

一般報名程序

本院一般以先到先得形式接受申請。申請將於報名表格、所有有關資料副本（如有註明）及學費完整收妥後才獲處理。

為校友節省時間 — 曾修讀本院課程的校友只需於報名表格上更新而無須重新填寫其個人資料。

親身或郵寄報名

1. 報名表格可於報名中心或總辦事處索取，或於本院網頁 www.cuscs.hk 下載。
2. 填妥的報名表格必須連同所有有關資料副本（如有註明）及支票/銀行本票/銀行收據（如適用），郵寄（請在信封面註明「報名表格」）至報名中心或總辦事處，或於辦公時間內交回報名中心。

網上報名

1. 瀏覽本院網頁 www.cuscs.hk 選出欲報讀的課程，然後按「網上報名」。
2. 同學必須透過銀行網頁繳交短期課程的學費，或證書及文憑/專業課程的報名費，其申請才會被確認。網上繳費只接受Visa/萬事達卡繳款，另須輸入「個人驗證密碼」以核對身份。過程中如遇上任何問題，請聯絡發卡銀行。
3. 有關課程要求的任何附加資料/文件副本均會以電郵個別通知。本院保留隨時核實文件正本之權利。
4. 報讀證書及文憑/專業課程一經接納，申請人將收到課程取錄通知及學費繳付通知。
5. 繳交學費後，本院一般於開課前發出收據及上課證予申請人。

報名程序詳情，請參閱本院網頁 www.cuscs.hk。如有任何查詢，請致電報名組2209-0290或聯絡個別課程組。

入學要求

除註明外，本院之持續進修課程不設特定入學要求，歡迎有志進修人士報讀。詳情請參閱各課程內容。申請人須持有有效之香港永久性居民身份證或有效證件來港就讀（網上及遙距課程除外）。

繳費辦法

支票/銀行本票

- 如用支票/銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格一併遞交。本院恕不接受期票。
- 如報讀超過一個課程，請分別填寫報名表格及開列支票/銀行本票，並在支票/銀行本票背面寫上申請人姓名、聯絡電話及課程編號。
- 如欲報讀之課程已滿額或取消，本院將退回支票/銀行本票。
- 為免因銀行結算而導致進一步延誤，如開課日期將至（例如少於三個工作天），本院不建議申請人使用支票繳交費用。
- 如支票不能兌現，有關申請人須於收到本院職員通知當日起的三個工作天內繳付學費。逾期辦理將不獲保留學額或被取消上課資格。

快速支付系統「轉數快」

申請人可使用「轉數快」轉賬*（詳情請參閱個別銀行的指引）。請於「收款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉賬後將「確認」/「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及收款人提示訊息/備註）連同報名表格一併以電郵方式傳送至報名中心 (scs-enrol@cuhk.edu.hk) 作核實。

* 轉數快識別碼：160565636或轉數快電郵地址：payment@scs.cuhk.edu.hk

現金

報名中心恕不接受任何現金繳費。申請人可於任何一間恒生銀行（不包括港鐵站內之恒生銀行）以現金繳費（中文大學-004戶口）。本院之銀行入數紙可於報名中心、總辦事處或恒生銀行索取。本院銀行入數紙副本（SCS Copy）須於繳付學費後連同報名表格一併郵寄（請在信封面註明「報名表格」）至報名中心或總辦事處，或於辦公時間內交回報名中心。

易辦事/支付寶香港/微信支付/八達通

本院報名中心設有易辦事、支付寶香港、微信支付、八達通繳費服務。

VISA/萬事達卡（不適用於以外幣支付學費的課程）

本院報名中心設有VISA/萬事達卡繳費服務。請於報名表格上清楚填寫信用卡持有人姓名、信用卡編號、發卡銀行、有效日期及授權金額。如信用卡繳費未能入賬，申請人須於收到本院職員通知當日起的三個工作天內繳付學費。逾期辦理將不獲保留學額或被取消上課資格。

備註：證書及文憑/專業課程之申請人如未獲得本院確認取錄前，本院不鼓勵申請人選用現金/轉數快/易辦事/支付寶香港/微信支付/八達通繳交學費。待獲得本院通知取錄後，成功申請人須於三天內繳交學費，逾期辦理將不獲保留學額。

