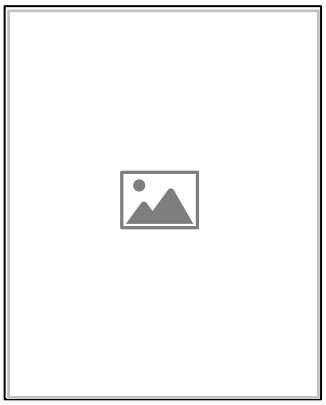
HKU ICB
Institute for China Business
香港大學中國商業學院

For office use only 仅供本院填写:
☐ 申请资料不完整 /不准确
☐ 录取 ☐ 不录取
☐ 面试(如适用) 年 月 日

Application Form
Short Programme
短期课程申请表

报读的短期课程 Please tick (☑) as appropriate. 请在合适选项格内打勾。		
☐ 家族办公室管理课程	☐ 多元资产管理课程	☐ 东西方心理：科学与智慧课程
☐ 女性领导力课程	☐ 低空经济与未来科技管理课程	☐ 其他

I. Personal Information 个人资料



Title 称谓 ☐ Mr. 先生 / ☐ Miss. 小姐 / ☐ Ms. 女士

Name in Chinese 中文姓名 _____

Name in Pinyin or English
汉语拼音 _____

Please note that the name must be identical to the name on Identity Card or passport
名字须与身份证或护照上的名字相同

Date of birth 出生年月 _____ Year 年 _____ Month 月 _____ Day 日

ID no. 身份证号码 _____

Passport no. 护照号码 _____

EEP no. 港澳通行证号码 _____

Are you a current student or an alumnus of Institute for China Business (ICB)?
您是香港大学中国商业学院在读学员/校友? ☐ Yes 是 ☐ No 否

Correspondence address
通信地址 _____

Mobile number 手机号码 _____ Email 邮箱地址 _____

WeChat 微信 _____

Emergency Contact Person 紧急联系人

Name 姓名 _____ ☐ Mr. 先生 / ☐ Miss. 小姐 / ☐ Ms. 女士

Contact Telephone 电话/手机 _____

Relationship 与申请者关系 _____

II. Working Experience 工作背景

Company / Institution 工作单位

Name of Company 公司名称:

If the company/ institution where you are working is a subsidiary, division, or affiliate, please indicate the headquarters' name. 若工作单位为分公司、分部、附属机构，请提供母公司的名称。

Position / Title 现任职务:

III. Education Qualification 教育背景

Institution 院校	Major 专业	Qualification 学历	From-to (Year/Month) 起止时间（年/月）
			/
			/
			/

Refund and class cancellation policy 退款和取消课程政策

1. Tuition fees need to be deposited to the school bank account at least two weeks before the commencement of the programme/ course. No refund is allowed, except for course cancellation due to insufficient enrolment or other force majeure factors.
学费需在课程开始前至少两周存入学校银行账户。除因报名人数不足或其它不可抗力因素而取消课程外，一切已缴费用概不退还。
2. Students are strictly prohibited from promoting or selling companies' products and services in class or in any class groups in any form. If there is any violation of the regulation, HKU ICB reserves the right to dismiss the students and reserves the right to pursue legal action. Tuition fees for students who violate the rules will not be refunded and they will have to bear related losses.
班级群组及班内，学员严禁推广或推销公司产品及服务，如有违规，学院有权取消学籍并保留追究的权利，违规学员学费不予退还，且需承担相关损失。

Statement on Collection of Personal Data 收集个人资料声明

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise HKU Institute for China Business ("ICB") may be unable to process and consider your applications.
申请人必须提供其个人资料及课程申请所需资料，否则香港大学中国商业学院（下称"学院"）将不能有效处理其申请。
2. The personal data provided in this form will be used for processing your application for admission and for

registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing purposes. The data will be solely handled by HKU ICB staff but may be transferred to an authorised third-party providing services to HKU ICB relation to the above purposes and prescribed purposes as allowed by the law from time to time.

