



**SECTION 2 - Details of Public Examination Results (HKALE, HKCEE, GCE, GCSE & IGCSE)**

Enter the best results and the relevant year of attempt. Photocopy of original document(s) is required.

Public Examination	Year of Attempt	Subject and Grade <small>Start with Chinese, English (specify syllabus if applicable) and Mathematics</small>

**SECTION 3 - English Language Qualifications**

If you have taken the following examinations, please enter your results below.

Enter the best results in one sitting if you have attempted a particular test more than once. Photocopy of original document(s) is required.

Examination	Year of Attempt	Results
Test of English as a Foreign Language (TOEFL) 1. Computer-based test		Total Score      Listening:      Reading: Structure / Writing:      Essay Rating:
2. Paper-based test		Total Score      Listening:      Reading: Structure / Writing:      TWE:
International English Language Testing System (IELTS)		Overall Band Score      Listening:      Reading: Writing:      Speaking:
Others (please specify)		

**SECTION 4 - Post-secondary Qualifications**

List in reverse chronological order. Photocopy of original document(s) is required.

DO NOT enter any extra-mural, short or extension courses in post-secondary institutions.

Indicate the Level of Award by filling in 'C' for Certificate, 'D' for Diploma, 'AD' for Associate Degree, 'HD' for Higher Diploma, 'BD' for Bachelor's Degree and 'MD' for Master's Degree.

The Award Classifications include 'P' (for Pass), 'C' (for Credit), 'D' (for Distinction), 'FH' (for First Class Honours), 'UH' (for Second Upper Class Honours), 'LH' (for Second Lower Class Honours) and 'TH' (for Third Class Honours). Indicate as appropriate.

Name of Institution	Level of Award	Award Classification*
Programme / Award Title	Month & Year of Award*    Month / Year	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year <input type="checkbox"/> Non-final Year <input type="checkbox"/> Study Incomplete <small>(graduating in 2009)      (graduating in 2010 or after)</small>		

Name of Institution	Level of Award	Award Classification*
Programme / Award Title	Month & Year of Award*    Month / Year	
	/	
<input type="checkbox"/> Graduated <input type="checkbox"/> Final Year <input type="checkbox"/> Non-final Year <input type="checkbox"/> Study Incomplete <small>(graduating in 2009)      (graduating in 2010 or after)</small>		

\* If you are currently studying the programme, enter the expected month and year of obtaining the award. Indicate your latest cumulative GPA (if applicable) in the box of Award Classification.

## SECTION 5 - Professional Qualifications

List in reverse chronological order. Do not enter the qualification for which you have not yet acquired full membership status. Photocopy of supporting document(s) is required.

Name of Awarding Institution	Title of Professional Qualification	Year of Award

## SECTION 6 - Full-time and Part-time Working Experience

List in reverse chronological order. Enter 'NOW' in the 'To' column of the row for present employment.

From Month / Year	To Month / Year	Name of Organisation	Business Type <small>(refer to coding table below)</small>	Post	Employment Nature <small>(Full-time or Part-time)</small>
/	/				
/	/				
/	/				

If you are in full-time employment at the time of application, fill in 'Y'  Total duration of full-time employment

/
(Year / Month)

### Business Type Codes

- |  |                               |                                |                                   |
|--|-------------------------------|--------------------------------|-----------------------------------|
| <b>01</b> Advertising and Public Relations | <b>06</b> Human Resources     | <b>16</b> Accounting           | <b>21</b> Trading                 |
| <b>02</b> Banking and Financial Services   | <b>09</b> Marketing           | <b>17</b> Education            | <b>22</b> Transport and Logistics |
| <b>03</b> Engineering and IT               | <b>11</b> Design and Printing | <b>18</b> Fashion and Clothing | <b>99</b> Others                  |
| <b>04</b> Health Care and Nursing          | <b>13</b> Social Services     | <b>19</b> Housing Management   |                                   |
| <b>05</b> Hospitality and Tourism          | <b>14</b> Telecommunications  | <b>20</b> Manufacturing        |                                   |

## SECTION 7 - Declaration

I authorise the School of Professional Education and Executive Development to use my data including the HKID number, public examination results and qualifications for the following purposes:

- as a basis for all types of processing relevant to my application for admission to Executive Diploma in Management (Jewelry) and for all other associated purposes, including identifying multiple applications/registrations, and checking records of my studies as a student in institutions in Hong Kong and elsewhere;
- for the School to extract from its records and for relevant institutions to provide the School with information about my studies / qualifications;
- for the School to notify me by post, email or telephone if a place of study is offered;
- for the School to send me programme information from time to time;
- for transferring to the student record system as appropriate upon successful outcome of my application. The data together with my photo image collected at the time of registration will be used in activities in support of my study at the School including those conducted by the student organisations. They will later on form the graduate record; and
- for statistical and research purposes (all personal identifiers such as name, HKID number, address and telephone number will be deleted).

I declare that the information given in support of this application is accurate and complete, and understand that any false information and misrepresentation will lead to disqualification of my application for admission and resulted registration. Fees paid will not be refunded.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## Check List

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

- proof of application fee payment.
- one photocopy set of academic transcripts and certificates of public examination results (including HKCEE/HKALE & English language qualifications) as well as supporting documents for professional qualifications. Put your name and HKID number at the top right hand corner of all documents.

### Please return your application to:

School of Professional Education and Executive Development  
Room QR802, 8/F, Core R  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon

### Indication of Interest in Subject-based Enrolment

If you are only interested in studying individual subjects within the programme, please complete this part.

*I do not aim to complete the entire programme but am interested in studying the below subjects (please tick the appropriate boxes):*

- |  |   |
|--|---|
| <input type="checkbox"/> Organisation Theory and Behaviour | <input type="checkbox"/> Marketing Management                     |
| <input type="checkbox"/> Business Policy and Strategy      |   |
| <input type="checkbox"/> Jewelry Business and Markets      | <input type="checkbox"/> Jewelry Design Trend Analysis            |
| <input type="checkbox"/> Jewelry Branding                  | <input type="checkbox"/> Jewelry Trade Knowledge                  |
| <input type="checkbox"/> Jewelry Marketing                 | <input type="checkbox"/> Quality Management in Jewelry Production |

You are **NOT** required to pay the application fee at this stage if you are interested in subject-based enrolment only. The School will contact you regarding the subject details and the requisite procedures for enrolment in due course.

## Closing Date for Application:

# 30 September 2009

## Application Procedures

1. The application fee of HK\$150 can be settled by cash at any branch of Hang Seng Bank or by direct deposit or ATM transfer to The Hong Kong Polytechnic University's Hang Seng Bank Account 222-049298-001. Please retain the payment slip and attach it to the application form as proof of payment. Except programme cancellation, all application fees paid are neither refundable nor transferable.
2. Supporting documents as stated in relevant sections of this form should be submitted together with the completed application form. All submitted documents will not be returned. You may be asked to submit the syllabuses/descriptors of the courses as stated in the transcript(s).
3. The qualifications stated in the form will be verified by checking of the original documents at the time of 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 declared null and void. All fees paid will NOT be refunded.
4. You must ensure that you satisfy the specified entry requirements before submission. The School will make selection on the basis of the information provided in the application form and in particular, academic and professional qualifications, working experience and performance at the admission interview / test, if any. Additional information supplied after the commencement of the selection process will be considered only if time permits.
5. Admission interview / test as part of the selection process may be arranged and shortlisted applicants will be notified by post, via email or by phone. Successful applicants will receive an official notification and registration package detailing the requisite procedures by end of October 2009.