

香港專業教育學院 (摩理臣山)
Hong Kong Institute of Vocational Education (Morrison Hill)

申請「四級別高級文憑課程 - 學歷證明書」須知 (適用於舊學制高級文憑課程)
NOTES ON APPLICATION FOR 4-LEVEL HIGHER DIPLOMA PROGRAMMES - STATEMENT OF AWARD
(Applicable to Higher Diploma Programmes under old academic structure)

1. 按職業訓練局 (職訓局) 現時的政策，學生 / 離校生如有欠款 (包括圖書館及其他罰款)，其在職訓局轄下學院所修讀課程 / 單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

According to the prevailing policy of Vocational Training Council (VTC), transcript of study, award certificates and related certification in respect to a student/ ex-student will be withheld until he/ she has paid up all his/ her outstanding fee (including library and other fines) owed to the VTC.

2. 有關申請將於下列文件交妥至學院秘書處後方獲處理，包括：

- 填妥之學歷證明書申請表格；
 - 身份證副本；
 - 申請學歷證明書費用 (每項申請為港幣一百元正)；及
 - 已清還所有欠款的繳款證明 / 付款編號 / 支票號碼 (如適用)。
- (註：學院秘書處會於確認收到有關款項後，才會開始處理有關申請。)

The application will only be processed after the following documents have been well received by the Campus Secretariat, including:-

- completed application form for statement of award;
- copy of the HKID card;
- the application fee (HK\$100 for each statement of award); and
- proof of payment/ payment reference number/ cheque number of outstanding fee, if any.

(Note: Your application will be processed only after the confirmation of the receipt of above-mentioned payments.)

3. 申請人如以現金或「八達通」繳付，請於星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分 (公眾假期除外) 親身 / 委託他人到學院秘書處辦理。除上述時間外，申請人亦可選擇以劃線支票或銀行本票 (抬頭請註明「職業訓練局」) 以郵遞方式 / 投入學院大堂的收集箱內辦理申請。已繳的費用概不發還。

Payment in cash/ "Octopus Card" is accepted from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays) and the applicants or his/ her authorized person must tender the application fee in person. Other than the time slots mentioned, applicants can submit their application by mail or put it in the campus drop-in box (located in the lobby) in which only crossed cheque/ bank draft made payable to "Vocational Training Council" is accepted. Any fee paid will not be refunded.

4. 處理申請需時七個工作天。學院會於適當時間以電話通知申請人。申請人接獲通知起計一個月內領取文件，否則該文件將被銷毀。Processing time of the application is SEVEN working days. Applicants will be notified individually by phone at appropriate time. Please collect the document(s) one month from the date you receive our notification or otherwise the document(s) will be destroyed.

5. 學院秘書處的辦公時間為星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分 (公眾假期除外)。Office hours of Campus Secretariat is from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays).

6. 如有查詢，請與學院秘書處聯絡：

For enquiries, you can contact the Campus Secretariat at:

地址 Address: 香港灣仔愛群道 6 號
6 Oi Kwan Road, Wanchai, HK
電話 Tel. No.: 2835 8335
傳真 Fax No.: 2572 9847
電郵 Email address: csivemh@vtc.edu.hk

7. 收集個人資料聲明：

Personal Information Collection Statement:

- (i) 申請人在本表上所提供之個人資料，只作申請學歷證明書之用。
The personal data provided on this form will be used for the purpose of processing the application for statement of award only.
- (ii) 如在遞交此表格後要查閱或更改個人資料，請聯絡學院秘書處。
For correction of or access to the personal data after submission of this form, please contact the Campus Secretariat.

申請四級別高級文憑課程 - 學歷證明書 (適用於舊學制高級文憑課程)
Application for 4-Level Higher Diploma Programmes - Statement of Award
(Applicable to Higher Diploma Programmes under old academic structure)

填表前請細閱附頁須知 Please read the attached notes carefully before completing the form

第 1 部份：學生個人資料

Section 1: PARTICULARS OF STUDENT

英文姓名 Name in English	中文姓名 Name in Chinese
學生編號 / 身份證號碼 Student No./ HKID Card No.	課程編號 Programme Code
課程名稱 Programme Title	
聯絡電話 Contact Phone No.	電郵地址 Email Address

第 2 部份：申請細節

Section 2: APPLICATION DETAILS

本人已完成上述課程之 *第一級別 / 第二級別 / 第三級別學習，並獲得相應的學歷資格。本人欲申請以下的學歷證明書。

I have successfully completed *Level 1 / Level 2 / Level 3 study of the above mentioned programme and obtained the relevant academic qualification.

