

**BACHELOR OF EDUCATION (HONOURS) IN EARLY CHILDHOOD EDUCATION  
(PART-TIME MODE)  
SENIOR YEAR ADMISSION**

**2021-2022  
APPLICATION GUIDE**

**Personal Information Collection Statement**

Information provided in this application form will be used for the following purposes:

- Selection of applicants for admission to the Programme;
- Collection of information from the relevant institutions/schools and referees about your candidature for studies;
- Transferral to student record system upon admission to the Programme. Information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise; and
- Transferral to the Academic Registry and Alumni Office after graduation.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access to and make correction of the information contained in this application form.

**General Information**

- Please read the *Programme Leaflet* and the *Application Guide* carefully before completing the application form.
- Please use BLOCK LETTERS in English and complete the application form in ink.
- Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
- Please do not send in or submit the original copies of any supporting documents with your application.
- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be given to the selected applicants.
- **Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and such applicants should submit the assessment results in support of their applications.**
- Please keep your application number for future reference.
- Information contained in this *Application Form and Guide* is subject to change without prior notice.
- The submitted application form and the supporting documents are not returnable.

# Application Fee Payment Instructions

## 1. Cheque Payment

The application fee of HK\$350 for local applicants and HK\$450 for non-local applicants can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark your Chinese and English name in full, contact number and Hong Kong ID Card number at the back of the cheque. Mail the cheque to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. Postdated cheques will not be accepted.

## 2. e-Banking / ATM

### (A) e-Banking

Payment through HSBC / Hang Seng Bank / JETCO e-Banking:

- HSBC – <http://www.hsbc.com.hk>
- Hang Seng Bank – <http://www.hangseng.com/e-Banking>
- JETCO – <http://www.jetco.com.hk/tc/Member/banks.html>

<b>e-Banking</b>	
i.	Choose “Bill Payment”
ii.	Choose “Hong Kong Baptist University”
iii.	Choose bill type “07” for “ <b>SCE Application Fee</b> ”
iv.	Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>programme code</b> - “8033”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”)
v.	Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.
vi.	Please print and send the receipt to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the receipt and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. You may make a photocopy of the receipt as proof of payment. No receipt will be issued by the School for application fee paid by e-banking.

### (B) ATM

<b>HSBC / Hang Seng Bank ATM Machine</b>	<b>JETCO ATM Machine</b>
i. Choose “Bill Payment”	i. Choose “Bill Payment”
ii. Choose “Education – Universities”	ii. Choose “Education”
iii. Choose “Hong Kong Baptist University”	
iv. Key in / Choose bill type “07” for “ <b>SCE Application Fee</b> ”	
v. Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>programme code</b> - “8033”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”)	
vi. Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.	
vii. Collect and send the original customer advice to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the customer advice and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. You may make a photocopy of the customer advice as proof of payment. No receipt will be issued by the School for application fee paid by ATM.	

(C) Steps to Key in Bill Number

Please refer to the following example:

<b>Programme Code for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)</b>	<b>HKID Card Number</b>	<b>Please Key in</b>	<b>8-digit bill number</b>
8 0 3 3	A123456(7)		
	XE678910(1)		8 0 3 3 6 7 8 9

Remarks:

The application fee submitted is non-refundable, irrespective of the application status of applicants.





**BACHELOR OF EDUCATION (HONOURS) IN EARLY CHILDHOOD EDUCATION  
(PART-TIME MODE)  
SENIOR YEAR ADMISSION**

**APPLICATION FORM (AUTUMN 2021 INTAKE)**

Your personal data provided in this application form will be kept strictly confidential. You are requested to notify the School promptly of any changes in your personal data. The submitted application form and the supporting documents are not returnable.

**Personal Particulars**

(Please enter the information as printed on your HKID card / passport)

Chinese Name													
English Name													
	(Surname first)												
Sex		M/F	Date of Birth										
				(dd/mm/yyyy)									
Place of Birth													
Nationality													
HKID / Passport No.													
Residential Address	Flat				Floor				Block				
	Building												
	Street												
HK / KLN / NT (Please delete as appropriate)	District												
	Residential Number							Mobile Number					
Office Number							Fax Number						
Email Address													
	(limit to 30 characters including alphabets and numbers )												

Photograph

3.5cm x 4.5cm

Please affix photo with  
applicant's name  
on the back

Please tick (✓) the qualification(s) you have obtained from the Education Bureau / Social Welfare Department:

- |  |                        |  |
|--|------------------------|--|
| <input type="checkbox"/> Certificate in Early Childhood Education (C(ECE)) | Obtained in Year _____ | <input type="checkbox"/> Application in progress |
| <input type="checkbox"/> Child Care Worker (CCW)                           | Obtained in Year _____ | <input type="checkbox"/> Application in progress |
| <input type="checkbox"/> Child Care Supervisor (CCS)                       | Obtained in Year _____ | <input type="checkbox"/> Application in progress |

Do you have any working experience in early childhood education?  Yes: \_\_\_\_\_ years  No

Are you currently being employed as an early childhood educator?  Yes  No

(If yes, please fill in your serving organization and post.)

Serving organization: \_\_\_\_\_  
Post: \_\_\_\_\_

Have you ever taken any early childhood education programme in our School?

