

2017/18

HKCC

副學士及高級文憑課程

2017年1月10日前報名 **優先甄選**

首輪「**有條件取錄**」

將於2017年2月發放

其中政府資助課程佔

56.6%

2016升學率

89.3%



報名 www.hkcc-polyu.edu.hk/admission



HKCC
+
SPEED = CPCE
“2+2” 理大審批學士學位途徑

全人教育 啟發潛能

2017/18

Information for Applicants 入學申請須知

(For 2017 HKDSE Candidates 2017 年香港中學文憑考試考生適用)

Key Dates 2017 重要日子

First Round Application 第一階段申請 (Eligible for “Conditional Offers” 設「有條件取錄」)	Advance Processing 優先甄選	Application 報名	2 December 2016 – 10 January 2017 2016 年 12 月 2 日至 2017 年 1 月 10 日
		Interview 入學面試	21 January 1 月 21 日
	Regular Processing 一般處理	Application 報名	11 January – 16 May 1 月 11 日至 5 月 16 日
		Interview 入學面試	25 February / 29 April / 27 May 2 月 25 日 / 4 月 29 日 / 5 月 27 日
Second Round Application 第二階段申請			23 May – 30 June 5 月 23 日至 6 月 30 日
Deadline for Change-of-Programme-Choice Application 申請更改課程的限期			30 June 6 月 30 日
Application for Unfilled Places (if any) 剩餘學額申請 (如尚有學額)			12 July onwards 7 月 12 日起
Deadline for Claiming Offer 領取正式「取錄通知書」的限期			4:00 pm, 12 July 7 月 12 日下午 4 時
Deadline for Paying Registration Fee (HK\$5,000) 繳付註冊費 (港幣\$5,000) 的限期			12 noon, 17 July 7 月 17 日正午 12 時
Commencement of Study 開學			4 September 9 月 4 日

How to Apply

申請方法

- Candidates (including re-takers) attempting any subjects in 2017 HKDSE should apply through the Electronic Advance Application System for Post-secondary Programmes (E-APP) at www.eapp.gov.hk.
- Applicants NOT attempting any subjects in 2017 HKDSE (i.e. 2012-2016 HKDSE candidates or holders of other qualifications) should apply through the Online Application for Admission (OAA) of HKCC at www.hkcc-polyu.edu.hk/hkccoaa/.
- You must select **THREE** programme choices, and the application fee you need to pay is HK\$150.
- You can submit **ONE** application only. Duplicated applications may lead to disqualification of an application and nullification of any registration — all fees paid will not be refunded in such cases.
- HKCC will send you an email acknowledgement two working days after your E-APP application. Please take note of your HKCC application number (in the format of 17xxxxxA) and log into the OAA of HKCC to get your debit note number (in the format of 7xxxxxx) in order to pay your application fee.
- You should pay the HK\$150 application fee within 7 days via the Online Card Payment System or any ATM at Hang Seng Bank, HSBC or Jetco. For details about logging into the OAA of HKCC and the payment methods, please refer to the appendix.
- Your application will only be processed after the application fee payment is received.
- You may also check your application status and the latest admission news through the HKCC OAA.
- 應考2017年香港中學文憑考試任何科目的考生 (包括重考生)，必須使用教育局的專上課程電子預先報名平台 (E-APP) 報名，網址：www.eapp.gov.hk。
- 沒有應考2017年香港中學文憑考試任何科目的申請人 (即2012至2016年香港中學文憑考試考生，或持其他學歷的申請人)，必須使用HKCC網上入學申請系統 (OAA) 提交申請，網址：www.hkcc-polyu.edu.hk/hkccoaa/。
- 你必須選擇**三項**課程，報名費為港幣150元正。
- 你只可遞交**一份**申請，如重複申請，所有申請及註冊資格或會被取消，已繳費用一概不獲退還。
- 你提交E-APP申請的兩個工作天後，HKCC會發出確認電郵。請保留載於郵件上的HKCC申請編號 (格式為17xxxxxA)，並用它登入HKCC OAA查取你的繳款單編號 (格式為7xxxxxx)，以便繳付報名費。
- 請於七天內繳付港幣150元報名費。你可使用信用卡網上付款系統，或於恒生銀行、滙豐銀行或銀通的自動櫃員機繳交報名費。有關登入HKCC OAA的步驟及繳費方法的詳情，請閱附件。
- 你的申請只會在收到報名費後才會處理。
- 你可以隨時登入HKCC OAA查閱你的申請狀況及最新入學資訊。

