme applied for in the notification. If you fail to inform us of the changes, you may not receive important correspondence from us. You may be asked to provide documentary proof of these changes.

8. Application Acknowledgement and Enquiries of Application Status

An acknowledgement of application will be sent to you via email. Enquiries about your application status can be made at our website: www.cityu.edu.hk/ce/enrol/que seven working days after submission of application form.

9. Selection and Result Notification

Applicants must ensure that they satisfy the specified entrance requirements before application. Selection will be made on the basis of the information provided in the application form and in particular, academic and professional qualifications, work experience and the performance at the interview, if any. Additional information provided to us, after commencement of the selection process will be considered only at the discretion of the relevant admission panel. Applicants may be required to attend an interview as part of the selection process. Applicants who are shortlisted for interview/test or are offered admission to a programme will receive individual notification by mail and/or by phone. Unsuccessful applicants and applicants being placed on the waiting list will also be notified by mail.

10. Non-local Applicants

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).

11. Applicants with Physical or Other Disabilities

The admission of an applicant to the programme is based on academic criteria and other specified entrance requirements. If you have a physical or other disabilities, you are not required to declare this at the application stage, and you will receive the same consideration as other applicants. Naturally it would be better for you to avoid programmes where a physical disability could hamper your progress (e.g. a programme requiring frequent fieldwork.)

12. Cancellation of Programmes

SCOPE reserves the right to cancel any programme in which case all fees paid by applicants will be refunded.

13. Enquiries

School of Continuing and Professional Education (SCOPE)

Location : LG/F, Academic Exchange Building
City University of Hong Kong
Tat Chee Avenue
Kowloon, Hong Kong

Office hours : 9:00 am – 12:00 noon (Mondays to Saturdays)
2:00 pm – 5:00 pm (Mondays to Fridays)
Closed on Sundays and Public Holidays

General enquiries : 2784 3227 / 2788 7423

Fax : 2788 7088

E-mail : scope@cityu.edu.hk

Website : <http://scope.edu>

Programme website : <http://www.cityu.edu.hk/ce/degree/82941>

**APPLICATION FORM FOR
BA (HONS) APPLIED BUSINESS (FULL-TIME)** (Programme code : 82941)

Please complete the application form in **BLOCK** letters. Please also refer to the Application Guide for details on the specific uses of the information collected and the rights of access to such information by applicants.

Personal Particulars

Name : _____ Sex : M / F*
(as shown on HKID Card/Passport) (English) (Chinese)

HKID / Passport* No. : _____ () Place of Origin : _____ Date of Birth : ____ / ____ / 19____
(for non-local applicants only) (dd/mm/yy)

Address : _____

Tel : _____ Mobile Phone# : _____
(Day) (Evening) *Urgent notice will be sent to your mobile phone via SMS

E-mail Address : _____ Fax : _____

* Delete if inappropriate

Academic Qualification

Post-secondary Education (in reverse chronological order and attach copies of transcripts)

From Month / Year	To Month / Year	Name of Institution and Country	Programme of Study and Title	Study Mode (FT/PT)	Date Earned* (Month/ Year)	Overall GPA or Level of Award (Distinction/ Credit/ Pass)

* If you are currently studying the programme, enter the expected month and year of obtaining the award. Enter "N.A." if you have not completed the study.

Highest Education Level Attained (please "✓" as appropriate)

- Secondary or below Diploma / Higher Certificate / Certificate Postgraduate Diploma/Certificate
 Form 5 or equivalent Sub-degree / Associate Degree / Higher Diploma Master's Degree
 Form 6, Form 7 or equivalent Bachelor's Degree Doctoral Degree

Professional Qualification

(in reverse chronological order and attach supporting documents)

Name of Awarding Institution and Country	Title of Professional Qualification	Month and Year of Award



Work Experience

Full-time Work Experience (in reverse chronological order)

From Month / Year	To Month / Year	Name of Organisation	Department / Section	Post

No. of Years in Full-time Employment : 0 1-2 3-4 5-6 More than 6

Current Job Description _____

Other Relevant Information

Declaration

- I declare that I have read and understood the information stated in the programme brochure and the application guide.
- 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 certificate(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 and all fees paid will not be refunded.
- I authorise 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.
- I authorise SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.
- 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.
- I consent that if admitted to the programme, I will conform to the statutes and Regulations of CityU and SCOPE.

Name of Applicant : _____

Signature of Applicant : _____ Date : _____

Checklist

Before submitting your application, please check if you have :

- enclosed the proof of payment of HK\$140 application fee
- provided copies of transcripts/other relevant academic qualifications to support your application
- signed and dated the application form

You may also supply any other information that you think is relevant to the assessment of your application.