申請中期學歷證書須知 *(適用於新學制高級文憑課程)*
NOTES ON APPLICATION FOR INTERMEDIATE AWARD
(Applicable to Higher Diploma Programmes under new academic structure)

1. 部份高級文憑課程設有中期學歷證書。跟據相關課程的學分要求，中期學歷證書一般只會頒授予選擇階段結業而沒有完成高級文憑課程的同學，申請階段結業的中期學歷證書將不須繳交申請費用。
   Not all Higher Diploma Programmes will have an intermediate award. For programmes with an intermediate award, the award will normally only be granted to a student who chooses to exit without completing the Higher Diploma programme, subject to his/her meeting the credit requirements for the intermediate award concerned. No application fee is required for an intermediate exit award.

2. 學生如能提供充份理由及滿足相關課程的學分要求，可以選擇在沒有階段結業的情況下提出申請中期學歷證書，申請人可以繼續完成修讀相關的高級文憑課程，但上述申請必須繳交申請費用並不予退還。
   With justifiable grounds and upon meeting the relevant credit requirements, a student of a programme with an intermediate award may apply for granting the intermediate award concerned without exiting the programme.   A non-refundable administration fee is required for such application.

3. 按職訓局現時的政策，學生／離校生如有欠款（包括圖書館及其他罰款），其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。
   According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC.

4. 有關申請將於下列文件交妥至學院秘書處後方獲處理，包括：
   - 填妥的中期學歷證書申請表格；
   - 申請中期學歷證書費用的繳款收據（適用於非階段結業的申請）／付款編號（每項申請現時為港幣一百元正）；及
   - 已清還所有欠款的繳款收據／付款編號／支票號碼（如適用）
     （註：學院秘書處會於確認收到有關款項後，才開始處理該申請。）

   The application will only be processed after the following documents have been received by the related campus secretariat, including:-
   - a duly completed application form for intermediate award;
   - payment receipt/payment reference number of the application fee – (currently HK$100 for each non-intermediate exit award); and
   - payment receipt/payment reference number/cheque number of outstanding fee, if any.
     (Note: Your application will be processed upon confirmation of receipt of the relevant payment(s).)

5. 已繳的費用概不發還。
   Any fee paid will not be refunded.

6. 申請人一般會於十四個工作天內獲悉其申請結果。
   Applicants will be informed of their application results normally within 14 working days after submission.

7. 如有查詢，請與學院秘書處聯絡。
   For enquiries, you can contact the Campus Secretariat at:
   地址 Address:　香港灣仔愛群道 6 號
   　　　　　　　　6 Oi Kwan Road, Wanchai, HK
   電話 Tel. No.:　2835 8335
   傳真 Fax No.:　2572 9847
   電郵 E-mail address: csivemh@vtc.edu.hk

8. 收集個人資料聲明:
   Personal Information Collection Statement:
   (i) 申請人在本表上所提供之個人資料，只作申請中期學歷證書之用。
   The personal data provided on this form will be used for the purpose of processing the application for intermediate award only.

   (ii) 如在遞交此表格後要查閱或更改個人資料，請聯絡學院秘書處。
   For correction of or access to the personal data after submission of this form, please contact the Campus Secretariat.

申請中期學歷證書的繳費方法
Payment Methods of Application for Intermediate Award

繳費方式 Payment Method	繳費程序 Payment Procedures	
1. 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 − 其他 Select Education – Others iii. 選擇『職業訓練局』 Select "Vocational Training Council" iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services" v. **輸入 9 位數字學生編號 + 33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in total)** vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)	
2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with the JETPayment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry" iii. 輸入商戶編號『9151』 Key in Merchant Code "9151" iv. 賬單類別：輸入 『03』 Bill Type: Enter "03" v. **輸入 9 位數字學生編號 + 33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in total)** vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction)	
3. 使用繳費靈 Using PPS* (*請先開立戶口及致電 18013 登記此賬單) (*Please open a PPS account and register the bill by calling 18011 if you have not.)	<u>電話 (By Telephone)</u> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼 『9151』 Enter merchant code "9151" iii. **輸入 9 位數字學生編號 + 33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in total)** iv. 選擇賬單類別：『03』學生雜費 Select Bill Type: "03" payment of "Fees for Student Services" v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction) vi. 請將已填妥之申請表連同付款編號交往學院秘書處 Please submit the completed application form with the payment reference number written to Campus Secretariat	<u>互聯網 (By Internet)</u> i. 網址 www.ppshk.com Visit www.ppshk.com ii. 輸入商戶號碼 『9151』 Enter merchant code "9151" iii. **輸入 9 位數字學生編號 + 33 (共 11 位數字)** **Enter 9-digit Student ID + 33 (11-digit in total)** iv. 選擇賬單類別：『03』學生雜費 Select Bill Type: "03" payment of "Fees for Student Services" v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction) vi. 請將已填妥之申請表連同付款編號交往學院秘書處 Please submit the completed application form with the payment reference number written to Campus Secretariat

香港專業教育學院（摩理臣山）
Hong Kong Institute of Vocational Education (Morrison Hill)
高級文憑課程 - 中期學歷證書申請
Higher Diploma - Application for Intermediate "Diploma" Award

<div style="border">

適用於新學制高級文憑課程
Applicable to Higher Diploma Programmes under new academic structure

</div>

在填寫本申請表前，請詳閱另頁的「申請中期學歷證書須知」。
Please read the attached "Notes on Application for Intermediate Award" before completing this form.