Important Notes

- For verification purposes, you will be required to present the **originals** of all supporting documents at the time of registration. Failure to do so may lead to nullification of your eligibility for admission.
- Assessment of your application is based on the information submitted with your online application. You must ensure that all the information submitted is clear and accurate. Any false or misleading information will lead to disqualification of an application and nullification of any registration — all fees paid will not be refunded.

重要通告

- 入學註冊時你必須出示所有申請文件的**正本**以供查核，否則入學資格可能被取消。
- HKCC將根據你提交的申請資料進行甄選，因此，請你務必清楚及正確填報各項申請資料。如有虛報或提供誤導資料，申請及註冊資格會被取消，已繳費用一概不會退還。

Personal Particulars

- You must provide a mobile phone number and an email address. SMS and email will be the major communication channels between you and HKCC, so please make sure that your mobile can receive SMS and check your mailbox regularly.
- According to the regulations of HKCC, de-barred students are not allowed to re-enrol, while de-registered students are not allowed to re-enrol in the same programme in the following academic year. Any violation will lead to disqualification of an application. All fees paid will not be refunded.
- You must indicate if you need a study visa/entry permit to study in Hong Kong. Applicants who do not have the right of abode or the right to land in Hong Kong should obtain a study visa or an entry permit to study in Hong Kong from the Immigration Department of the Government of the Hong Kong Special Administrative Region (HKSAR) before the semester commences; otherwise their study places will be cancelled or their registration will be nullified. All fees paid will not be refunded.

個人資料

- 你必須提供手提電話號碼及電郵地址，HKCC主要會以手機短訊和電郵與你聯絡，請確保你提供的手提電話號碼可接收短訊，並定期查閱電子郵箱。
- HKCC的章則規定，曾被開除的學生不可再報讀HKCC的課程；而被終止註冊的學生則不可在翌年報讀同一課程。如有違反，其入學申請將會被取消，已繳費用一概不會退還。
- 你必須註明你是否需要學生簽證／入境許可證方可在港讀書。沒有香港居留權或未獲批准於香港居留的申請人，必須在開學前取得香港特別行政區政府入境事務處簽發的學生簽證或進入許可，否則已註冊的學籍會被取消，已繳費用一概不會退還。

Programme Choice(s)

- **IMPORTANT:** you must select **THREE** programme choices.
- HKCC will stop receiving applications for some popular programmes anytime when the admission quota has been filled. You are strongly advised to submit your application as early as possible.
- Your application will be considered based on your programme choices, academic qualifications, performance in the interview and written test/aptitude test (if applicable) as well as study place availability. As a general rule, preference will be given to students who have studied subjects highly relevant to their programme choices.
- You may apply for change of programme choice via E-APP on or before 30 June 2017. HKCC will re-assess your qualifications according to the requirements of the newly selected programme(s). A second written test, aptitude test or interview may be required. Please note that the total credits to be taken for different programmes may vary.
- If you enrol in Associate Degree Scheme in Business or Associate Degree Scheme in Applied Social Sciences, you may transfer to another programme within the same Scheme after your first semester of study.