截止報名日期

短期課程

各課程的截止報名日期為開課前十日。逾期申請只會在該課程名額未滿的情況下才被考慮接納。

證書及文憑/專業課程

詳情請參閱個別課程的章程。

學員須知

成績單（只適用於短期課程）

學生完成設有課程評核之短期課程後，將獲發該課程之成績單。

出席證明/結業證書（只適用於短期/網上及遙距課程）

- 若學生「成功修讀」課程，即學生的出席率達百分之七十（或課程要求更高之出席率），可向本院申請「出席證明」。
- 若學生「成功修畢」課程，即短期課程學生的出席率達百分之七十（或課程要求更高之出席率）及通過課程評核/網上及遙距課程學生在不少於百分之七十的習作取得合格成績，可向本院申請「結業證書」。

每份出席證明或結業證書之費用為HK\$50。所有申請將於課程完結後十個工作天方開始處理。本院通常可於收到申請表後之十四個工作天*內發出出席證明/結業證書予申請人。申請表格可於報名中心或總辦事處索取，或從本院網頁下載。查詢請致電2209-0478/2209-0235。

* 以課程完結後十個工作天起計

學業成績表（只適用於證書及文憑/專業課程）

學生修讀本院之證書及文憑/專業課程，可於該課程完成後向本院申請學業成績表。每份學業成績表為HK\$100。查詢請致電2209-0478/2209-0235。

畢業證書（只適用於證書及文憑/專業課程）

學生完成證書及文憑/專業課程，並符合以下條件*，將於六個月內獲發畢業證書：

- (1) 每個單元的課程出席率達百分之七十或以上；及
- (2) 所有單元的考核成績合格。

* 各項課程要求或有不同，詳情請參閱個別課程的章程。



修業證明信 (適用於申領發還持續進修基金款項)

若學生成功修畢本院任何持續進修基金可獲發還款項課程，可向本院申請修業證明信作申領發還持續進修基金款項之用。「成功修畢」課程指學生的出席率達百分之七十 (或課程要求更高之出席率) 及通過課程評核。本院將於收到申請表後十四個工作天內發出修業證明信予申請人。申請表格可於報名中心或總辦事處索取，或從本院網頁下載。查詢請致電2209-0478。

學生身份證明

學生必須攜帶上課證/收據/全日制學生證上課，以便本院導師或職員核對其身份。若身份未能核實，學生可能不獲准進入課室或使用教學中心的設施。如有需要，學生可被要求出示香港身份證。

課堂守則

1. 課室內不准吸煙及飲食。
2. 未經本院同意，教學中心內不准攝影、錄影及錄音。
3. 為他人着想，請勿在課室內喧嘩，上課時必須關掉手提電話及傳呼機。
4. 如沒有本院職員陪同，請勿擅自操作課室內的電腦或視聽器材。
5. 個人財物須經常小心保管，如有任何遺失，本院概不負責。
6. 學生於上課前十五分鐘可進入課室，並依照預定時間準時下課及立即離開課室。
7. 如導師於預定開始時間後二十分鐘仍未出席課堂，學生可自行解散。學生將於稍後收到補課通知。

學院/公眾假期

2023年學院/公眾假期		
一月一日翌日	1月2日	星期一
農曆除夕	1月21日	星期六
農曆年初一	1月22日	星期日
農曆年初二	1月23日	星期一
農曆年初三	1月24日	星期二
農曆年初四	1月25日	星期三
清明節	4月5日	星期三
耶穌受難節	4月7日	星期五
耶穌受難節翌日	4月8日	星期六
復活節星期一	4月10日	星期一
勞動節	5月1日	星期一
佛誕	5月26日	星期五
端午節	6月22日	星期四
香港特別行政區成立紀念日	7月1日	星期六
中秋節 (日間課程照常上課)	9月29日	星期五
中秋節翌日	9月30日	星期六
國慶日翌日	10月2日	星期一
重陽節	10月23日	星期一
冬至 (日間課程照常上課)	12月22日	星期五
平安夜	12月24日	星期日
聖誕節	12月25日	星期一
聖誕節後第一個周日	12月26日	星期二
除夕	12月31日	星期日

