

Enrolment Form 報名表格

Please complete all relevant parts in BLOCK LETTERS and with BLACK PEN
請用黑色原子筆以正楷填寫有關部分

For Office Use 由本學院填寫

- Admitted 取錄
 Rejected 不取錄
 Waiting List 後補名單

Programme Title: 課程名稱 **Training Programme for Social Workers in Community**
(Programme Code: SC531A) **Mental Health Service Units**

Course Title: 學科名稱	Class Code 課堂代碼 (e.g. A7, B11 or C13, please refer to the programme webpage)		
	1 st Choice	2 nd Choice	3 rd Choice
A. Severe Mental Illnesses and Common Mental Disorders			
B. Childhood and Adolescent Mental Health Issues			
C. Case Management and Crisis Intervention in Mental Health Services			

*Applicant please fill in the class codes of your first 3 preferred classes per course. Enrolment will be assigned automatically based on the sequenced preference. If all 3 preferred classes are full, please re-submit your enrolment. Thank you.

Part (A) 甲部 Personal Particulars 個人資料

Title 稱謂 Mr. 先生 Ms. 女士

Applicant Name in English and Chinese (Name as appeared on H.K.I.D card or passport)

英文及中文姓名 (香港身分證或護照上的姓名)

Family Name

英文姓氏 _____

Given Names

英文名字 _____

Name in Chinese

中文姓名 _____

Mobile Phone

流動電話 _____

H.K.I.D./Passport No.

香港身分證/護照號碼 _____

Date of Birth (DD/MM/YYYY)

出生日期 (日/月/年) _____

Holders of H.K.I.D card MUST fill in their H.K.I.D. number 香港身分證持有人必須填寫香港身分證號碼

Correspondence Address

通訊地址 _____

Email Address

電郵地址 _____

Social Worker Registration Number (e.g. 00123) Expiry Date of Current Registration (e.g. 2002/1)

註冊社工編號 _____ 現有註冊期滿日期 _____

Part (B) 乙部 Highest Social Work Qualification 社會工作最高學歷的資料

Examinations/Awarding Institution 考試/頒授學歷機構	Subject/Degree Awarded 學科/獲頒授學位	Year of Award 頒授年份

Part (C) 丙部 Particulars of the current Social Work post 現職社會工作職位的資料

Name of Company 機構名稱	Service Type 服務種類	Years of Service 服務年資
	<input type="checkbox"/> Family Services 家庭服務 <input type="checkbox"/> Child Care Services 兒童照顧服務 <input type="checkbox"/> Family and Child Protective Services 保護家庭及兒童服務 <input type="checkbox"/> Centre-based Services for Young People 中心為本青少年服務 <input type="checkbox"/> Outreaching and Residential Services for Young People 青少年外展及住宿服務 <input type="checkbox"/> School Social Work Services 學校社會工作服務 <input type="checkbox"/> Cyber and Hotline Services for Young People 青少年網上及熱線服務 <input type="checkbox"/> Medical Social Services 醫務社會服務 <input type="checkbox"/> Integrated Community Centre for Mental Wellness 精神健康綜合社區中心 <input type="checkbox"/> Halfway House / Long Stay Care Home 中途宿舍 / 長期護理院 <input type="checkbox"/> Others 其他： _____	

Part (D) 丁部 Other Important Information 其他重要資料

Equal Opportunities for Learning at HKU SPACE 香港大學專業進修學院的平等學習機會

The School supports equal opportunity and strongly opposes discrimination/harassment. The document, “Studying in HKU SPACE” is available from the Prospectus/Website and sets out such policy more fully.

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

學院支持平等機會並強烈反對歧視/騷擾行為。在課程手冊/網頁刊載的【學在 HKU SPACE】進一步闡述有關政策。

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上說明你是否需要特殊的幫助。如有需要，學院將聯絡閣下，以獲取更多相關資料及提供更完善的服務。

Special assistance required 是否需要特殊的幫助

Yes 是 (if you check yes, you agree to give us further information on your special needs and consent to our further processing of your data
如選擇需要，閣下 同意提供進一步詳情及同意學院處理相關資料)

No 否

HKU SPACE Alumni 香港大學專業進修學院校友

All new enrolled students in the School will automatically receive a lifelong learner card which serves as the student card. It also confers eligibility to become an alumnus of HKU SPACE. If you DO NOT WISH to be an alumnus, please check this box.

本學院的註冊學生將自動獲發終身學員證為學生證。持證人可成為香港大學專業進修學院校友。如閣下不想成為校友，請在方格內填上剔號。□

Statement on Collection of Personal Data 收集個人資料聲明

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.

申請人必須提供其個人資料及課程申請所需資料，否則本學院將不能有效處理其申請。

2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be transferred to the Social Welfare Department, the commissioning organisation of this programme, where it may be used for these purposes and other purposes considered relevant by the Social Welfare Department. The data may also be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.