報讀課程

- 重要事項：你必須選擇**三項**課程。
- 部分熱門課程額滿即截止報名；故此，你應盡早報名，以免錯失機會。
- HKCC會盡量根據你的選科志願，並參考你的學歷、面試及筆試／能力傾向測試（如適用）的表現及學額，進行甄選和分配學位。一般而言，申請人曾修讀的科目，若與報讀的課程相關，其申請將獲優先考慮。
- 你可於**2017年6月30日或之前**在E-APP申請更改你的課程選擇。HKCC會重新審核你是否符合你最新選擇的課程的入學要求。此外，你或需再參加筆試、能力傾向測試或面試。請注意：你需要修讀的總學分，可能會因不同課程而有所差異。
- 如你入讀工商業副學士組合課程或應用社會科學副學士組合課程，你可於首學期後轉修同一組合內的另一課程。

Selection Criteria

- Assessment of the applicants will be based on: the subjects taken and the school results, conduct, Student Learning Profile, public examination results (if any), performance in the interview/written test/aptitude test and quota availability, etc.
- All applicants for Associate in Health Studies and Higher Diploma in Social Work must attend an interview and/or written test. All applicants for Associate Degree Scheme in Design must sit for an aptitude test and attend an interview, and submit a portfolio at the interview. Applicants for other programmes will be invited to an interview/a written test/an aptitude test when necessary
- For details of interview dates during the First Round Application period, please refer to “Key Dates 2017” on p.1. Applicants concerned will be notified via email about one week in advance of the interview.
- Applicants who apply during the Second Round Application period or after 2017 HKDSE result announcement will be invited to an interview/a written test/an aptitude test when necessary.

甄選準則

- HKCC將參考申請人以下各方面的表現進行甄選：修讀的科目及校內成績、品行、學生學習概覽、公開試成績（如適用）、面試、筆試或能力傾向測試表現，以及學額等。
- 所有報讀健康學副學士及社會工作高級文憑的申請人必須出席面試及／或筆試；所有報讀設計學副學士組合課程的申請人，必須參加能力傾向測試及出席面試，並須於面試時呈交個人作品集。報讀其他課程的申請人，HKCC會在有需要時安排面試、筆試或能力傾向測試。
- 面試的具體日期，請看頁一「2017重要日子」。HKCC會於面試前約一星期以電郵通知具體安排。
- 於「第二階段申請」或2017年香港中學文憑考試放榜後報名的申請人，HKCC在有需要時方會安排面試、筆試或能力傾向測試。

Announcement of Application Results

- If you apply on or before 16 May 2017 (during First Round Application), and have met the selection criteria, you will receive a conditional offer.
- Results for the First Round Application will be announced via the OAA of HKCC, SMS and email. A letter detailing the important steps you need to take after receiving our conditional offer will also be sent to your corresponding address.
- All applicants with a conditional offer will also receive before the announcement of HKDSE result an official “Notice of Conditional Offer” and information on how to get the “Notice of Offer”.
- For those not receiving any offer/conditional offer before HKDSE result announcement, admission results will be announced from 13 July 2017 in batches.
- If you are being offered a study place from 13 July 2017, you will be notified by email and SMS. For details, please refer to the latest updates on the OAA of HKCC.
- 2017 HKDSE candidates are NOT required to submit their HKDSE result slips as HKCC will receive the results of these applicants from the Hong Kong Examination and Assessment Authority right after HKDSE result announcement.
- Special cases may require more time for assessment. Application results will be announced and updated regularly on the OAA of HKCC.

公佈申請結果

- 如你於2017年5月16日前（即「第一階段」）提交申請，並符合課程的甄選條件，你將獲有條件取錄。
- 第一階段的申請結果將透過HKCC OAA、手機短訊和電郵公佈。HKCC還會寄信到府上，詳列你獲得有條件取錄後所須注意的事項。
- 獲有條件取錄資格的申請人，於香港中學文憑考試放榜前，還會收到正式的「有條件取錄通知書」及如何領取正式「取錄通知書」的指引。
- 香港中學文憑考試放榜前未獲取錄／有條件取錄的申請人，其申請結果將於2017年7月13日起分批公佈。
- 若你於2017年7月13日或之後獲取錄，你會收到電郵及手機短訊通知。詳情請留意HKCC在OAA的最新公佈。
- 應屆香港中學文憑考試考生放榜後無需到HKCC遞交最新成績，HKCC會直接向香港考試及評核局索取申請人的成績。
- 個別申請或需較長時間審核，HKCC將定期在OAA更新申請結果。