除特別註明外，所有課堂/考試將於學院/公眾假期當日暫停並作順延。詳情請參閱校曆及張貼於各教學中心之通告。補課及補考之安排將另作公布。

惡劣天氣安排

當八號或以上之颱風信號、在超強颱風後發出的「極端情況」公布或黑色暴雨警告信號於/預定於下列時間或以後生效⁺，下列之課堂、考試及講座將取消：

信號 / 公布於 / 預定於下列時間 或以後生效*	受影響之課程	停課節數/時間
上午七時	日間課堂、 考試及講座	上午各節 (上午八時三十分至下午 二時)
中午十二時	日間課堂、 考試及講座	下午各節 (下午二時至下午六時)
下午三時	夜間課堂、 考試及講座	晚上各節 (下午六時至下午十時)

⁺ 資料分別由香港天文台及政府提供。

* 即使八號或以上之颱風信號、「極端情況」公布或黑色暴雨警告信號已於開課/開考/講座開始時間前取消。

已開始之課堂/考試：

信號/公布	課堂	考試
當八號或以上之颱風信號或「極端情況」公布生效時	立即停課	除非考試場地對考生安全構成威脅，否則考試繼續進行
當黑色暴雨警告信號生效時	立即停課；師生宜逗留 留在安全地方，直至 天氣及交通情況改善 為止	除非考試場地對考生安全構成威脅，否則考試繼續進行

有關各項課程之停課/考試/講座取消安排，本院將會盡快公布，敬請留意本院網頁：www.cuscs.hk。補課及補考安排之細節，本院將會另行公布。

非本地高等及專業教育 (規管) 條例

除特別註明者外，本院與海外大學合辦的所有課程均在「非本地高等及專業教育 (規管) 條例」下獲得豁免註冊。個別僱主可酌情決定是否承認這些課程所頒授予學生的任何資格。

General Enrolment Procedures

In general, course enrolment is processed on a first-come-first-served basis. Applications will be processed only when the completed enrolment form, copies of supporting documents (if specified) and payment are received.

SAVE TIME For Alumni - To take advantage of the existing enrolment records, alumni need not fill in but just update their personal particulars in the enrolment form.

In Person or By Post

1. Enrolment forms can be obtained from Enrolment Centres, Head Office or downloaded from www.cuscs.hk.
2. Complete the enrolment form and send copies of supporting documents (if specified) and a cheque/bank draft/bank receipt (if any) to one of the Enrolment Centres in person or by mail (please mark "Enrolment Form" on the envelope) to one of the Enrolment Centres or Head Office.

Online

- (1) Visit www.cuscs.hk to select the course you wish to apply for and click on "Online Enrolment" on the course information page.
- (2) Your application will be processed after online payment is completed. You may pay the tuition fee for General Courses or application fee for Certificate and Diploma/Professional Programmes by Visa/Master card, and you will be requested to enter a password to authenticate your identity. Should you encounter any problems, please contact your credit card issuing bank as appropriate.
- (3) Any additional information/copy of supporting documents required by relevant course(s) will be requested on an individual basis through e-mail. The School reserves the right to verify the original documents if necessary.
- (4) Upon successful application of a Certificate and Diploma/Professional Programme, applicants will receive an "Admissions Offer Letter" and a "Payment Advice".
- (5) Receipt and Attendance Permit will normally be sent by mail before course commencement after the tuition fee is paid.

For details of the enrolment procedures, please visit our website: www.cuscs.hk. For enquiries, please check with the Enrolment Team at Tel: 2209-0290 or the respective programme team.

Admission Requirements

Except otherwise specified, the continuing education programmes offered by the School are open to all applicants. Please refer to individual programmes for details. Applicants should possess a valid Hong Kong Permanent Identity Card/Entry Permit for enrolment (except for Online and Distance Learning Programmes).

Payment Methods

Cheque/Bank Draft

- Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with your enrolment form. Post-dated cheque is not accepted.
- Applicants who enrol for more than one course should issue a separate cheque/bank draft for each course. Please write the applicant's name, contact phone number and course code on the back of each cheque/bank draft.
- Cheque/ bank draft will be returned if courses enrolled are full or cancelled.
- If you are making payment very close to course commencement (say less than three working days), you are advised against using cheque in view of further delay arising from bank clearance.
- If the cheque is rejected by bank, the applicant concerned will be required to pay the tuition fee within three working days upon receipt of notification from the School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

Faster Payment System (FPS)

Payment can be made via FPS* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and programme code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount,

payment date, reference number and message to payee/notes/remarks) should be sent together with the enrolment form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification.

