

香港中文大學
教育學院 香港教育研究所
The Chinese University of Hong Kong
Faculty of Education Hong Kong Institute of Educational Research

學生輔導專業文憑課程／
學校訓導及課室管理專業文憑課程

入學申請

Application for Admission to Professional Diploma Programme in Guidance and Counselling/
Professional Diploma Programme in School Discipline and Classroom Management
(2018–2019)

Notes for Applicants 申請須知

Please read the “Notes for Applicants” carefully before completing the application form.
填寫申請表格前，請先細心閱讀「申請須知」。

1. Application Deadline 截止報名日期

Professional Diploma Programme in Guidance and Counselling 學生輔導專業文憑課程
Professional Diploma Programme in School Discipline and Classroom Management 學校訓導及課室管理專業文憑課程

30 November 2018 (For admission in January 2019 開課日期：2019年1月)

2. Submission of Application Form 遞交申請表格

Completed application forms should be submitted by post to the Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Room 204, Ho Tim Building, Shatin, New Territories together with the application fee and the following documents: 請將填妥之申請表格連同報名費用及下列文件，寄往新界沙田香港中文大學何添樓 204 室香港教育研究所：

- a) Photocopies of academic/professional certificates **AND** transcripts (e.g. diploma awarded by institutions, public examination certificates, etc.)
學歷／資歷證明文件及成績單副本各一份（例如：院校頒發的文憑、公開考試證書等）
- b) One photocopy of the applicant’s HKID card or other identity document as given in the application form
申請人之香港身分證副本，或填報於申請表格內之身分證明文件副本

No documents submitted will be returned. 所有遞交之文件概不退還。

3. Application Fee 報名費用

The application fee for admission to each of the Professional Diploma Programmes is HK\$200. The fee should be paid by crossed cheque or cashier order made payable to “The Chinese University of Hong Kong”. 每項專業文憑課程的報名費用為港幣 200 元正。報名費用請以劃線支票或銀行本票繳交，抬頭請寫「香港中文大學」。

The application fee, once paid, is not refundable. 報名費用一經繳交，概不退還。

4. Selection and Result Notification 遴選及結果公佈

Applicants are selected on a competitive basis and an interview is required for some programmes in the selection process. Successful applicants will be notified within six weeks of the interview. Applicants being put on the waiting list will also be notified in writing. For those applicants who do not receive any letter after six weeks of the interview, they may assume their applications have not been successful. 部分課程的申請人需經面試甄選。獲取錄者將於面試後六星期內收到書面通知，而後補名單內的申請人亦會獲書面通知。申請人如於面試六星期後尚未收到任何通知，即表示其申請未獲接納。

5. Admission Procedures 入學手續

Applicants who are offered admission to the programme should pay the tuition fee within one week of the issue date on the official notice of admission and register on a specified date. Anyone who fails to register after a lapse of two weeks from the specified date shall be considered to have declined the offer and the place will be offered to reserve candidates. 獲取錄的申請人，須在正式取錄通知書發出日期起計一星期內繳交學費，並於指定日期辦理註冊手續。如申請人在指定註冊日起計兩星期內尚未辦理註冊手續，則當作放棄學席論，其學席將給予後補名單內之申請人。

6. Cancellation of Programme/Modules 取消開辦課程／單元

The University reserves the right to cancel any programme/modules. In which case, all fees paid by applicants will be refunded. 大學保留取消開辦任何課程／單元之權利。如遇上述情況，申請人將獲發還已繳交之所有費用。

7. Personal Data Collection Statement 收集個人資料聲明

The information collected from the applicants will be used for the following purposes:

申請人的資料將用作：

- a) as a basis for selection of applicants for admission to the Professional Diploma Programme in Guidance and Counselling/ Professional Diploma Programme in School Discipline and Classroom Management offered by the University and other related purposes 學生輔導專業文憑課程／學校訓導及課室管理專業文憑課程甄選學生及相關事項之基準；
- b) for verifying information about the applicant's public examination results and academic record in relevant institutions in Hong Kong and elsewhere 核實申請人在本港及海外之相關院校／機構所獲取之公開考試成績及校內修業成績；
- c) for identifying records of previous studies as a student in the University or other institutions 確認申請人是否曾在本校或其他院校就讀；
- d) as part of the applicants' student records upon registration for a programme, which will be used for all purposes relating to his/her study in accordance with the procedures of the University 申請人獲取錄並註冊為本校學生後之學生紀錄，並將按本校規定用於與該學生學業相關之一切事宜。

Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request for personal data access or correction. Requests can be made in writing via email to hkier-training@cuhk.edu.hk 根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料。如有需要，可透過電子郵件：hkier-training@cuhk.edu.hk 向大學提出。

For unsuccessful applications, all documents submitted together with the application form will be destroyed 如申請未被接納，所有提交的文件包括申請表格將被銷毀。

Enquiries 查詢： Hong Kong Institute of Educational Research

The Chinese University of Hong Kong
Room 204, Ho Tim Building
Shatin, N.T.
香港教育研究所
新界沙田香港中文大學何添樓 204 室

Guidance and Counselling 學生輔導

☎ 3943 6999

E-mail 電郵：avayeung@cuhk.edu.hk

Programme Website 課程網址：www.hkier.cuhk.edu.hk/dgc

School Discipline and Classroom Management 學校訓導及課室管理

☎ 3943 6999

E-mail 電郵：avayeung@cuhk.edu.hk

Programme Website 課程網址：www.hkier.cuhk.edu.hk/dsd

Fax 傳真：2603 6850