

## Application Form for Professional Certificate in Alternative Dispute Resolutions (Mediation) 替代爭議解決 (調解) 專業證書報名表

Please refer to the Application Guide & Programme Information before completing this form. Kindly fill in the application form clearly in English BLOCK Letters.  
報名前請細讀報名指引及課程資料。請以英文正楷填寫報名表格。

### Personal Particulars 個人資料 (\*Please delete as appropriate 請刪除不適用者)

Name in English (as shown on HKID Card/Passport) \_\_\_\_\_ Dr / Mr / Mrs / Ms\*  
英文姓名 (請參照身份證 / 護照) 博士 / 先生 / 太太 / 女士\*

Name in Chinese \_\_\_\_\_ Gender M / F\* Date of Birth \_\_\_\_\_ (dd/mm/yy)  
中文姓名 性別 男 / 女\* 出生日期 (日/月/年)

HKID Card/Passport No.\* \_\_\_\_\_ Place of Origin (for non-local applicants only) \_\_\_\_\_  
香港身份證 / 護照號碼\* 國籍 (非本地申請人適用)

Correspondence Address \_\_\_\_\_  
通訊地址

Hong Kong 香港       Kowloon 九龍       New Territories 新界       Others (Please specify) \_\_\_\_\_  
其他 (請註明)

Company \_\_\_\_\_ Position \_\_\_\_\_  
公司名稱 職位

Tel \_\_\_\_\_ (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile#)  
電話 (公司) (住宅) (手機#)

Fax \_\_\_\_\_ Email \_\_\_\_\_  
傳真 電郵

# Urgent notice(s) will be sent to your mobile phone via SMS 學院會透過手機短訊發放課程緊急通知

\* Please delete as appropriate 請刪掉不適用項目

### Qualifications & Work Experience 學歷及工作經驗

**A. Academic Qualifications** (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.  
學歷 (請按最近之日期順序列出) 如表格上空位不敷填寫, 請附另頁詳列有關資料。

From (Month/Year) 由(月/年)	To (Month/Year) 至(月/年)	Awarding Institution 頒授院校	Title of Award 頒授學銜	Full time/Part time 全日制/兼讀制	Year of Award 頒授年份

**B. Professional Qualifications** (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.  
專業資格 (請按最近之日期順序列出) 如表格上空位不敷填寫, 請附另頁詳列有關資料。

Awarding Institution 頒授機構	Professional Qualifications 專業資格	Year of Attainment 頒授年份

**C. Highest Education Level Attained** (Please "✓" as appropriate)

取得之最高學歷 (請 "✓" 適用項目)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Secondary or below<br>中學程度或以下                          | <input type="checkbox"/> Diploma / Higher Certificate / Certificate<br>文憑/高級證書/證書 | <input type="checkbox"/> Postgraduate Diploma / Certificate<br>深造文憑/證書 |
| <input type="checkbox"/> Form 5 or equivalent<br>中五或同等學歷                        | <input type="checkbox"/> Associate Degree / Higher Diploma<br>副學士/高級文憑            | <input type="checkbox"/> Master's Degree<br>碩士                         |
| <input type="checkbox"/> HKDSE, Form 6, Form 7 or equivalent<br>中學文憑、中六、中七或同等學歷 | <input type="checkbox"/> Bachelor's Degree<br>學士學位                                | <input type="checkbox"/> Doctoral Degree<br>博士                         |

**D. Work Experience** (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.  
 工作經驗 (請按最近之日期順序列出) 如表格上空位不敷填寫, 請附另頁詳列有關資料。

From Month / Year 月 / 年	To Month / Year 月 / 年	Full Time / Part Time 全職/兼職	Name of Organization 機構名稱	Position 職位	Occupation Code 行業代碼
/	/				
/	/				
/	/				

Occupation Code 行業代碼	01 Accounting 會計	02 Administration & Management 行政及管理	03 Advertising 廣告	04 Banking & Financial Services 銀行及財務	05 Computing & IT 資訊科技	06 Education 教育	07 Engineering 工程	08 Food and Beverage 飲食	09 Marketing & Sales 市場及行銷	10 Public Relations 公共關係	11 Social Services 社會服務	12 Surveying 測量	13 Transportation & Logistics 運輸及物流	14 Tourism & Hotel 旅遊及酒店	15 Government & Public Services 政府及公共服務	16 Others (Please specify) 其他 (請註明)
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**E. Application for Exemption for Mediation - Theory and Practice** (please "✓" the appropriate boxes and attach relevant result slip/transcript/certificate/course outline for consideration) 申請豁免修讀單元— (請於適當位置加上「✓」, 並提交相關的成績單/證書/課程大綱以作考慮)

I have successfully completed:  
本人成功完成:

本人成功完成:

- 'Professional Mediation Training Programme' organized by HKMAAC  
 香港調解仲裁中心的專業調解訓練課程
- Mediation module in a law related degree awarded by a recognized tertiary Institution  
 認可大學法律相關學位的調解課程
- Professional general mediation training organized by other local or overseas institutions / professional bodies of comparable standing  
 其他本地/海外專業機構的調解課程