Claiming of “Notice of Offer”

- Applicants who have been granted a conditional offer should bring along the original copy of the “Notice of Conditional Offer” and the original and copy of HKDSE result slip(s) to claim a formal “Notice of Offer” in person at PolyU Hung Hom Bay Campus by 4:00 pm on 12 July 2017. Upon verification of the fulfilment of the required entry requirements listed in the “Notice of Conditional Offer”, HKCC will issue a formal “Notice of Offer”, “Freshman Guide”, “Notice of Payment” and other registration documents to the applicants.
- The “Notice of Conditional Offer” will be deemed invalid if the formal “Notice of Offer” is not claimed by the deadline specified, and the study place will be released to another qualified applicant.

領取正式「取錄通知書」的方法

- 獲有條件取錄的申請人，必須於2017年7月12日下午4時前，帶同「有條件取錄通知書」的正本及香港中學文憑考試成績單正本和副本，親身到香港理工大學紅磡灣校園領取正式「取錄通知書」。在核實成績完全符合「有條件取錄通知書」上所列的取錄條件後，HKCC會向申請人發出正式「取錄通知書」，並派發「新生指南」及「繳費通知書」等註冊文件。
- 如未能於指定限期前領取正式「取錄通知書」，則「有條件取錄通知書」將告無效；有關學額將會重新分配予另一合資格的申請人。

HKCC Website

- You may check the latest admissions information, events and announcements on HKCC website: www.hkcc-polyu.edu.hk.

Email

- Email will be the major communication channel between you and HKCC.
- HKCC will send an email invitation to shortlisted applicants regarding details of HKCC admissions interviews/written tests/aptitude tests. Please make sure that you provide a valid email address and check your emails regularly to avoid missing any important information.
- For enquiries, please contact the HKCC Admissions Section at ccadmission@hkcc-polyu.edu.hk.

SMS

- HKCC will send you reminders via SMS from time to time, so please make sure your mobile can receive SMS.

Telephone

- HKCC will phone you when necessary.

HKCC網頁

- 你可瀏覽HKCC網頁 www.hkcc-polyu.edu.hk，查閱最新的招生資訊、活動和通告。

電郵

- HKCC會以電郵作為與你聯絡的主要途徑。
- HKCC會以電郵通知獲甄選的申請者有關入學面試／筆試／能力傾向測試的詳情。為免錯過重要的招生資訊，請你務必提供有效的電郵地址，並經常查閱電郵。
- 如有查詢，請電郵至HKCC招生組 (ccadmission@hkcc-polyu.edu.hk)。

手機短訊

- HKCC會以短訊通知或提示你一些重要事項，請確保你提供的手提電話號碼可接收短訊。

電話

- 有需要的情況下，HKCC會以電話跟你聯絡。

Contacting HKCC

Hotline 熱線: (852) 3746 0123 Fax 傳真: (852) 2994 8721

Addresses of PolyU HKCC:

PolyU Hung Hom Bay Campus
8 Hung Lok Road, Hung Hom, Kowloon, Hong Kong

PolyU West Kowloon Campus
9 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong

與 HKCC 聯絡

Email 電郵: ccadmission@hkcc-polyu.edu.hk

理大香港專上學院地址:

香港理工大學紅磡灣校園
香港九龍紅磡紅樂道8號

香港理工大學西九龍校園
香港九龍油麻地海庭道9號

Opening Hours*

Mondays to Fridays	8:30 am - 5:30 pm
Saturdays	9:00 am - 12:00 noon
Sundays and Public Holidays	Closed

