Entrance Requirements

Entrance requirements are specified in the individual programme entries. GCE results are acceptable alternatives to HKALE requirements. In addition, acceptable alternatives to HKCEE requirements are given in the Appendix on page 88.

Selection Criteria

Applications will be considered on the basis of the information (such as academic, professional qualifications and work experience) provided in the application form. You may be required to attend an interview and/or test.

Mature Applicants

Those who have reached the age of 25 by September 1 in the admission year are considered to be Mature Applicants. Mature Applicants may be admitted without the stipulated entrance qualifications, but they must demonstrate sufficient motivation, knowledge and potential to complete the programme successfully. Applications will be considered on an individual and exceptional basis. This provision will be automatically taken into consideration where appropriate, and it is not necessary to apply for consideration as a Mature Applicant.

Non-Local Applicants

Local students are those who have the right of abode in Hong Kong, or have resided or whose immediate families have resided in Hong Kong continuously for the 3 years immediately before the date of application. All others are regarded as Non-Local Applicants. PolyU normally admits Non-Local Applicants only to its full-time programmes because it is difficult to obtain a student visa to attend a part-time programme. It is the responsibility of the applicant to ensure that a valid visa is obtained. Enquiries can be addressed to the Immigration Department of the Hong Kong Special Administrative Region. In addition, Non-Local Students are not normally eligible for any form of financial assistance. Hence, they should ensure that they have sufficient funds to cover tuition fees, accommodation and other expenses, including medical insurance.

Applicants with Disabilities

PolyU has a non-discriminatory policy of admitting students with physical disabilities, as long as they meet the basic entrance requirements and satisfy any specific physical demands of the selected programme. You should inform us if you have any physical disabilities so that necessary facilities can be arranged before the start of your studies.

Credit Transfer and Exemption

If you have completed relevant studies at a university, polytechnic or post-secondary institution, you may be eligible for a credit transfer or exemption from some programme requirements. Normally, not more than 50 per cent of the required number of credits for an academic award at PolyU can be transferred. For credits obtained from programmes within PolyU, not more than 67 per cent can normally be transferred.

Subject to an administration fee, interested students can submit an application for a credit transfer or exemption to the relevant department, preferably before the commencement of the semester. The validity period of credits earned is normally eight years from the year of attainment, i.e. the year in which the subject was completed.

Entry credit transfer will be considered during the admission stage if the new admittee holds qualifications that are recognised by the department that is offering the programme as equivalent to a particular stage of the programme. A validity period for credits earned is not applicable to these cases.
Concurrent Enrolment

You are not normally allowed to enrol at the same time in two full-time/sandwich programmes, whether or not one of the programmes is offered by another institution. Written approval from the PolyU Head(s) of Department(s) concerned must be obtained before registration if you wish to enrol concurrently in one full-time/sandwich programme and one part-time programme, or more than one part-time programme, including those offered by other institutions.

The application form (AS38) can be obtained from the Academic Secretariat Service Centre or downloaded from our web page at http://www.polyu.edu.hk/~as.

Application Procedures

The application period is from 30 January to 8 March 2004.

**Application materials can be obtained:**

- **At:** [www.polyu.edu.hk/admission](http://www.polyu.edu.hk/admission)
- **By post:** Please send a 14” x10” (35.8cm x 25.7 cm) self-addressed envelope with postal stamps for HK$16.40 marked with ‘Part-time Programme Prospectus’ to Admissions & Promotions Section, Academic Secretariat, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong
- **In person (during application period only):** Admissions Application Form Distribution Counter (Room P202) on campus, which is near the KCR entrance, The Hong Kong Polytechnic University (open 9 am–7 pm on weekdays, and 9 am–12 noon on Saturdays)

A non-refundable fee of HK$150 will be charged for each application.

You are urged to submit your application online at [www.polyu.edu.hk/admission](http://www.polyu.edu.hk/admission). If you cannot do so, you can submit it by mail or in person.

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| In writing| Admissions & Promotions Section  
Academic Secretariat  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong |
| In person | Academic Secretariat Service Centre  
1/F, M101, Li Ka Shing Tower  
The Hong Kong Polytechnic University  
Open Monday to Friday: 9 am–7 pm  
Saturday: 9 am–12 noon |

(The Academic Secretariat is closed on Sundays and public holidays.)