

只適用於已申請 2011 年度職業訓練局課程的四年制高級文憑課程學生
Applicable to 4-year Higher Diploma students applying for admission to VTC's courses 2011 entry

截止申請日期 Deadline for Application
5:00 pm, 11-7-2011

學院專用 (For CS Use Only)
Ref : _____

香港專業教育學院 / 香港知專設計學院
四年制高級文憑課程階段結業申請 2011

**IVE/HKDI 4-year Higher Diploma -
Application for Exit Award (2011)**

第 1 部份：個人及就讀課程資料 SECTION 1 : PERSONAL & COURSE PARTICULARS

英文姓名 Full Name in English	:	_____	中文姓名 Name in Chinese	:	_____
學生編號 Student Number	:	_____	課程編號 Course Code	:	_____
課程名稱 Course Title	:	_____			
就讀年級 Year of Study	:	_____	就讀分校 Campus	:	_____

第 2 部份：欲申請的階段結業學歷 SECTION 2 : RELEVANT EXIT AWARD APPLIED FOR

請在以下兩個選擇中「✓」其一
Please tick "✓" one of the following two choices

選擇一 Choice One

本人已完成上述課程之 *第一年級 / 第二年級 / 第三年級學習，並獲得相應的學歷資格。本人現欲申請以下其中一項階段結業證明。
I have completed *Year 1 / Year 2 / Year 3 study of the above mentioned course and would like to apply for the relevant exit award.

基礎文憑 Foundation Diploma (第一年級適用 for Year 1)

證書 Certificate (第二年級適用 for Year 2)

文憑 Diploma (第三年級適用 for Year 3)

<< 注意事項：如欲申請 2010/11 學年春季學期的階段結業證明，請於 2011 年 7 月 8 日至 11 日期間 (考試成績公佈後) 遞交此申請表。 >>

<< Important Note: Please submit this application form during the period from 8 to 11 July 2011 (after announcement of examination result) if you would like to apply for the exit award attained in AY2010/11 Spring Semester >>

選擇二 Choice Two

本人需在 2010/11 學年春季學期補考上述課程之 *第一年級 / 第二年級 / 第三年級 或 修讀香港職業英語計劃二級證書(暑期課程)。
I have to take the AY2010/11 Spring Semester supplementary examination of *Year 1 / Year 2 / Year 3 study of the above mentioned course or the English Programme (Summer).

* 請把不適用者刪去。
* Please delete if inappropriate.

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Checked by

(_____)
Date:

第 3 部份：聲明 SECTION 3 : DECLARATION

1. 本人謹此聲明在本申請表填報的資料均屬正確及完備。若填報之資料失實，本人的階段結業申請資格將被取消。
I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for exit award.
2. 本人明白不論是否需要 在 2010/11 學年春季學期補考或修讀香港職業英語計劃二級證書(暑期課程)，一旦選擇申請階段結業並獲批准，學位即不予保留，本人亦不能更改原來決定。
I understand that if I have chosen to exit from a course, which is subsequently approved, my place on the progression class would not be retained and my choice is irrevocable, no matter whether I have to take AY2010/11 Spring Semester supplementary examination or the English Programme (Summer).

申請人簽署
Applicant's Signature : _____

日期
Date : _____

第4部份：由學系 / 學院秘書處填寫 SECTION 4 : TO BE COMPLETED BY DEPARTMENT/CS

Application *approved / not approved	MSRP3801M updated	MSRP1103M updated
_____ HoD()/IVE() Date :	_____ ()/IVE() Date :	_____ ()/IVE() Date :

* Please delete if inappropriate.

第5部份：申請結果 SECTION 5 : APPLICATION RESULTS

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致： _____ 學生姓名 _____ 學生編號

就你修讀 _____ 所申請的 *基礎文憑 / 證書 / 文憑 階段結業證明已 *獲批准 / 不獲批准 (不獲批准的原因如下： _____)。

請於 _____ 至 _____ 期間，於辦公時間內攜同此通知書及學生證(註銷之用)，親身到學院秘書處領取有關印有結業證明之「學業成績證明書」。我們將會稍後通知你領取有關畢業證書。

* 請把不適用者刪去。

香港專業教育學院/ 香港知專設計學院()院長

() 代行

日期： _____

To: _____ (Student Name) _____ (Student Number)

Your application for the exit award of * Foundation Diploma / Certificate / Diploma for _____ has been * approved / rejected (Reason for rejection: _____).

Please bring along with you this letter and your Student Identity Card (for cancellation) to the Campus Secretariat during office hours in the period from _____ to _____ for collecting the Transcript of Study on this exit. We shall inform you later for the collection of the relevant Graduation Certificate.

* Please delete if inappropriate.

()
for P/IVE / P/HKDI ()
Date : _____

回郵地址 ADDRESS

(請用正楷) (PLEASE USE BLOCK LETTERS)

姓名 Name
地址 Address

回郵地址 ADDRESS

(請用正楷) (PLEASE USE BLOCK LETTERS)

姓名 Name
地址 Address