* FPS ID: 160565636 or email address for FPS: payment@scs.cuhk.edu.hk

Cash

Cash payment is not accepted at Enrolment Centres but can be made via Hang Seng Bank (Account CUHK - 004) (excluding Hang Seng Bank at MTR station). Bank slip is obtainable from Enrolment Centres, Head Office or Hang Seng Bank. "SCS copy" of the bank slip should be returned together with enrolment form to one of the Enrolment Centres in person or by mail (please mark "Enrolment Form" on the envelope) to one of the Enrolment Centres or Head Office.

EPS/AlipayHK/WeChat Pay/Octopus

EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.

Visa/Master Card (not applicable to programmes charging tuition fees in foreign currencies)

Visa/Master Card payment can be made at Enrolment Centres. Card holder's name, card number, card issuing bank, expiry date and authorised amount should be completed clearly in the enrolment form. If card payment is rejected by bank, the applicant concerned will be required to pay the tuition fee within three working days upon receipt of notification from the School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

Notes:

Applicants applying for Certificate and Diploma/Professional Programmes are advised not to make payment by Cash/FPS/EPS/AlipayHK/WeChat Pay/Octopus before confirmation of acceptance by the School. Successful applicants will be advised to pay the tuition fee within three working days upon notification from the School. Failure to do so will result in cancellation of enrolment.

Closing Dates for Application

General Courses

Enrolment deadline is 10 calendar days before the course commencement date. Late enrolment will only be considered if there are still vacant places.

Certificate and Diploma/Professional Programmes

Please refer to the respective programme/course information for details.

Guidelines for Students

Results Slip (For General Courses Only)

A Results Slip will be issued to students after completing a General Course with assessments.

Certificate of Attendance/Certificate of Completion (For General Courses/Online and Distance Learning Programmes only)

- Students who have successfully attended a course could apply for a Certificate of Attendance. To have successfully attended a General Course means the student has an attendance rate of not less than 70% (or such higher attendance requirement as prescribed for the course).
- Students who have successfully completed a course could apply for a Certificate of Completion. To have successfully completed a General Course means the student has an attendance rate of not less than 70% (or such higher attendance requirement as prescribed for the course) and has passed the course assessment. To have successfully completed an Online and Distance Learning Programme means the student has passed at least 70% of the total number of assignments as required by each course.

After course completion, students could apply for a Certificate of Attendance or a Certificate of Completion, subject to meeting the prescribed condition(s). The application fee for each copy is HK\$50. All applications will be processed from 10 working days after the course completion date. The Certificate of Attendance/Certificate of Completion will normally be issued to applicants within 14 working days* from the date of receipt of the application form. The application form is available from Enrolment Centres, Head Office and the School website. For enquiries, please contact us at Tel: 2209-0478/2209-0235.

* Counting from 10 working days after the course completion date.



Transcript (For Certificate and Diploma/Professional Programmes only)

Students taking Certificate and Diploma/Professional Programmes may apply for transcripts after they have completed the programmes. The application fee for each copy is HK\$100. For enquiries, please contact us at Tel: 2209-0478/2209-0235.

Certificate of Graduation (For Certificate and Diploma/Professional Programmes only)

Students who have successfully completed a Certificate and Diploma/Professional Programme and fulfilled the following requirements* will be awarded a certificate of graduation within six months.

- (1) At least 70% attendance; and
- (2) Pass the assessments of each module.

* Criteria are subject to specific requirements adopted by individual programmes. For details, please refer to the brochure of individual programmes.

Letter of Certification (For CEF Reimbursement)

Students who have successfully completed CEF reimbursable course(s) could apply for a Letter of Certification with our School for making a claim for CEF reimbursement. To have successfully completed a CEF reimbursable course means the student has an attendance rate of not less than 70% (or such higher attendance requirement as prescribed for the course) and has passed the course assessments. The Letter of Certification will be issued to applicant within 14 working days from the date of receipt of the application form. The application form is available from Enrolment Centres, Head Office and the School website. For enquiries, please contact us at Tel: 2209-0478.

