Application Form AY2017/18

Master of Science (MSc) / Postgraduate Certificate (PgC) / Postgraduate Award (PgA)

- Programme and Project Management
- International Technology Management
- Service Management and Design

INSTRUCTIONS AND GUIDELINES FOR APPLICANTS

1. Applications are invited for admission in AY2017/18 to the MSc / PgC / PgA in Programme and Project Management, MSc / PgC / PgA in International Technology Management and MSc / PgA in Service Management and Design. Please refer to our website at http://www.vtc.edu.hk/wmg for more details.

2. Applications for these taught postgraduate programmes should be submitted in a hard-copy format. Please complete this application form and return it together with other application documents by hand or by mail to the Admissions Office, WMG School for Professional Development, Room 008, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong.

3. Applications will be considered continuously until all places are filled. The results of the admissions exercise are expected to be announced as soon as possible but no later than the commencement date of the programme. If you do not receive any notification of your application result in early September, you may contact the Admissions Office [Tel. : (852) 2595 8356 / (852) 2595 2774, Email : wmgenquiry@vtc.edu.hk] to check your application status.

4. Please complete the checklist below, showing what documents you are submitting with your application. Please note that documents submitted with your application will not be returned to you. Original documents will be required for verification when your application is accepted.

5. Information regarding fees arrangements can be found on the website.

6. Paid application fee (HK$200) shall not be refunded.

7. Please complete this form in BLOCK LETTERS.

CHECKLIST FOR APPLICATION

☐ One original application form
☐ One copy of academic transcripts and certificates, and / or official proof for professional qualifications
☐ Two reference letters / reference forms (from academic and / or workplace professional)
☐ One copy of an English Language certificate i.e. IELTS or TOEFL or Pearson Test official score report (where applicable)
☐ One original receipt of application fee (HK$200) payment

ENQUIRIES

Admissions Office, WMG School for Professional Development, Room 008, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong

Website : www.vtc.edu.hk/wmg
Email : wmgenquiry@vtc.edu.hk
Telephone : (852) 2595 8356 / (852) 2595 2774
SECTION 1 - PERSONAL PARTICULARS OF APPLICANT

**Full Name in English** (The name entered should correspond with that on your HK Identity Card / Passport.)

Surname

Given Name

**Name in Chinese**

**Title**

Mr  Mrs  Miss

**HKID Card No. / Passport No.**

Date of Birth  1 9

**Nationality**

**Correspondence Address**

**Phone (Home)**

**Phone (Mobile)**

**Email Address**

**Country of Birth**

**Country of Permanent Residence**

Do you require a student visa / entry permit to study in Hong Kong?  Yes  No

**Special Needs**

The University welcomes applications from people with special needs and considers them on the same academic grounds as those from other candidates. It is helpful to know about your special needs in advance so that we can discuss whether facilities are available on the campus.

Dyslexia  Need Personal Care Support  Blind / Partially Sighted  Mental Health Difficulties  Deaf / Hearing Impairment

Wheelchair User  Autism / Asperger Syndrome  Unseen Special Need  Other Special Needs:

e.g. Diabetes

Are you a registered disabled person?  Yes  No

SECTION 2 - COURSE DETAILS (please tick the appropriate box to indicate your programme choice)

- **MSc in Programme and Project Management**  [ ] Full-time  [ ] Part-time
- **MSc in International Technology Management**  [ ] Full-time  [ ] Part-time
- **MSc in Service Management and Design**  [ ] Full-time  [ ] Part-time

- **PgC in Programme and Project Management**  [ ] (Part-time)
- **PgC in International Technology Management**  [ ] (Part-time)
- **PgA in Programme and Project Management**  [ ] (Part-time)
- **PgA in International Technology Management**  [ ] (Part-time)
- **PgA in Service Management and Design**  [ ] (Part-time)

SECTION 3 - EDUCATION (in chronological order)

<table>
<thead>
<tr>
<th>Date</th>
<th>School / College / Institution Attended / Attending (state country, if overseas)</th>
<th>Programme Title (state both major &amp; minor programmes)</th>
<th>Mode of Attendance (e.g. Full-time, Part-time)</th>
<th>Qualification Obtained (e.g. Diploma, Degree)</th>
<th>Date of Award Month / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Month / Year</td>
<td>To Month / Year</td>
<td></td>
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Have you studied in any higher education institution in the UK or any other English speaking country in recent 2 years?  Yes (Please specify)  No

Are you a graduate from any member institution(s) of VTC?  Yes  (SHAPE  PEAK  IVE  Others)  No

I hold / will sit for the English Language qualification(s) / examination(s) detailed below:

<table>
<thead>
<tr>
<th>Date (to be) taken Month / Year</th>
<th>Name of Test / Examination</th>
<th>Result / Grade</th>
</tr>
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<tbody>
<tr>
<td>IELTS / TOEFL (internet-based) / Pearson Test of English Academic</td>
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</table>
SECTION 4 - PROFESSIONAL QUALIFICATIONS (in chronological order)

<table>
<thead>
<tr>
<th>Name of Professional Institution</th>
<th>Award (Grade of Class of Membership)</th>
<th>How Obtained (e.g. by Examination, Selection)</th>
<th>Date of Award Month / Year</th>
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SECTION 5 - WORKING EXPERIENCE (in chronological order)

<table>
<thead>
<tr>
<th>Date From Month / Year</th>
<th>Name of Organisation</th>
<th>Position Held</th>
<th>Responsibilities</th>
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<tbody>
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SECTION 6 - ACADEMIC INTERESTS AND PURPOSE OF STUDY

Please describe your academic interests and your purpose and objectives in undertaking this programme. Please attach additional sheet if necessary.

