



Member of VTC Group
VTC 機構成員

Office use only

THEi reference number	<input type="text"/>	Course code	<input type="text"/>
UTS Student Number	<input type="text"/>	Commencement Session / Year	<input type="text"/>

Application for C04310 Master of Engineering Management

You will need to:

This form should be completed by applicants who intend to apply for admission to the UTS Master of Engineering Management (Course Code C04310) offered in Hong Kong. All students enrolled in this course are fee-paying students.

This application form, together with certified copies of your qualifications and other relevant documents, should be lodged to the UTS Faculty of Engineering and Information Technology via Technological and Higher Education Institute of Hong Kong (THEi).

Commencement Session and Year

Completing this form:

- Please use a black pen and print clearly
- Print in the appropriate boxes
- In English

PART ONE: Personal Details (as shown on your HKID)

Family name <input type="text"/>	Please affix photo
Given name(s) <input type="text"/>	
Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> (date / month / year)	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified	
Nationality <input type="text"/>	HKID Card number <input type="text"/>
Country of birth <input type="text"/>	
Country of Permanent Residency (if applicable) <input type="text"/>	
Your address <input type="text"/>	
Suburb/town <input type="text"/>	State/Country <input type="text"/>
Telephone <input type="text"/>	Postcode/Zip <input type="text"/>
Mobile <input type="text"/>	
Email (You must provide your email address) <input type="text"/>	

PART TWO: Education Details

List all attempts at final secondary school examinations.

NAME OF EXAMINATION	INSTITUTION AND STATE/COUNTRY	YEAR OF COMPLETION	RESULT

Post-secondary studies No Yes → List below all the courses you have been/are enrolled in

COURSE	INSTITUTION AND COUNTRY/STATE	DURATION (# OF YEARS)	DATE AWARDED/COMPLETED (date / month / year)
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>

Do you expect to obtain a qualification this year? No Yes → Qualification

Institution Country

Have you ever been excluded (or are you facing exclusion) from a course on academic or other grounds? No Yes →



Attach details on a separate sheet. Please attach the details of your exclusion to this application form.

PART THREE: English Proficiency

Is English your first language? No Yes → Continue to *Part Four: Employment Details*



Did you study in English before? No Yes → Level of study

Have you taken an English test? No Yes → Name of test

Date taken / / Place Test score
(date / month / year)

PART FOUR: Employment Details

If the nominated course requires relevant work experience, you must fill in this section. Provide certified copies of references from your employer on company/letterhead describing your employment history. Start with your most recent position and attach additional sheets if required. Also provide a copy of your CV/Resume.

Full-time Part-time → hours per week

Dates From / / To / / (date / month / year)

Name of company Country

Job title

Full-time Part-time → hours per week

Dates From / / To / / (date / month / year)

Name of company Country

Job title

PART FIVE: Supporting Statement

Please submit a personal statement in support of your application. State why you wish to study the course you have nominated, your major personal/career achievements, why you consider yourself capable of succeeding in the course, and how it will contribute to your career goals (500-1000 words). Please attach a typed statement to the application.

PART SIX: Disability Details

Do you have a disability, learning need or health issue that may require reasonable adjustments to your learning environment? No Yes → Description of disability

 If yes, please attach a medical statement from a registered doctor.

PART SEVEN: Finding out about UTS and THEi

How did you find out about UTS and THEi? (Please tick)

<input type="checkbox"/> Email promotion from THEi	<input type="checkbox"/> Education exhibition →	Please specify	<input type="text"/>
<input type="checkbox"/> THEi website	<input type="checkbox"/> Newspaper advertisement →	Please specify	<input type="text"/>
<input type="checkbox"/> UTS website	<input type="checkbox"/> MTR Station Display →	Please specify	<input type="text"/>

Which factors most affected your decision to apply to study this course? (Please tick)

<input type="checkbox"/> Recommendation	<input type="checkbox"/> Course(s) offered	<input type="checkbox"/> Location
<input type="checkbox"/> Price	<input type="checkbox"/> Other →	Please specify <input type="text"/>

I agree that my personal data provided, including my name, phone number, mobile number, email addresses, correspondence address and education level may be used by THEi and UTS for providing direct marketing information in relation to any programmes, admission and events of THEi and UTS.

Yes No

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to thei-reg@vtc.edu.hk or by fax to 3890 8123/2176 1520.