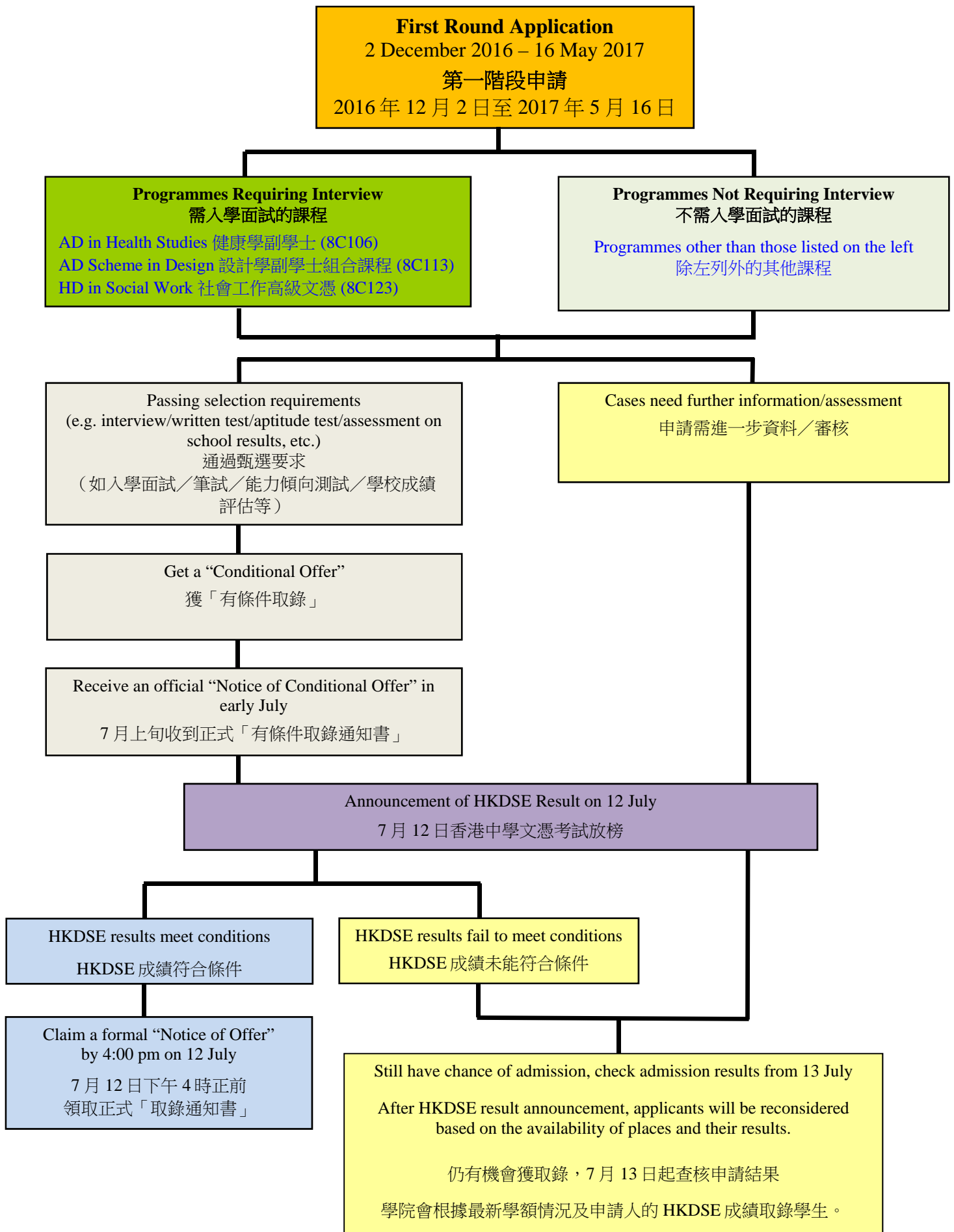
辦公時間*

星期一至五	上午8時半至下午5時半
星期六	上午9時至中午12時
星期日及公眾假期	休息

* Opening hours will be extended during July and August. For the latest information, please visit HKCC website.

