

2020-21 年度副學士及高級文憑入學申請（直接取錄計劃）

Application for Admission to Associate Degree and Higher Diploma Programmes 2020-21 (Direct Admissions Scheme)

只適用於嶺南大學持續進修學院現屆文憑及毅進文憑學生

For current students of Diploma and Diploma Yi Jin of Lingnan Institute of Further Education (LIFE) only

- 填妥之表格需於 **2019 年 11 月 30 日（首輪申請截止日期）或 2020 年 2 月 29 日（次輪申請截止日期）** 或之前交回教務處（香港新界屯門嶺南大學劉仲謙樓 UG01 室）。
Please submit your application form to Registry Office (UG01, Lau Chung Him Building, Lingnan University, Tuen Mun, New Territories, Hong Kong.) in person **on or before 30 Nov 2019 (main round application deadline) or 29 Feb 2020 (2nd round application deadline).**
- 請以**英文正楷**填寫此申請表。
Please complete this form in **English BLOCK letters.**
- 查詢電話 **Enquiry Hotline : 2616 8247 / 2616 8274**
- 電郵 **Email : life@LN.edu.hk**

截止申請日期
 首輪: 2019 年 11 月 30 日
 次輪: 2020 年 2 月 29 日

Application Deadline
 Main round: 30 Nov 2019
 2nd round: 29 Feb 2020

第一部份：個人資料 Part I: Personal Particulars

* 請刪去不適用者 Please delete where inappropriate

中文姓名： Name in Chinese :	英文姓名： Name in English :										
學生編號： Student No. :	香港身份證 / 護照號碼： HKID / Passport No. :										
現正修讀課程*：文憑 / 毅進文憑 Current Study Programme* : Diploma / Diploma Yi Jin	電郵地址： Email :										
	手提電話： Mobile Tel. No. : <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

第二部份：課程選擇 Part II: Selection of Programme

申請人可同時報讀副學士及 / 或高級文憑課程。請按意願於下列課程共填選最多三個課程。（1 為首選，2 為次選及 3 為第三選擇）
 Applicants can apply for Associate Degree and / or Higher Diploma programmes at the same time. Applicants can choose a maximum of 3 choices from the following programmes. (1 as your first choice, 2 as your second choice and 3 as your third choice.)

	課程	Programmes	選擇 Choice
人文學科 Arts	人文學科（中國語言文學）副學士	Associate of Arts (Chinese)	
	人文學科（歷史）副學士	Associate of Arts (History)	
	人文學科（哲學）副學士	Associate of Arts (Philosophy)	
	人文學科（翻譯）副學士	Associate of Arts (Translation)	
	中文媒體寫作及製作高級文憑	Higher Diploma in Chinese Media Writing and Production	
	英語及傳意高級文憑	Higher Diploma in English and Communications	
商學 Business	日語及傳意高級文憑	Higher Diploma in Japanese Language and Communications	
	商學（工商管理）副學士	Associate of Business Studies (Business Management)	
	航空服務及管理高級文憑	Higher Diploma in Airline Service and Management	
	工商管理高級文憑	Higher Diploma in Business Administration	
	體適能培訓及管理高級文憑	Higher Diploma in Fitness Training and Management	
	款待業（酒店實務）高級文憑	Higher Diploma in Hospitality (Hotel Operations)	
社會科學 Social Sciences	市場推廣及廣告學高級文憑	Higher Diploma in Marketing and Advertising	
	運動教練及領袖學高級文憑	Higher Diploma in Sports Coaching and Leadership	
	社會科學（心理學）副學士	Associate of Social Sciences (Psychology)	
	紀律部隊高級文憑	Higher Diploma in Disciplinary Forces	
	幼兒教育高級文憑	Higher Diploma in Early Childhood Education	
	健康及社會服務高級文憑	Higher Diploma in Health and Social Services	
	心理學（諮詢與輔導）高級文憑	Higher Diploma in Psychology (Guidance and Counselling)	
	教育心理學（特殊教育需要）高級文憑	Higher Diploma in Psychology of Education (Special Educational Needs)	

所有副學士及高級文憑課程均在屯門嶺南大學上課。

All Associate Degree and Higher Diploma programmes are delivered at Lingnan University Main Campus.

