

# Application Form

FOR OFFICE USE ONLY									
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## Professional Courses in Public Health and Plumbing Engineering (2017)

### 1 Personal Particulars

Name in English (as shown on HKID Card/ Passport\*)

Name in Chinese  Sex M / F

Chinese Character Code  Date of Birth     
Day Month Year

HKID Card/ Passport No.\*  If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

Tel. No. (Home)  Tel. No. (Office)  Fax No.

Mobile Phone No.  E-mail Address

\*Please delete as appropriate.

### 2 Course Particulars

Please tick	Course Title	Course Code	Tentative Course Duration	Fee	Cheque No. ^
<input type="checkbox"/>	1. Plumbing Design and Installation	NBT5	14 August – 6 November 2017	HK\$3,830	
<input type="checkbox"/>	2. Sanitary System, Drainage, Sewerage Design and Installation and Health Consideration	NBT6	16 August – 1 November 2017	HK\$3,830	
<input type="checkbox"/>	3. Safety, Green and Miscellaneous Plumbing Systems Design and Installation	NBT7	8 November – 18 December 2017	HK\$3,830	

^ Please issue a separate cheque for each course.

### 3 Academic Qualifications

Please complete this part as relevant to the entry requirements.

Awarding Institution	Title of Award	Year of Award

#### 4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

#### 5 Working Experience

From (mm/yy)	To (mm/yy)	Full Time / Part Time	Name of Organisation	Position	Occupation (enter code #)

- # Occupation Codes
- |                                       |                             |                                   |
|---------------------------------------|-----------------------------|-----------------------------------|
| 01 Accounting                         | 06 Education                | 11 Social Services                |
| 02 Administration & Management        | 07 Engineering              | 12 Surveying                      |
| 03 Advertising                        | 08 Literary & Creative Work | 13 Transport and Logistics        |
| 04 Banking & Financial Services       | 09 Marketing & Sales        | 14 Others (please specify: _____) |
| 05 Computing & Information Technology | 10 Public Relations         |                                   |

#### 6 Other Information

<b>Are you a member of The Chartered Institute of Plumbing and Heating Engineering?</b>	<input type="checkbox"/> <b>Yes</b> <b>Member No.:</b> _____  <input type="checkbox"/> <b>No</b>
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#### 7 Declaration

I authorise The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB), the Department of Civil and Environmental Engineering, and the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

- processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and CIPHE-HKB, in activities in support of my study at SPEED.
- statistical and research purposes (no personal identifiers such as name, HKID number, correspondence address and telephone number will be released in the survey results).
- delivering the announcements of SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB and other promotional information related to activities, programmes, and benefits and services to me. My data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

If you do not wish to receive information as stated in item 3, please put a cross 'X' in the box on the right.

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application and registration for the courses with the institutions. Any fees paid will not be refunded.

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

06/2017

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### To be completed by the Course Organiser

Admitted    Rejected    Waiting List

Name of Course Organiser: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete each part in full as appropriate.
3. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
4. Please sign the application form before submitting your application.
5. Non-local applicants — A "non-local student" is defined as one who requires a student visa/ entry permit to study in Hong Kong or is staying in Hong Kong under the "Immigration Arrangements for Non-local Graduates" (IANG). Non-local applicants who possess only a visitor or a tourist visa can neither be registered as students nor commence their studies until they have obtained student visas. If one holds a dependent visa, s/he does not require a student visa and will be regarded as a local student. If one holds a work permit and takes up a part-time programme, s/he will also be regarded as a local student. If one holds neither a work permit nor a dependent visa, it is unlikely that the Immigration Department of the HKSAR Government will grant him/ her a student visa to take up a part-time programme. Throughout the course of study, it is the responsibility of individual students to ensure that their visas are valid. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: <http://www.immd.gov.hk/eng/services/visas/study.html>).

### Submission of application

6. The closing dates for application: **31 Jul 2017 (Course 1); 2 Aug 2017 (Course 2); and 25 Oct 2017 (Course 3).**
7. The completed application form, copies of academic qualification certifications, and crossed cheque(s) or bank draft(s) payable to "**The Hong Kong Polytechnic University**" should be submitted to the following address before the closing date as specified above:

**The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB)**  
G/F., 225a, Jaffe Road.  
Wanchai,  
Hong Kong.

8. Please issue a separate cheque for each course and write your full name and course code at the back of the cheque or bank draft.

### Notification of application results

9. Applicants will be notified the results of their applications by mail or email. Please contact CIPHE-HKB if you do not receive any notification 1 week before course commencement.
10. Unsuccessful applicants will be notified of the results by CIPHE-HKB. The cheque or bank draft for the fees will be returned by ordinary mail.

### Fee refund policy

11. Fees paid are normally not refundable, except for cases of unsuccessful applications or course cancellation. Fees paid and places allocated are not transferable.

### Certification

12. Certificate of Attainment for the respective courses will be issued by SPEED to those students who have achieved at least 70% attendance **AND** passed the assessment(s) of that course. Certificate of Attendance will be issued to students who have attended 100% of the classes but failed to pass the assessment(s) of that course.
13. Students who have successfully completed all 3 courses (within three successive intakes) are eligible to apply for the "**Professional Diploma in Public Health and Plumbing Engineering**" issued by CIPHE-HKB.
14. No certificate will be re-issued.

### Use of information

15. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by relevant offices within The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE), SPEED, CIPHE-HKB and other partnering institutions in offering the course, if any.
16. Application documents and other related information of unsuccessful applicants will be destroyed within six months after the admission process has been completed.
17. Application documents of successful candidates will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB.
18. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and the correction of, their personal data. Applicants wishing to get access or make corrections to their data should submit written requests to SPEED.

### Enquiries

#### **The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch**

Tel: 2417 0091 (Monday to Friday, except public holidays, 9:30am - 12:30pm)

Fax: 2417 9719

Email : [info@ciphe.org.hk](mailto:info@ciphe.org.hk) (please provide contact telephone number)

Website: [www.ciphe.org.hk](http://www.ciphe.org.hk)