7月至8月的辦公時間將會延長，最新資訊請留意HKCC網頁。

Application Procedures 2017/18 入學申請程序



Part A 第一部分

Procedures of Accessing HKCC OAA for the First Time 首次登入 HKCC OAA 的步驟

1. Go to HKCC Online Application For Admission (OAA) system at: www.hkcc-polyu.edu.hk/hkccoaa/.
登入 HKCC 網上入學申請系統 (OAA)，網址為 www.hkcc-polyu.edu.hk/hkccoaa/。
2. Input (1) application number, (2) the 2nd to 7th numeric digits/alphabetic letter of your HKID/Passport number and (3) the code shown. Click “Login”.
輸入 (1) 申請編號、(2) 香港身份證／護照號碼的第二至第七個數字或英文字母及 (3) 頁面顯示的驗證碼。點擊「登入」。

3. Change your PIN after logging into the OAA system at the first time.
首次登入後更改個人密碼。

Change PIN

Please input at least 8 numeric digits / alphabetic letters.

PIN

Confirm PIN

4. If you have forgotten your application number or PIN, retrieve them by clicking “Forget Application No. & PIN” and inputting the following information:
如忘記申請編號或個人密碼，可點擊下圖藍圈部分「查閱申請編號及個人密碼」及輸入下列資料：
 - a. HKID/Passport number (the 2nd to 7th numeric digits/alphabetic letter) 香港身份證／護照號碼的第二至第七個數字或英文字母
 - b. Your email address (the one you provided at the time of application) 你於申請時提供的電郵地址
 - c. The code shown 頁面顯示的驗證碼

Already Applied

Application No

PIN

Type the code shown

[Refresh Image](#) s G b k

For first login, your PIN is the 2nd to the 7th numeric digits / alphabetic letter of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7)

[Login](#) [Forget Application No. & PIN](#)

Check Application Number and PIN

HKID / Passport
(Please enter the numeric digits / alphabetic letter from the 2nd to 7th places of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7))

E-mail Address

Type the code shown (Please type the numeric number(s) and/or alphabetic letter(s) (case sensitive) shown)

[Refresh Image](#) d 2 x 5

[Submit](#)

Then your application number and an assigned PIN highlighted in yellow will be shown. Follow Step 3 above to reset your PIN.

網頁將顯示你的申請編號及一個指定的登入密碼（黃色部分）。你可按上述步驟 3 重設密碼。

Check Application Number and PIN

HKID / Passport
(Please enter the numeric digits / alphabetic letter from the 2nd to 7th places of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7))

E-mail Address

Type the code shown (Please type the numeric number(s) and/or alphabetic letter(s) (case sensitive) shown)

[Refresh Image](#) L E v R

[Submit](#)

Application No. **17005190A**

PIN **ibEX3BSu (Reset PIN)**

[Back](#)

- Go back to HKCC OAA homepage, log into the system after inputting your application number, PIN and the code shown. Select the functions you need and proceed accordingly.

返回 HKCC 網上入學申請系統（OAA）主頁，並於正確位置輸入你的申請編號、登入密碼及驗證碼。成功登入後，即可選擇你所需要的網上服務。

[> News for Applicant](#) [Print](#)

[> View Application Status](#)

[> Application Fee Payment](#)

How to Pay the Application Fee 如何繳交報名費

The application fee (non-refundable and non-transferrable) is HK\$150.

報名費為港幣150元正，已繳交的報名費將不會退還及不可轉用。

Please settle your application fee **within 7 days** after your application by one of the following payment methods. Only paid applications will be processed.

