



This guide provides information to applicants seeking admission to BSc (Hons) Construction Management programme awarded by University of Wolverhampton through the School of Continuing and Professional Education (SCOPE), City University of Hong Kong. Please read this guide carefully before completing the application form.

### 1. General Information

The programme offered through the School of Continuing and Professional Education (SCOPE), City University of Hong Kong 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 part-time students.

Please refer to the programme brochure regarding the programme structure, application period, programme fees and programme specific entrance requirement.

### 2. Application Fee

A non-refundable and non-transferable fee of HK\$140.00 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 in mail.

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

### 3. Key Notes for Completing the International Application Form

a. *Part 1 - Personal Details*

Main Contact Telephone Number

- Country code for Hong Kong is 852
- Please provide two contact telephone numbers, one for day-time and one for evening

b. *Part 2 - Further Details*

Residence Category

- Please refer to Point 19 in the "International Application Form Notes for Guidance" for clarification

c. Part 3 – Details of Course(s) To Which You Wish To Apply

Course title/ Subject Name(s)	Preference Order	Year / Month of Entry e.g. October 2007	Point of Entry e.g. Year 1, 2, 3	Level: Postgraduate / Undergraduate / Professional	Mode of Study: Full time / Sandwich / Part time / Distance Learning
BSc (Hons) Construction Management	---	October 2007	---	Undergraduate	Part time (HK)

d. Part 5A – Qualification Gained

English Language Qualification

- Please remember to indicate your achievement in HKCEE (Syllabus B) in the “Other” section

Qualifications

- Please complete your other academic qualifications / public examinations attained in this part (such as HKALE).  
EXCEPT your current studies which should be completed in Part 5B

■ 4. Submission of Application

By mail

Completed application form with supporting documents should be returned by mail to SCOPE General Office at the following address on or before the application deadline of the programme :

*School of Continuing and Professional Education (SCOPE)*

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

By hand

You may also submit the application in person to *SCOPE General Office* at LG/F, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Kowloon 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 of the Academic Regulations and Records Office Service Centre in CityU Campus or send your application directly to University of Wolverhampton in the UK.

■ 5. Provision of False Information

The qualifications claimed in the form will be verified by checking of the original documents at the time of enrolment. Provision of any false or misleading information therein will lead to **DISQUALIFICATION** of the application. All fees paid will NOT be refunded.

■ 6. Multiple Applications

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

## **7. Use of Application Information**

The information that you provide in the application form, including the HKID number, 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 2007/2008 to the programme you applied for and for other relevant or related purposes;
- for obtaining from relevant institutions information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere;
- for transferring to the student record system of University of Wolverhampton and SCOPE upon successful outcome of your application.

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. If you wish to obtain more information, please write to SCOPE.

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

## **8. Change in Personal Particulars after Submission of Application**

SCOPE should be notified for any changes in personal particulars such as address and/or contact telephone numbers after submission of application. Please write to SCOPE immediately (fax : 2788 7088, e-mail : [scope@cityu.edu.hk](mailto:scope@cityu.edu.hk)) and state clearly your name and 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.

## **9. On-line Enquiries of Application Status**

Enquiries on application status can be made at our website: [www.cityu.edu.hk/ce/enrol/que](http://www.cityu.edu.hk/ce/enrol/que) seven working days after submission of application form.

NO separate acknowledgement of application will be sent to applicants.

## **10. 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 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, say, a programme requiring frequent fieldwork.

## **11. Cancellation of Programmes**

The School of Continuing and Professional Education reserves the right to cancel any programme in which case all fees paid by applicants will be refunded.

## 12. Enquiries

School of Continuing and Professional Education

- Location : LG/F, Academic Exchange Building  
City University of Hong Kong  
Tat Chee Avenue  
Kowloon
- 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 3237 / 2788 7423
- Fax : 2788 7088
- E-mail : [scope@cityu.edu.hk](mailto:scope@cityu.edu.hk)
- Website : [www.cityu.edu.hk/ce/degree/73916](http://www.cityu.edu.hk/ce/degree/73916)

### CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

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

- Entered the correct programme you wish to apply (Part 3)
- Enclosed the proof of payment of HK\$140 application fee
- Enclosed a full copy of ALL transcripts of post-secondary studies or certificates of public examinations (as mentioned in Parts 5A and 5B) to provide the detailed grades / marks of the subjects that have been studied.
- Enclosed two completed address labels
- Signed and dated the application form

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