**F. Continuing Education Fund (CEF)**

持續進修基金

Are you an eligible applicant for CEF?  Yes  No  
 你是否符合持續進修基金申請資格 是 否

Do you intend to apply for CEF?  Yes  No  
 你是否會就此課程申請持續進修基金 是 否

(If 'yes', have you ever been approved by the government for any application for other CEF reimbursable course? 如選擇"是", 你是否獲持續進修基金辦事處批核有關發還款項課程之申請  Yes 有  No 沒有)

**G. Additional Information**

其他資料

**Declaration 聲明**

- I declare that I have read and understood the nature and details of the Application Guide & Programme Information.  
 本人謹此聲明在填寫報名表前, 已細讀報名指引及課程資料。
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded.  
 本人謹此聲明在本報名表填報及遞交文件的資料均屬正確及完整, 並同意提交文件之正本以作核實。本人明白所提交的資料將會用作入學處理。於閱覽及填妥本報名表, 本人若提供任何不實或不完整資料, 獲取錄的學額不論接受與否, 本人之申請資格將被取消。雖經註冊, 亦屬無效。已繳交之費用, 概不發還。
- I authorize CityU SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.  
 本人授權城大專業進修學院向有關機構查詢或索閱本人以往之學歷及/或專業資格。
- I authorize CityU SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.  
 本人授權城大專業進修學院核證本人的申請及本人在香港城市大學及其他院校之就讀資料。
- I understand that, upon my registration in a programme, the data will become part of my student record and may be used for all purposes relating to my study in the programme.  
 本人明白報名表上之資料將記錄於學生個人檔案中, 並將用作有關課程行政之用。
- I consent that if admitted to the programme, I will conform to the statutes and regulations of City University of Hong Kong and CityU SCOPE.  
 如成功入學, 本人願遵守香港城市大學及城大專業進修學院的規例。

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 簽署 日期

## Checklist for Application 申請備忘

Before submitting your application, please check if you have :

在提交報名表之前，請核對以下資料：

- enclosed the proof of payment of HK\$160 application fee and proof of payment of programme fee of HK\$28,000/HK\$22,400\*  
已附上\$160元之報名費收據及課程費用\$28,000/\$22,400之收據
- provided copies of ALL transcripts and certificates / other relevant academic qualifications obtained  
已附上所有成績表、證書及其他學歷文件之副本
- completed the application form  
已填妥入學報名表
- signed and dated the application form  
簽署並填妥日期
- supplied other relevant information (if necessary)  
已提供其他相關資料

\* For those applicants who have been granted an exemption on "Mediation – Theory and Practice".

## Source of Information 資料來源

How do you know this programme? (You may choose more than one option)

如何獲悉本院之課程資料？(可以選擇多於一項)

### CityU SCOPE 香港城市大學專業進修學院

- CityU SCOPE website  
學院網站
- CityU SCOPE Learning Centre  
學院教學中心

### Referral 別人推介

- Teachers/Lecturers  
老師推介
- CityU SCOPE Students/Graduates  
本院學生/畢業生推介
- Friends/Relatives  
親友推介

### Media 媒體廣告

- Online Ad : \_\_\_\_\_  
網上廣告
- Newspaper Ad : \_\_\_\_\_  
報章廣告
- Magazine Ad: \_\_\_\_\_  
雜誌廣告
- Search Engine/Online Forums/Social Media: \_\_\_\_\_  
網站搜尋器/網上討論區/社交網站
- MTR Info Panel  
港鐵資訊電子顯示板

### Direct Mailing 由本院寄出的資料

- Emails/e-Newsletter  
電郵/電子刊物
- Direct Mails  
郵寄的課程資料
- Others: \_\_\_\_\_  
其他

### Event 學院活動

- Info Seminar at CityU SCOPE  
本院舉辦的課程諮詢講座

Have you ever taken CityU SCOPE programme?  Yes (Please specify) \_\_\_\_\_  No  
曾否修讀本院課程？ 有(請註明) 否

- CityU SCOPE would like to provide you information on our programmes / courses to help navigating your lifelong learning. If you do not wish to receive such information, please "✓" the box.

香港城市大學專業進修學院以啟導終生學習為目的。如你不願意接收本院日後提供的課程資訊，請加上 ✓ 號。

For official use only

- Admitted
- Rejected
- Waiting List
- Other \_\_\_\_\_

**1. Application Procedure 報名手續**

A non-refundable and no-transferable fee of HK\$160 is charged for each application. Please send your duly completed application form, together with proofs of the application fee (HKD\$160) and programme fee (HKD\$28,000/ HKD\$22,400) payments and copies of education certificates to School of Continuing and Professional Education (CITYU SCOPE), City University of Hong Kong, 83 Tat Chee Avenue, Kowloon.