請選取下列一項繳款方法，於提交申請後**七天內**繳交報名費。學院只會處理已繳費的申請。

1. Online Card Payment 信用卡網上付款

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| <ul style="list-style-type: none"> • Please go to HKCC Online Application for Admission (OAA) system at: www.hkcc-polyu.edu.hk/hkccoaa/. For details of accessing the OAA, please refer to Part A; • Follow the instructions to check your PIN, and log into the page “Application Fee Payment”; • Click “HERE” to access Online Card Payment; • Get a valid Visa/Master/CUP Card (specified UnionPay credit cards issued in Hong Kong and Macau) ready; • Enter “Name of Payer (i.e. Applicant’s Name)”, “Cardholder’s Name” and “Email Address”; • Click “Proceed to pay by Visa/Master/CUP Card” and you will be prompted to the payment gateway website; • Check Transaction Details and enter your Credit Card Information, i.e. Credit Card Number, Expiry Date and CVV2 (VISA)/CVC2 (MasterCard), then click “Proceed”; • If you have registered for “Verified by Visa” or “Master Secure Code”, the system will redirect you to your card issuer and request you to enter the password for authentication. Otherwise, your card issuer may decline the online payment request. If you have any query about the registration, please contact your card issuer; • A Payment Successful or Payment Declined page will be prompted. For successful payment, please print the confirmation page for record. A payment acknowledgement email will also be sent to you if a correct email address is provided. | <ul style="list-style-type: none"> • 請登入HKCC網上入學申請系統（OAA）www.hkcc-polyu.edu.hk/hkccoaa/，有關登入OAA的詳情，請參閱第一部分； • 依照指示獲取個人登入密碼（PIN），再登入「繳付報名費」網頁； • 點擊「此處」進入信用卡網上付款系統； • 準備一張有效的Visa／Master／CUP信用卡（香港及澳門地區所發行之指定銀聯信用卡）； • 輸入申請人姓名、信用卡持有人姓名及電郵地址； • 點擊「Proceed to pay by Visa／Master／CUP Card」以進入繳款網頁； • 核對交易詳情及輸入信用卡號碼、有效日期及驗證碼，再點擊「Proceed」； • 如你已申請網上繳款認證，系統將轉至發卡機構網頁，你需要輸入驗證密碼。如未能通過有關的網上交易認證，你的網上付款將告取消。如遇上有關驗證的疑問，請向發卡機構查詢； • 繳款成功或失敗的頁面將會打開。如繳款成功，請列印繳款確認頁面以作紀錄。如你輸入的電郵地址正確，你亦會收到電郵確認通知。 |
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2. ATM Bill Payment (Hang Seng Bank, HSBC or Jetco) 自動櫃員機繳費（恒生銀行、滙豐銀行或銀通）

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| <ul style="list-style-type: none"> • Please go to HKCC Online Application for Admission (OAA) System at: www.hkcc-polyu.edu.hk/hkccoaa/. For details of accessing the OAA, please refer to Part A; • Follow the instructions to check your PIN, and log into the page “Application Fee Payment”; • Take note of your personalised 8-digit debit note number (in the format of 7xxxxxxx); • At ATM, select “Bill Payment Service” → “Education Institutions” → “The Hong Kong Polytechnic University”; • For Bill Type, select “01”; • Key in the 8-digit debit note number (in the format of 7xxxxxxx); • Key in HK\$150 for payment amount; • Select your payment account; • Print the Customer Advice for your own record and check payment status via the OAA after 4 working days. HKCC may request a copy of the Customer Advice as a payment proof if necessary. | <ul style="list-style-type: none"> • 請登入HKCC網上入學申請系統（OAA）www.hkcc-polyu.edu.hk/hkccoaa/，有關登入OAA的詳情，請參閱第一部分； • 依照指示獲取個人登入密碼（PIN），再登入「繳付報名費」網頁； • 記錄你的8位數字繳款單編號（格式為7xxxxxxx）； • 於自動櫃員機，選擇「繳費服務」→「教育機構」→「香港理工大學」； • 賬單類別選擇「01」； • 輸入繳款單編號（即8位數字的繳款單編號，格式為7xxxxxxx）； • 輸入繳費金額港幣150元； • 選擇支賬戶口； • 列印繳費收據作為記錄及於4個工作天後返回OAA查看最新繳費狀況。有需要時，HKCC會要求出示該繳費收據作為付款證明。 |
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