Student Identity

Students are required to bring along their Attendance Permit/Receipt/ Full-time Student Card to class and to show as proof of student identity to our instructor or staff. Failure to do so may result in being denied the right of entry to classroom or usage of learning centre facilities. If necessary, students may be requested to show their Hong Kong Identity Card.

Class Regulations

- (1) No smoking, eating or drinking is allowed inside classrooms.
- (2) No photo taking, video and sound recording is allowed inside learning centres without consent of the School.
- (3) Please be considerate and do not cause excessive noise inside classrooms. Mobile phones and pagers should be turned OFF during classes.
- (4) Please do not operate any IT or AV equipments in the classroom without the presence of our staff.
- (5) Personal belongings should not be left unattended at any time. The School will not be responsible for any loss of personal belongings.
- (6) Students can enter the classroom 15 minutes before the class commences and they shall leave the classroom as soon as it is finished.
- (7) A class will be regarded as cancelled if the course instructor concerned cannot attend it 20 minutes after the scheduled commencing time. Students will be notified of the arrangement for make-up class in due course.

School/Public Holidays

School/Public Holidays for 2023		
The day following the first day of January	2 January	Monday
Lunar New Year's Eve	21 January	Saturday
Lunar New Year's Day	22 January	Sunday
The second day of Lunar New Year	23 January	Monday
The third day of Lunar New Year	24 January	Tuesday
The fourth day of Lunar New Year	25 January	Wednesday
Ching Ming Festival	5 April	Wednesday
Good Friday	7 April	Friday
The day following Good Friday	8 April	Saturday
Easter Monday	10 April	Monday
Labour Day	1 May	Monday
The Birthday of the Buddha	26 May	Friday
Tuen Ng Festival	22 June	Thursday
Hong Kong Special Administrative Region Establishment Day	1 July	Saturday

School/Public Holidays for 2023		
Chinese Mid-Autumn Festival (Day-time classes as usual)	29 September	Friday
The day following the Chinese Mid-Autumn Festival	30 September	Saturday
The day following National Day	2 October	Monday
Chung Yeung Festival	23 October	Monday
Chinese Winter Solstice Festival (Day-time classes as usual)	22 December	Friday
Christmas Eve	24 December	Sunday
Christmas Day	25 December	Monday
The first weekday after Christmas Day	26 December	Tuesday
New Year's Eve	31 December	Sunday

All classes/examinations will be suspended and postponed accordingly during School/Public Holidays unless otherwise specified. For details, please refer to the School calendar and the notice posted up at learning centres. Reschedule of classes/examinations will be announced later.

Bad Weather Arrangement

If the local storm warning signal No. 8 or above, the notice of extreme conditions after super typhoons, or the black rainstorm warning signal is/ will be+ in force at or after the following times, classes, examinations and seminars will be suspended as follows:

Signal/Notice is will be in force at or after the following times*	Programme affected	Sessions/Periods suspended
7:00a.m.	Day-time classes, examinations and seminars	Morning sessions (8:30a.m.-2:00p.m.)
12:00noon	Day-time classes, examinations and seminars	Afternoon sessions (2:00p.m.-6:00p.m.)
3:00p.m.	Evening classes, examinations and seminars	Evening sessions (6:00p.m.-10:00p.m.)

+ As advised by the Hong Kong Observatory and the Government respectively.

* Even if the local storm warning signal No. 8 or above, the notice of extreme conditions, or the black rainstorm warning signal has been cancelled before the class/examination/seminar commencement times.

For classes and examinations that have already started:

Signal/Notice	Classes	Examinations
When the local storm warning signal No. 8 or above or the notice of extreme conditions is in force	Immediately suspended	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates
When the black rainstorm warning signal is in force	Immediately suspended; staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates

Details of suspension of classes/examinations/seminars will be announced through the School website: www.cuscs.hk. Arrangements for make-up classes/examinations will be notified at a later stage.

Non-local Higher and Professional Education (Regulation) Ordinance

Except otherwise specified, all courses organised by the School in collaboration with overseas universities are exempted from registration under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.