第 1 部分：學生個人資料　Section 1: PARTICULARS OF STUDENT

英文姓名
Name in English : _____

中文姓名
Name in Chinese : _____

學生編號
Student Number : _____

課程編號
Programme Code : _____

課程名稱
Programme Title : _____

電郵地址
Email Address : _____

聯絡電話
Contact Phone No. : _____

第 2 部分：申請細節　Section 2: APPLICATION DETAILS

☐ 本人決定在_____年_____月_____日終止修讀以上高級文憑課程並申請中期學歷證書。(*不須繳交申請費*)
I decide to discontinue my study and exit from the above HD programme with effect from _____(dd/mm/yyyy).
I would like to apply for the intermediate award on exit. ***(No application fee is required)***

☐ 本人欲申請中期學歷證書而不作階段結業(即：繼續修讀以上高級文憑課程)(*須繳交申請費$100*)，基於以下原因：
I wish to apply for an intermediate award without exiting the programme (i.e. continue studying the above HD programme)
(application fee $100 is required) due to the following reason:

_____

如空位不敷應用，請另紙書寫 (use separate sheets if space is not enough)

To be completed by CS – Checked	☐
Signature: _____ Date: _____	

第 3 部分：聲明　Section 3: DECLARATION

1. 本人已完成上述課程之 「文憑」學歷要求。 I have fulfilled the requirements for the "Diploma" qualification of the above programme.

2. 本人已清繳補發證書的所需費用及所有對職訓局的欠款（包括圖書館及其他罰款），否則，不會獲發在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明。I have already settled the replacement fee and all the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.

3. 本人同意，如本人退學／被取消學籍，本人所取得之中期學歷證書會被視為本人階段結業的學歷證明，已繳的中期學歷證書申請費用概不會退還。I agree that if I withdraw or being de-registered from the programme, the Intermediate Award that I have obtained will be regarded as the Exit Award, and the application fee paid for applying the Intermediate Award will not be refunded.

申請人簽署 Applicant's Signature : _____　日期 Date : _____

第 4 部分：申請費收據　Section 4: APPLICATION FEE PAYMENT RECEIPT

適用於現正修讀的同學　Applicable for current student

(繳款方法請參閱附件一。沒有附上繳費收據的申請表將不獲處理
Payment method as shown on Appendix I. Application form without attaching the payment receipt will not be processed)

☐ 恒生銀行/匯豐銀行或「銀通」自動櫃員機 (附上交易通知書)
Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached)

☐ 「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號
PPS, please fill in payment Reference No. in the boxes provide

適用於已畢業的同學　Applicable for graduated student (to be completed by CS(A))

Application Fee $100 has been collected vide receipt no. _____　☐ Cheque No.: _____　☐ Cash

Signature: _____　Name/Post: _____　Date: _____

第 5 部分：認收（由申請人在領取中期學歷證書/學業成績證明書(階段結業)時填寫）
Section 5: ACKNOWLEDGEMENT (TO BE COMPLETED BY THE APPLICANT WHEN COLLECTING THE AWARD CERTIFICATE/TRANSCRIPT OF STUDY (EXIT))

☐ 本人現確認領取中期學歷證書。I acknowledge the receipt of the Intermediate Award Certificate.
☐ 本人現確認領取學業成績證明書(階段結業)。I acknowledge the receipt of the Transcript of Study (EXIT).
☐ 本人現確認領取學業成績證明書(階段結業)。本人明白已領取的中期學歷證書會被視為階段結業的學歷證明。
I acknowledge the receipt of the Transcript of Study (Exit). I understand that the collected Intermediate Award Certificate is regarded as the Exit Award.

簽署
Signature: _____

日期
Date: _____

第 6 部分 ：由學院秘書處／學系填寫 **SECTION 6 : TO BE COMPLETED BY CS / DEPARTMENT**

Part A **(to be completed by Staff of CS(C))**

Application Method:　☐ By Post　☐ In Person　☐ Drop-in Box　☐ Other _____

HKID Checked: Yes / No (No HKID card copy is attached)　　Appl. details checked: Yes / No

Any O/S Debts ?　No / Yes _____

Signature: _____ Name/Post: _____ Date: _____

Application Processing Date: _____　　　Payment Receipt Received: Yes / No

Signature: _____ Name/Post: _____ Date: _____

Part B **(to be completed by Staff of CS(C))**

To: HoD via Programme Leader (　　　　　　　　)　(Attn:_____)

　　Please fill in the Part C and return it to CS(C) on or before _____.

Signature: _____ Name/Post: _____ Date: _____

Part C **(to be completed by Department)**

To: CS(C) (Attn:_____)　　From: HoD (_____)

1. Qualified for the "Diploma" award (Y / N)*

2. Special approval of DAC obtained for granting intermediate award without exiting the programme (Y / N / NA)*

Signature: _____ Name/Post: _____ Date: _____

----

3. * SRS-MAP MSMP03702M Updated / SRS-MAP MSMP03710M Updated (For Exit Award Only)

Signature: _____ Name/Post: _____ Date: _____

Part D **(to be completed by Staff of CS(C) – for Exit Award Only)**

Award AY_____/_____ *Semester 1 / 2 / 3　Certificate Distribution Date: _____

Transcript of study checked by:

Signature: _____ Name/Post: _____ Date: _____

Part E **(to be completed by Staff of Department/CS(C) – for Exit Award Only)**

To: _____/_____ Department	To: _____/CS(C)
Please sign and stamp department's chop on the transcript of study and return it to _____ on or before _____.	Please inform student to collect the signed transcript of study accordingly.
Signature: _____ Date: _____ Name/Post (　　　/　　)	Signature: _____ Date: _____ Name/Post (　　　/　　)

Part F **(to be completed by Staff of CS(C))**

Student informed (for collection of document(s))　　By phone (Date): _____

Deadline of Collection (Date): _____　　　Remark: _____

Signature: _____ Name/Post: _____ Date: _____

 Please delete if inappropriate