- Yes  
Name of programme: \_\_\_\_\_ Student number: \_\_\_\_\_
- No

**Equal Opportunities for Learning:**

The School offers equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are encouraged to indicate in this form whether you require any special assistance for learning or examination. The School may approach you to obtain further details.

Nature of Special Learning Needs / Disabilities

- |   |   |
|---|---|
| <input type="checkbox"/> Special Learning Disabilities              | <input type="checkbox"/> Autism Spectrum Disorder |
| <input type="checkbox"/> Attention Deficit / Hyperactivity Disorder | <input type="checkbox"/> Physical Disability      |
| <input type="checkbox"/> Visual Impairment                          | <input type="checkbox"/> Hearing Impairment       |
| <input type="checkbox"/> Speech and Language Impairment             | <input type="checkbox"/> Mental Illness           |
| <input type="checkbox"/> Others (Please Specify) _____              |   |

<b>Academic Qualifications</b> (Please provide information in reverse chronological order and supply photocopies of the relevant credentials.)					
Name of Institutions	Qualifications Attained (or to be attained)	Mode of Study (FT / PT)	Period of Study		Date of Award
			From (M/Y) To (M/Y)		
			/	-	/
			/	-	/
			/	-	/
			/	-	/

**Results of Public Examinations**

Please fill in your results obtained in the Hong Kong Diploma of Secondary Education Examination (HKDSE) and/or other examinations.

(Please fill in results of not more than two sittings in each public examination and supply photocopies of the relevant credentials.)

Public Exam	HKDSE				*HKALE/Others: _____				*HKCEE/Others: _____				
	Year	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade
Subject and Grade		Chinese		Chinese		Chinese		Chinese		Chinese		Chinese	
		English		English		English		English		English		English	
		Maths		Maths		Maths		Maths		Maths		Maths	
		Liberal Stu.		Liberal Stu.									
		Elective		Elective									

*\*Please delete where inappropriate.*

## Early Childhood Education Programme Taken/Currently Taking

(Please provide information in reverse chronological order and supply photocopies of the relevant credentials.)

Name of Institutions	Qualifications Attained (or to be attained)	Mode of Study (FT / PT)	Period of Study From (M/Y) To (M/Y)	Date of Award
			/ - /	
			/ - /	
			/ - /	
			/ - /	

## Work Experience

(Please provide information in reverse chronological order and supply relevant supporting documents.)

Name of Organization/Employer	Position Held	Employment Period From (M/Y) To (M/Y)	Year(s) of Employment	Nature of Work/Duties
		/ - /		
		/ - /		
		/ - /		
		/ - /		

## Reasons for Applying the Programme

## Additional Information

(Please provide information which you think is relevant to the assessment of your application. Attach additional sheet(s) if necessary.)

## Declaration

### Personal Data Collection Statement

1. The personal information collected in this application form will be used by the School for:
  - a. processing a candidate's application and will become part of his/her student record upon successful admission to the programme;
  - b. sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
  - c. the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.
2. Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request for personal data access or correction. Requests can be made in writing via email scereg@hkbu.edu.hk. The School may charge a fee to cover the administrative cost.
3. For unsuccessful applications, all documents submitted together with the application form will be destroyed.

If you do not wish to receive any promotional information as stated in point (1c), please tick the box.

### Applicant's Declaration

1. I confirm that the information given in support of this application is accurate and complete. I understand that any misrepresentation will result in disqualification of my application for admission.
2. I understand that no switching of programmes is allowed once admitted.
3. I understand that the submitted application form and supporting documents are not returnable.
4. I have read the Programme Information on the School Website and the "Application Guide".
5. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For office use only

Certified copies on file  HKID: \_\_\_\_\_  Passport: \_\_\_\_\_ Sighted by: \_\_\_\_\_

Acad Qual  HKCEE  HKDSE  HKALE  Others: \_\_\_\_\_

Prof Qual  QKT  CCW  CE  Others: \_\_\_\_\_

Work Exp  In  Non  Employment Letter / Reference  Others: \_\_\_\_\_

Applicant Category \_\_\_\_\_ H Ed \_\_\_\_\_

AR

	C	E	M	LS	EL	Total passes	Total points
HKDSE							
HKALE							
HKCEE							
Others							

Checked by (PGM staff): \_\_\_\_\_

Verified by (ACAD staff): \_\_\_\_\_

Endorsed by: \_\_\_\_\_

Application

Successful  Not Successful  Pending

Remarks \_\_\_\_\_



# Acknowledgement of Application

(To be filled by the *Programme Administration Section*)

Date:

Dear Sir/Madam,

**Bachelor of Education (Honours) in Early Childhood Education**  
(Part-time Mode)  
**Senior Year Admission**

(Application No.: \_\_\_\_\_)

We are pleased to acknowledge the receipt of your application for admission to the part-time Bachelor of Education (Honours) in Early Childhood Education in the Autumn 2021 semester. Your application is being processed and you will be notified of the result by mail /email in due course.

Early Childhood and Elementary Education Division  
School of Continuing Education  
Hong Kong Baptist University

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Early Childhood and Elementary Education Division  
School of Continuing Education  
Hong Kong Baptist University  
2/F, Franki Centre,  
320 Junction Road,  
Kowloon Tong, Kowloon.

Please  
affix  
stamp  
here

(To be filled by the *Applicant*)

Name	:	_____
Address	:	_____
		_____
		_____
		_____