PART EIGHT: Checklist

Have you

<input type="checkbox"/> Completed all sections of this application?	<input type="checkbox"/> Enclosed a certified copy of your HKID card?
<input type="checkbox"/> Enclosed a passport size photo?	<input type="checkbox"/> Paid your HK\$300 application fee (non-refundable) to THEi?
<input type="checkbox"/> Enclosed certified copies of qualifications including official academic transcripts and statements of completion?	<input type="checkbox"/> Enclosed any other relevant supporting documents, such as your supporting statement and employment references?

Your application cannot be processed if you do not provide payment and all the completed documentation requested in this checklist.

Please sign and date on the following page

PART NINE: Declaration and Signature

Please read this application form carefully and check that you have completed and entered all details and information correctly. Please check that you have enclosed all relevant supporting academic records with this application.

I declare the following:

- All the information and supporting documents provided with this Application are true and correct and I will inform UTS immediately of any changes to the information I have provided;
- I agree to be bound by the UTS Student Rules, including without limitation the admission, enrolment and progression requirements of UTS;
- I have accessed sufficient information to understand the entry requirements, structure, content, and standard duration of the UTS course;
- I have accessed sufficient information to understand the tuition fees and other related costs and expenses associated with studying at UTS;
- I have sufficient funds to cover tuition fee payments, living expenses and all other related costs and expenses incurred by me during my application to and any enrolment at UTS;
- I have personally signed this form;
- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the Technological and Higher Education Institute of Hong Kong (THEi) and the University of Technology Sydney (UTS);
- I authorise THEi and UTS to obtain, and the relevant authorities and institutions (which include Vocational Training Council (VTC) and its member institutions, local or non-local institutions etc.) to release, any and all information about my student record in the member institutions of the VTC, my studies in institutions in Hong Kong and elsewhere, and/or my employment records in institutions where my work experience is relevant for verification, for the purpose of processing this application;
- I authorise THEi and UTS to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC;
- I authorise THEi and UTS to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I am required to inform UTS of any change to my contact details including changes to residential address, mobile telephone number, or email address within 7 days;
- UTS reserve the right to withdraw any offer of admission and/or cancel my application, admission or enrolment at any time if UTS believes that I have provided false, inaccurate or misleading information to UTS;
- I understand that THEi and UTS may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2019/20 admissions exercise. Nevertheless, if I have indicated in Part Seven of this application form that I wish to receive information from THEi and UTS, my application data will be retained;
- I understand that, upon my registration in a programme in THEi and UTS, the data contained in the application form will become part of my student record and may be used for all purposes relating to my study in VTC and its member institutions including admission, registration, academic and administrative communication, alumni management and contacts, research, statistical analysis, counselling and support services, and marketing, including direct marketing;
- I understand that students' personal data will be treated confidentially, but under the following circumstances, THEi and UTS may provide my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes stated in point 6. :
 - local or overseas institutions / corporations where a student has submitted an application for admission or appointment and which are authorised to obtain their academic results from THEi and UTS;
 - parents / guardians of students who are aged below 18, on special cases, such as withdrawal from study, prolonged absence from class, issue of warning letters, suspension of study, etc.; and
 - donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries;

I understand and agree to the following:

- UTS may obtain official records from any institution I have previously attended;
- All documents submitted with this application become the property of UTS;
- I am fully responsible for payment of my tuition fees, living expenses and all other related costs and expenses incurred by me during my application to and any enrolment at UTS;
- UTS will not be responsible for payment of any fees, costs or expenses set out in the above point;
- If I fail to pay all my tuition fees, UTS will cancel my enrolment;
- The personal information collected on this form and during any enrolment at UTS may be disclosed to other agencies, where required;
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data held by VTC. Applications for data access and / or correction should be made to THEi Registry via Form THEi-013. Requests for correction of data should also be accompanied by supporting documentation. Applications will be processed within 40 days from the date of receipt of the Form THEi-013. A handling fee for processing the data access request will be charged;
- I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant must sign this Declaration:

Applicant's signature:

Date:

(date / month / year)

We advise you to keep a copy of your application and all attachments for your records.

Please note:

- Admission to courses at UTS is competitive. This application form is not an enrolment form, nor does it guarantee admission
- UTS and THEi support the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status, or any other basis.
- THEi reserves the right to cancel a program and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.

Send application to

Director, International
UTS Faculty of Engineering and IT
c/o FST/THEi
20A Tsing Yi Road
Tsing Yi Island, New Territories
Hong Kong

An incomplete application will delay processing.

Office use only

Approved Not approved

Comments

English requirements

Approver name

Approver signature

Date approved / not approved / / (date / month / year)