第三部份：重要事項 Part III: Important Notes

1. 申請人請盡量提供足夠資料，否則嶺南大學持續進修學院（「學院」）不能有效處理閣下之申請。
 2. 申請人可能獲邀參加面試及 / 或筆試及遞交其他有關入學申請的資料。
 3. 申請人可同時報讀副學士、高級文憑及 / 或文憑課程，並有機會分別獲副學士 / 高級文憑及文憑課程取錄。申請人可於收到取錄信後再作選擇。
 4. 若申請人未能成功獲首選課程取錄，學院則按其第二 / 三志願，安排申請人入讀其他課程，惟申請人須符合該課程的入學要求。由於學額有限，故學院建議申請人填寫三個課程選擇以提高入學機會。
 5. 學院有權決定是否接納閣下之入學申請及變更任何甄選決定。
 6. 申請人、其親屬或代理人就入學申請事宜或與本學院進行任何事務往來時，不得向本學院成員或職員提供任何利益，否則可能會觸犯香港法例第201章《防止賄賂條例》。本學院亦禁止成員及職員索取或接受上述利益。
 7. 嶺南大學持續進修學院沒有委託任何中介機構處理招生事宜，請勿向本學院以外的人士或機構支付任何費用，所有學生須按指定方法直接向嶺南大學持續進修學院繳交所有費用。本學院確保收生程序公正運作。
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1. Applicants are advised to provide all the information requested in the application, where applicable, otherwise, Lingnan Institute of Further Education (LIFE) may be unable to process your applications.
 2. Applicants may be required to attend an admission interview and / or a written test and provide further information in support of your applications.
 3. Applicants can apply for Associate Degree, Higher Diploma and / or Diploma programmes at the same time. Offers of Associate Degree / Higher Diploma and Diploma may be given. Applicants may consider which offer to accept by the time receiving the acceptance letters.
 4. If applicants are not admitted to the programme of their first choice, they will be arranged to study the programmes of their second / third choice, provided the applicants meet the admission requirements of that programme. Due to limited vacancy, applicants are advised to fill in three choices of programmes on their application forms.
 5. LIFE is at its discretion to make / change the decision whether an applicant is admitted.
 6. Applicants or their family members and agents must not offer advantages to any staff or members of the Institute in relation to their admission applications or while having dealings of any kind with the Institute. These offers may constitute an offence under the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong. The Institute also prohibits its staff and members from soliciting or accepting such advantages.
 7. LIFE does not authorize any third parties for handling admissions application. All fees should be settled directly with LIFE using the designated method. LIFE ensures fair admission.

第四部份：聲明及授權 Part V: Declaration and Authorization

1. 本人謹此聲明在本申請表及附件中所提供之資料均屬正確及完備，並明白若填報失實資料，本人之申請入讀嶺南大學持續進修學院及修業資格將被取消。
 2. 本人授權嶺南大學持續進修學院索取有關本人或本港及外地參加之公開考試成績、就讀資料及專業資格，並授權香港考試及評核局及有關機構提供此等資料。
 3. 如註冊入學，本人當遵守學院的規則。#
 4. 本人明白不論上課與否，所有已繳交的費用學院概不退還，也不能轉讓。#
 5. 本人明白學院保留錄取學生的最終決定權。#
 6. 本人明白學院保留課程最終開辦權。#
1. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation or false information given will result in the disqualification of my application for admission or termination of study at LIFE if admitted.
 2. I authorize LIFE to obtain, and the Hong Kong Examinations and Assessment Authority and other relevant authorities to release, information about my results in public examinations and academic and/or professional qualifications in Hong Kong and elsewhere.
 3. I consent to conform to the Regulations of LIFE if I am admitted to LIFE.
 4. I understand that fees paid are neither refundable nor transferable regardless of whether I have attended classes.
 5. I understand LIFE has the final approval authority to admit students to the programmes.
 6. I understand that LIFE reserves the rights to make final decisions whether the programme(s) / concentration(s) are offered.

第五部份：個人資料收集聲明 Part IV: Personal Information Collection Statement

1. 本申請表內的個人資料，將會作處理入學之用。若獲得學院取錄，申請人的資料將會轉為學生記錄，並用作教學、行政、學生活動、舊生會、研究及統計分析事宜。
 2. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
 3. 根據個人資料（私隱）條例，申請人有權要求查閱及更改個人資料。如要查閱資料，請聯絡個人資料保障主任（電郵：DPO@LN.edu.hk）。如要更改 / 更新資料，請聯絡學院教務處（電郵：LIFE@LN.edu.hk）。
1. The purpose of collecting personal data by means of this form is to process the application for admission. After being admitted, related personal information of applicants will become part of the student record for academic, administrative, student activities, alumni affairs, research, and statistical analysis purposes.
 2. Personal data of unsuccessful candidates will be destroyed.
 3. Applicants have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact Registry Office at LIFE@LN.edu.hk.

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請於下列適當空格填上剔號☐：

Please tick ☐ the appropriate box below:

本人 同意 / 不同意 收取嶺南大學持續進修學院寄發的宣傳資訊。

I agree / do not agree to receive direct marketing information from LIFE.

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申請人簽名:
Signature of Applicant:

日期:
Date:

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