每項報名申請均收取港幣160元報名費，此費用恕不退還及不可轉讓。請填妥報名表格連同報名費，課程費用及有關學歷證明副本寄往「九龍達之路香港城市大學專業進修學院」收。

**2. Methods of Payment 繳款方法**

Cheque or Cashier Cheque Payment

支票或銀行本票繳費

TWO crossed cheques or cashier's cheques of the application fee (HKD\$160) and programme fee (HKD\$28,000/ HKD\$22,400) made payable to City University of Hong Kong. Write down the following information at the back of the cheques:

a. Name

b. Programme Code

劃線支票或銀行本票，抬頭「香港城市大學」，支票背後寫上姓名和課程編號。

**3. Submission of Application 遞交申請**

A completed application form, with the following required supporting documents, should be sent by mail/by hand to CityU SCOPE on or before the application deadline:

申請人可於報名截止日期前把填妥的報名表及下列文件郵寄或親身交往香港城市大學專業進修學院：

a. proof of application fee payment, proof of programme fee payment; and 報名費和課程費用之繳款證明；及

b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form 過往學歷之證書及成績單，及/或有關專業資歷之證明文件的副本。

All submitted documents will NOT be returned. Original documents will need to be presented for verification during registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

申請人所提交之文件均不會發還，並需於入學註冊時出示文件的正本以作查證。如申請人提供虛假或構成誤導的資料，或未能提供有關證明文件，本院有權取消申請人的入學申請及撤回其學位，繳交之費用亦不獲退還。

All applicants will be informed of the application results by mail. 申請結果將以郵寄方式通知。

4. The programme will go through normal selection process. Admissions are subject to availability of places and selection criteria. Applications meeting the minimum admission requirements are not guaranteed direct entry to the programme. Applicants may be invited for admission interviews if necessary. For entry requirement, please refer to specific programme descriptions. Participants will receive an acknowledgement for course enrolment. Please contact CityU SCOPE if you do not receive any notification one week before course commencement. Unless otherwise notified, participants should go to the class at the time and venue specified in the acknowledgement.

本院將根據既定的收生程序進行甄選工作。取錄與否需視乎學額及甄選結果而定。申請人即使符合最低入學要求，也不一定被取錄。如有需要，本院會邀請個別申請人進行入學面試。各項課程之入學要求，請參閱課程資料。本院會向取錄者發出取錄通知書。如在開課前一星期尚未收到通知，請與本院聯絡。一般情況下，取錄者應按照取錄通知書上所列的時間及地點上課。

5. CityU SCOPE reserves the rights not to admit an applicant. Places allocated in each class are not transferable. Fees are not refundable or transferable, except for unsuccessful enrolment or cancellation of a course.

學院保留最終取錄與否之權利。各課程之學額不可轉讓他人。所繳學費將不可退還及轉讓他人。

6. CityU SCOPE reserves the rights to alter programme details such as date, time, venue and instructor as well as to cancel programmes.

學院保留更改上課日期、時間、地點、導師及取消課程的權利。

7. Non-local applicants are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government.

For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: [www.immd.gov.hk](http://www.immd.gov.hk)).

非本地申請人必須持有由香港入境事務處所簽發之學生簽證或有效證件方可入讀本院課程，詳情請聯絡入境處。(電話：2824 6111；網址：[www.immd.gov.hk](http://www.immd.gov.hk))

8. Personal data provided on the application form will be used by CityU SCOPE for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <http://www.cityu.edu.hk/ce/pdcs>

報名表內提供的個人資料，將用作處理申請報讀課程之用。有關收集個人資料聲明的詳情請參閱網址：[www.cityu.edu.hk/ce/pdcs](http://www.cityu.edu.hk/ce/pdcs)

9. CityU SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to CityU SCOPE to specify what special assistance is needed. All information collected will be kept confidential.

城大專業進修學院為所有人士提供平等的學習機會，並致力提供各項可行方法協助有需要學員學習。如學生需要本院提供協助，請以書面形式通知學院以作適當安排。申請人提供的資料將絕對保密。

10. CityU SCOPE will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. Please visit CityU SCOPE Website for details.

如天文台發出八號或以上熱帶氣旋警告信號或黑色暴雨警告信號，本院課程將作出特別安排。詳情請參閱本院網站。

Address : Lower Ground Floor, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong.

地址 香港九龍達之路香港城市大學學術交流大樓低層

Office hours : Mon - Fri : 9am - 7:30pm Sat : 9am - 2:30pm Closed on Sundays and Public Holidays

辦公時間 星期一至五:上午九時至下午七時三十分 星期六:上午九時至下午二時三十分 星期日及公眾假期:休息

Enquiries : 3442 7423 Email : [scope@cityu.edu.hk](mailto:scope@cityu.edu.hk) Website : [www.scope.edu](http://www.scope.edu)

查詢電話 電郵 網址

\* Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

\* 中、英文內容如有出入，以英文為準