I would like to apply for the below Statement of Award.

(請在下列適當的空格內填上 “√” 號) (Please put a “√” in the appropriate box below)

基礎文憑 Foundation Diploma (第一級別適用 for Level 1)

證書 Certificate (第二級別適用 for Level 2)

文憑 Diploma (第三級別適用 for Level 3)

* 請刪去不適用者 Please delete as appropriate

To be completed by CS – Checked

Signature: _____

Date: _____

第 3 部份：聲明

Section 3: DECLARATION

1. 本人謹此聲明在本申請表填報的資料均屬正確及完備。若填報之資料失實，本人的學歷證明書申請資格將被取消。

I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for the Statement of Award.

2. 本人已清繳申請學歷證明書的所需費用及所有對職業訓練局 (職訓局) 的欠款 (包括圖書館及其他罰款)。否則，將不會獲發在職訓局轄下學院所修讀課程 / 單元的學業成績證明書、證書及相關證明。

I have already settled the application fee and all the outstanding fee (including library and other fines) owed to the Vocational Training Council. Otherwise, my transcript of study, award certificates and related certification will be withheld.

3. 本人明白及同意，如本人退學 / 被取消學籍，本人所取得之學歷證明書 (如為所能獲取的最高級別學歷) 會被視為本人階段結業的學歷證明，而學歷證明書的申請費亦不會退還。

I understand and agree that if I withdraw from study / I am de-registered from the programme, the Statement of Award that I have obtained (if it is being my highest eligible level of award) will be regarded as the Exit Award, and there will be NO refund of application fee of the Statement of Award.

申請人簽署

日期

Applicant's Signature: _____

Date: _____

第 4 部份：認收 (由申請人在領取學歷證明書/學業成績證明書(階段結業)時填寫)

Section 4: ACKNOWLEDGEMENT (TO BE COMPLETED BY THE APPLICANT WHEN COLLECTING THE AWARD CERTIFICATE/TRANSCRIPT OF STUDY (EXIT))

本人現確認領取學歷證明書。

I acknowledge the receipt of the Statement of Award Certificate.

本人現確認領取學業成績證明書 (階段結業)。

I acknowledge the receipt of the Transcript of Study (EXIT).

簽署

日期

Signature: _____

Date: _____

Part A (I) (to be completed by Staff of CS(C))

Application Method: By Post In Person Drop-in Box Other _____

HKID Card Checked: Yes / No (No HKID card copy is attached) Appl. details checked: Yes / No

Any O/S Debts? No / Yes _____

Signature: _____ Name / Post: _____ Date: _____

Part A (II) (to be completed by Staff of CS(A))

Application Fee HK\$100 has been collected vide RCS receipt no. _____

Cheque No.: _____ Cash Octopus Card

Signature: _____ Name / Post: _____ Date: _____

Part B (to be completed by Staff of CS(C))

To: HoD () via Programme Leader () (Attn: _____)

Please fill in the Part C and return it to CS(C) on or before _____.

Signature: _____ Name / Post: _____ Date: _____

Part C (to be completed by Department)

1. DAC approval already granted (Y / N)*
2. Application for the Award of *Foundation Diploma / Certificate / Diploma (Study Option: _____)

Signature of HoD: _____ Post: HoD (Department of _____) Date: _____
Name ()

Part D (to be completed by Staff of CS(C))

Statement of award granted Exit award granted

Award AY _____ / _____ *Autumn / Spring / Summer Semester Certificate Distribution Date: _____

Transcript of study checked by:

Signature: _____ Name / Post: _____ Date: _____

Part E (to be completed by Staff of Department/CS(C) – for Exit Award Only)

To: _____ / _____ Department

Please sign and stamp department's chop on the transcript of study and return it to _____ on or before _____.

Signature: _____ Date: _____
Name/Post ()

To: _____ /CS(C)

Please inform student to collect the signed transcript of study accordingly.

Signature: _____ Date: _____
Name/Post ()

Part F (to be completed by Staff of CS(C))

Student informed (for collection of document(s)) By phone (Date): _____

Deadline of Collection (Date): _____ Remark: _____

Signature: _____ Name / Post: _____ Date: _____