在法律許可情況下，個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣（包括直接銷售）等用途。此課程為社會福利署委託舉辦，故此香港大學專業進修學院會將申請人個人資料轉交予上述機構，個人資料也有可能會用作上述入學及其他相關用途。個人資料亦有可能會轉移到為學院提供有關服務的委託人處理。

3. When the processing and consideration of all the applications for a particular programme have been completed, the following procedures will apply to that personal data which is held by the School: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 5 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information which the School holds will be kept strictly confidential.

完成報名程序及課程註冊後，學院對所持有的學生/申請人個人資料將採取以下程序，申請人如不獲取錄，其個人資料將會被銷毀（如申請人於以下第 5 項表明願意接收學院的推廣訊息，申請人的聯絡資料及同意接收學院推廣訊息的記錄將保留作此等用途），獲取錄者的個人資料將會被留作學生記錄，只有香港大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關檔案，而學院持有的所有學生個人資料將絕對保密。

4. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme team for separate arrangements.

在緊急情況下，學院將向學生發放電話短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向學院提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡課程組，以便作適當安排。

Use of Personal Data related to Direct Marketing 個人資料用作直接銷售

5. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers, clinics and other services and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, another forms of social media by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year

etc.) You always have the right to make subsequent changes on your choice of receiving further marketing materials from the School by sending a written unsubscribe request (by email or by post) to the School at any time. Such a written unsubscribe request will only apply to marketing materials sent by the School.

If you DO NOT WISH to receive our latest updates and promotional materials from the School through the communication channels as stated above, including discounts and offers from time to time, please check this box.

From time to time, the alumni office will send the latest updates to alumni members on the alumni events, privileges and offers, volunteering activities, and networking opportunities to you. Various communication channels such as direct-mail, email and mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your enrolment year etc). You always have the right to make subsequent changes on your choice if receiving further information for alumni by sending a written unsubscribe request (by email or by post) to the ALUMNI at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.

申請人提供的個人資料（包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等）將用作與學院溝通渠道。學院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人、學員和校友送上學院的最新課程資料及推廣訊息。這些資訊亦將包括學院講座及活動、折扣優惠、診所服務及籌款活動等。當中亦可能包括香港大學或其附屬機構的不定期資訊。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收學院所提供的有關資訊。此類意願申明僅適用於學校發送的有關資訊。

如不欲收到任何學院透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。

申請人提供的個人資料（包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等）將用作與校友會溝通渠道。校友會將透過信件、電子郵件、流動電話和社交媒體等為學員和校友送上校友會的最新資訊及推廣訊息。如校友會講座及活動、校友會會員尊享優惠、義工活動及校友聯誼等。閣下可隨時以書面或電郵方式向校友會申明是否願意繼續接收有關資訊。

如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。

6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE (please quote “Data Access Request”). For general requests of personal data amendment, please fill out the “Application Form for Personal Data Amendment” and submit it to HKU SPACE. For access to personal data held by the Social Welfare Department, you will need to contact them as a separate request.

根據個人資料（私隱）條例，申請人有權知悉學院有否保留其個人資料，同時亦可查閱、索取及更改其個人資料。申請人如欲查閱學院持有的其個人資料，請填妥指定表格並交回本學院個人資料私隱主任（註明：查閱資料要求）。本學院將會酌情收取行政費用。如欲更改一般個人資料，請填妥「申請更改個人資料表格」並交回本學院。申請人如欲查閱社會福利署持有的其個人資料，申請人需自行向社會福利署提出申請。

7. For details on the School’s policy on personal data (privacy), please refer to the School Prospectus or Website (<http://hkuspace.hku.hk/policy-statement/privacy-policy>).

如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁 (<http://hkuspace.hku.hk/policy-statement/privacy-policy>)。

General Notes to Applicants 一般注意事項

Enrolment can be done in person at or by post (specifying “Programme/Course Application”) to any of the School’s Enrolment Centres or by email (mental_health@hkuspace.hku.hk) by completing this application form and submitting it with the relevant documents on/before the application deadline.

報讀課程，請填妥報名表格連同所需證明文件，於申請截止日期或之前，親往學院各報名中心、以郵遞方式(註明「報讀課程」)，或透過電郵(mental_health@hkuspace.hku.hk) 提出申請。

Declaration 聲明

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. 本人聲明本申請表及隨附文件所載一切資料，依本人所知均屬正確，並無遺漏。
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application. 本人授權香港大學專業進修學院向相關機構查閱有關本人申請課程所列出的學歷及專業資格。
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School. 本人同意如本人註冊入學，當遵守大學及學院的規例。
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy). 本人已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料(私隱)的守則。

Applicant’s Signature 簽署 _____ Date 日期 _____