在法律许可情况下，个人资料将会作入学申请、注册、有关学术及行政通讯、校友事务及联络、研究、统计、市场分析及推广等用途。只有本学院职员才能处理有关资料，但亦可能会转移到为学院提供有关服务的委托人处理。

3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 4, then your contact details and opt-in consent would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU ICB staff or by staff of an authorised third party providing services to HKU ICB in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.

完成报名程序及课程注册后，申请人如不获取录，其个人资料将会被销毁（如申请人于以下第 4 项表明愿意接收学院的推广讯息，申请人的联络资料及同意接收学院推广讯息的记录将保留作此等用途），获取录者的个人资料将会被留作学生记录，只有学院职员或为学院提供有关服务的委托人才能处理有关档案，而　　阁下提供的所有个人资料将绝对保密。报名付款时所收集的个人资料，则循法例规定留作相关用途，以及退款处理之用（如需要）。

Use of Personal Data related to Direct Marketing 个人资料用作学院相关推广

4. From time to time, HKU ICB will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers as well as alumni events, privileges and offers, networking opportunities and fund-raising initiatives. Occasionally information from the University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed, such as direct mail, email, mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes to your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to HKU ICB at any time.

申请人提供的个人资料（包括姓名、联络方法及其他资料，如曾报读的课程、毕业年份等）将用作与学院沟通渠道，学院将透过信件、电子邮件、流动电话和其他社交媒体等为申请人、学员和校友送上学院的最新课程资料及推广讯息，这些信息亦将包括学院讲座及活动、折扣优惠、校友会活动、校友会会员尊享优惠、校友联谊及筹款活动等，当中亦可能包括香港大学或其附属机构的不定期信息。阁下可随时以书面或电邮方式向学院申明是否愿意继续接收有关信息。

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐

如不欲收到任何透过上述渠道发出的信息，包括折扣优惠，请在方格内打勾。☐

5. Under the provisions of the Personal Data (Privacy) Ordinance of the HKSAR, applicants have the right to request HKU ICB to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access to information should be addressed to the Data Protection Officer, HKU. For details on the University's policy on personal data (privacy), please refer to Website (https://hku.hk/about/policies_reports/privacy_policy.html).

   根据香港个人资料（私隐）条例，申请人有权知悉学院有否保留其个人资料，同时亦可查阅、索取及更改其个人资料。申请人如欲查阅其个人信息，请填妥指定表格并交回香港大学个人资料私隐主任。大学将会酌情收取行政费用。 如欲了解学院私隐政策的详情，请参阅网页 (https://hku.hk/about/policies_reports/privacy_policy.html)。

6. HKU ICB, being part of the University of Hong Kong, the University's Personal Information Collection Statement (PICS) also applies and can be accessed from http://www.aal.hku.hk/admissions/documents/pics.pdf.

   本学院作为香港大学的一部分，大学的收集个人资料声明亦适用于本学院，详情请参阅 http://www.aal.hku.hk/admissions/documents/pics.pdf (只提供英文版本) 。

Declaration 声明

I. I declare that all information I have given voluntarily in this application form and the attached documents are accurate and complete to the best of my knowledge.

   本人声明本报名表格及附件填写的资料，是本人自愿提供，依本人所知均属准确，并无遗漏。

II. I authorise HKU ICB to obtain and the relevant authorities to release any information about my qualifications and/or employment as required for my application.

   本人授权学院向相关机构查阅有关本人申请表中所列出的学历和工作履历。

III. I consent to my personal data being transferred outside of Mainland China for the purposes stated on this form.

   本人同意向境外提供个人信息用作表格所列明的目的。

IV. I consent that if registered, I will conform to the Statutes and Regulations of the University, the rules of HKU ICB.

   本人同意如获录取，注册入学后将遵守大学及学院的规例。

Signature 签字 _____ Date 日期 _____