SECTION 7 - TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. The Application Fee of HK$200 is non-refundable for any reason.

2. The Registration Fee of HK$2,000 is payable upon acceptance of offer.

3. In AY2017/18, the Tuition Fees for the taught postgraduate programme(s) will be as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Tuition Fee Note 1</th>
<th>Number of Instalment Note 2</th>
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<tbody>
<tr>
<td>Master of Science (MSc)</td>
<td>HK$115,300</td>
<td>Full-time: paid by 2 instalments; Part-time: paid by 6 instalments</td>
</tr>
<tr>
<td>Postgraduate Certificate (PgC)</td>
<td>HK$64,200</td>
<td>Part-time: paid by 3 instalments</td>
</tr>
<tr>
<td>Postgraduate Award (PgA)</td>
<td>HK$32,100</td>
<td>Part-time: paid by 2 instalments</td>
</tr>
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Note 1: The Tuition Fee for each module is HK$10,700 and project is HK$19,000.

Note 2: The amount paid for each instalment will depend on the number of module/project taken in the semester. The tuition fee will be paid within one month before the commencement of the semester. (Semester 1: From September to February; Semester 2: From March to August)

The School reserves the right to revise fees, which are payable in advance, at any time without notice.

4. All fees paid less application fee will be refunded if the course is withdrawn or not offered. On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of cessation will be refunded within 1 month of the premature cessation. In the event that a student withdraws from a period of study, fees may be refunded for the module(s) or project (where applicable) not yet started in the semester. There will be no refund once the module(s) or project starts.

SECTION 8 - APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Completed application form with copies of supporting documents should be sent to Admissions Office, WMG School for Professional Development, Room 008, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong.

2. We will acknowledge receipt of your application by email. Please make sure your email address is provided in Section 1 on page 2.
The application fee is **HK$200** and is **NON-REFUNDABLE**.

- If the application fee is paid by ATM (Automatic Teller Machine) Transfer Services, please follow the instructions below in making payment and **glue** the original receipt here.
  - **HSBC & Hang Seng Bank ATM**
    - Select "Bill Payment Service"
    - Select "Education - Others"
    - Select "Vocational Training Council"
    - Enter Type : "01"
    - Enter Payment Number : please see payment number on the right
    - Enter Amount : HK$200
  - **JETCO ATM**
    - Select "JET Payment"
    - Enter Merchant Code : "9151"
    - Enter Type : "01"
    - Enter Payment Number : please see payment number on the right
    - Enter Amount : HK$200
- The QR code for payment at 7-Eleven, is shown on right. Please **glue** the original of the 7-Eleven receipt here.

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**SECTION 10 - SOURCE OF INFORMATION ABOUT THIS PROGRAMME**

Please indicate by using the numbers 1 and 2, the first and second most important sources of information which influenced you to apply for this programme.

- [ ] Website (please specify ___________)
- [ ] Newspaper / Magazine (please specify ___________)
- [ ] Facebook (please specify ___________)
- [ ] Search Engine (please specify ___________)
- [ ] Online Forum (please specify ___________)
- [ ] E-newsletter (please specify ___________)
- [ ] WMG Students / Alumni
- [ ] Friends / Relatives / Employers / Professors
- [ ] Education / Postgraduate Fair
- [ ] Career Centre / Student Affairs Office
- [ ] Bookshop / Library
- [ ] Others (please specify ___________)

**Do you wish to receive information in relation to any programmes, admission and events of the WMG School for Professional Development and the University of Warwick?**

- [ ] Yes
- [ ] No

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**SECTION 11 - DECLARATION**

1. I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the WMG School for Professional Development and the University of Warwick.

2. I authorise the WMG School for Professional Development and the University of Warwick to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the Vocational Training Council.

3. I authorise the WMG School for Professional Development and the University of Warwick to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and/or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.

4. I understand that, upon my registration in a programme in the WMG School for Professional Development and the University of Warwick, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The WMG School for Professional Development may disclose and/or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.

5. I understand that the WMG School for Professional Development and the University of Warwick may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2017/18 admissions exercise. Nevertheless, if I have indicated in Section 10 that I wish to receive information from the WMG School for Professional Development and the University of Warwick, my application data will be retained.

6. I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the WMG School for Professional Development at Room 008, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.

7. I fully understand the Intellectual Property Policy (the Policy) indicated at www.vtc.edu.hk/wmg (Admission ➔ Point to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.

8. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

**Applicant’s Signature :**

**Date :**