HKU SPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

Application for the stacking of Microcredentials towards earning a Certificate/ Diploma in Professional Practice/ General Studies
累積微證書以獲取專業實踐/通才學習證書/文憑申請表格

(Applicable only to awards offered within the HKU System achieved through studies with HKU SPACE. 只適用於透過就讀香港大學專業進修學院考取，依照香港大學制度獲准頒授之學銜)

I. Student Information 學生個人資料

Name (on HKID or Passport)
香港身分證或護照上的姓名 _____

Name in Chinese
中文姓名 _____

HKID or Passport No.
香港身分證/護照號碼 _____

Student No.
學生證號碼 _____

Contact Phone
聯絡電話 _____

Email Address
電郵地址 _____

II. Stackable Academic Award# to be applied for 欲申請的可累積學銜#

(please put a "✓" as appropriate 請在適當方格內填上「✓」號)

☐ Certificate in General Studies
  通才學習證書

☐ Diploma in General Studies
  通才學習文憑

☐ *Certificate in Professional Practice
  專業實踐證書
  △Theme: _____
  學科主題

☐ *Diploma in Professional Practice
  專業實踐文憑
  △Theme: _____
  學科主題

The granting of a stackable Academic Award is subject to approval by HKU SPACE, following an assessment of the list of microcredentials obtained by the applicant. The School has the final decision on the level of stackable Academic Award, if any, to be granted to the applicant.
可累積學銜的頒授須經香港大學專業進修學院透過評審申請人曾獲取的微證書作批核，學校就是否頒授可累積學銜及其等級，均有最終決定權。

* For the Professional Practice title, 75% of the credits must be in a professional practice area, otherwise the General Studies award will be made. Moreover, 75% of the credits for an award have to be at the QF level of the Certificate or Diploma.
要獲得專業實踐學銜，百分之七十五或以上的學分必須是修讀專業實踐學科，否則學員便將獲頒授通才學習學銜。凡資歷架構課程所配對的學銜，當中百分之七十五的學分必須達致證書或文憑的資歷架構級別。

△ There are a number of identified themes for Professional Practice, and those who stack Microcredentials within a theme will also have that theme in brackets as part of the awards.
專業實踐範疇有不同學科「主題」。如學員在某個學科主題內累積足夠的微證書學分，所獲的學銜將會以括號列明其專修主題。

III.	List of Microcredentials Obtained 曾獲取的微證書名單			OFFICE USE ONLY 由本學院填寫
	(In chronological order 請順序列出)			Checked by:
				Remarks 備註

Award Title of Microcredential obtained 曾獲取的微證書學銜	Date of Award※ 頒授日期	QF Level 資歷級別	Credits Obtained 取得之學分

※ The Date of Award of Microcredentials listed for assessment should not be earlier than five years before the date of submission of this application
列出作評審微證書的頒授日期須不早於呈交本申請前五年

| IV. | Collection Methods 領取方法 |
| | (please put a "✓" as appropriate 請在適當方格內填上「✓」號) |

☐ in person 親身領取
Please produce your HKID Card / Passport when collecting the certificate/ diploma. 請於出示身份證 / 護照領取證書/文憑。

☐ by an authorised person 授權他人領取
Please provide details of the authorised person in the following section. The authorised person will be required to produce his / her own HKID Card / Passport to the HKU SPACE Enrolment Centres to collect your certificate/ diploma. He / She will also be required to sign an acknowledgment of receipt. 請提供獲授權人士的資料。獲授權人士需出示身份證 / 護照領取證書/文憑及簽署確認領取文件。

Name 姓名: _____
HKID / Passport no 香港身分證/護照號碼.: _____
Contact Phone 聯絡電話: _____
Email address 電郵地址: _____

Collection Location 領取地點 (Please choose ONE location 請選擇一個地點)
☐ Admiralty Learning Centre 金鐘教學中心   ☐ Kowloon East Campus 九龍東分校
☐ Island East Campus 港島東分校   ☐ Kowloon West Campus 九龍西分校
☐ Fortress Tower Learning Centre 北角城教學中心

V.	**Personal Information Collection Statement** 收集個人資料聲明

Your personal data collected on this form will only be used for processing your service request and payment and related communications. Your data will solely be handled by HKU SPACE staff but may 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. If you would like to update your personal data with the School, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE. 閣下提供的個人資料只用作處理 閣下之學務事項申請、付款及有關通訊用途，只有香港大學專業進修學院職員才能處理有關資料，但亦可能會轉移到為學院提供有關服務的委託人處理。如欲更改 閣下之個人資料，請填妥「申請更改個人資料表格」並交回本學院。

VI.	**Notes to Applicants** 注意事項

1. HKID Card / Passport should be produced at HKU SPACE Enrolment Centres when collecting the certificate or diploma in person. If the application is handled by an authorised person, please attach the copy of applicant's HKID Card / Passport. 申請人到報名中心領取證書/文憑需出示身分證 / 護照。若由授權人士代辦申請，請附上申請人身分證 / 護照副本。
2. The normal processing time for an application is 30 working days. 一般處理申請所需時間為三十個工作天。

VII.	**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.

2. I authorise the School to obtain, and the relevant units to release, any information about my academic record as required for my application.

3. 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).

1. 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. 本人授權香港大學專業進修學院向相關單位查閱有關本人申請課程所列出的學歷。

3. 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。

_____	_____
Signature 簽署	Date 日期