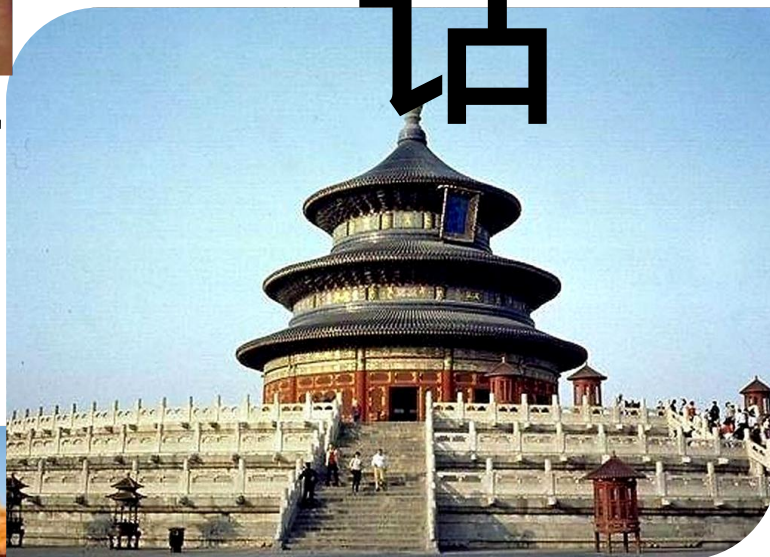




The Hong Kong Putonghua Education and Assessment Centre
Faculty of Education, The University of Hong Kong



2015-2016 First Semester Putonghua Courses for Non-Chinese Speakers



普通话





**The Hong Kong Putonghua Education and Assessment Centre
Faculty of Education, The University of Hong Kong**

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The Hong Kong Putonghua Education and Assessment Centre Faculty of Education, The University of Hong Kong

Introduction of Our Centre

Putonghua, spoken by over one million native speakers in the world, is the standard and official language of Mainland China. This language is now becoming more and more important, to a point at which many schools in the non-Chinese speaking countries have made Putonghua a compulsory subject for their students to study. Putonghua, with its increasing importance, studying the language seemed to be one of the many life journeys that one should embark on.

The Hong Kong Putonghua Education and Assessment Centre (HKPEAC) was set up by the Faculty of Education, University of Hong Kong in April 1996 to promote Putonghua education in Hong Kong. In the same year, HKPEAC collaborated with the State Language Commission of China to organize the first National Putonghua Proficiency Test in Hong Kong.

In addition to the National Putonghua Proficiency Test, since 1998, HKPEAC has also been organizing the Chinese Proficiency Test (HSK) on a regular basis. The Intensive Putonghua Courses for Foreigners are in connection with the HSK Test, in which each level of the course is in correspondence with the different levels of the HSK Test. Even if you are not planning to take the HSK Test and simply just want to learn another language, HKPEAC also welcomes you!

To promote Putonghua, HKPEAC has been offering a wide range of Putonghua courses for civil servants, teachers and the public. HKPEAC is now working on the development of more creative and practical Putonghua courses hoping to meet the varied needs of the members of the public.

HKPEAC welcomes you to join our courses and start an exciting and fruitful journey in the world of Putonghua!

Please feel free to contact HKPEAC should you have any queries about the courses that we are providing.





Introduction of Our Course

This program is customized to adult learners who wish to study Mandarin Chinese in an efficient way. The program begins with developing learners' communicative competence in listening and speaking so that learners can speak Mandarin Chinese confidently and properly. On the basis of a good command of communicative skills, learners will study simplified Chinese characters writing skills through various interesting activities informed by the most up-to-date research findings. In addition to language skills, learners will also learn about Chinese culture and current events and will be encouraged to fully participate in Mandarin Chinese speaking context in the University of Hong Kong. This program includes nine modules and each module takes about ten weeks to complete.

Module	Level	Prerequisite	Start Date	End Date	Day	Time
1	Elementary I	None	Class A: 24-Sep-2015	Class A: 3-Dec-2015	Class A: Tue, Thu	Class A: 9:30 – 11:30 am
			Class B: 22-Sep-2015	Class B: 1-Dec-2015	Class B: Mon, Tue	Class B: 6:30 – 8:30 pm
2	Elementary II	Module 1 or equivalent	22-Sep-2015	1-Dec-2015	Mon, Tue	6:30 – 8:30 pm
3	Upper-Elementary I	Module 2 or equivalent	24-Sep-2015	3-Dec-2015	Tue, Thu	12:30 – 2:30 pm
4	Upper-Elementary II	Module 3 or equivalent	21-Sep-2015	2-Dec-2015	Mon, Wed	2:30– 4:30 pm
5	Intermediate I	Module 4 or equivalent	21-Sep-2015	2-Dec-2015	Mon, Wed	4:30 – 6:30 pm
6	Intermediate II	Module 5 or equivalent	25-Sep-2015	4-Dec-2015	Wed, Fri	2:00 – 4:00 pm
7	Upper-Intermediate I	Module 6 or equivalent	24-Sep-2015	3-Dec-2015	Tue, Thu	6:30 – 8:30 pm
8	Upper-Intermediate II	Module 7 or equivalent	25-Sep-2015	4-Dec-2015	Wed, Fri	4:30 – 6:30 pm
9	Advanced	Module 8 or equivalent	21-Sep-2015	3-Dec-2015	Mon , Thu	6:30 – 8:30 pm

Application Deadline: 11 September 2015

- Note:**
1. A placement test is required for students who are interested to take Module 2 to Module 9
 2. All students who have attended no less than 80% of the total classes in each module and passed the final assessment of the module will receive a Certificate of Achievement issued by the centre.

Course duration: 2 hours per session for 20 sessions (40 hours)

Course Venue: Main Campus, University of Hong Kong

Teaching Materials: *Contemporary Chinese (Book 1 to Book 4)*,
supplementary materials will be provided by instructors.

Tuition fees: HK \$ 5,500 (for general registration, textbook fees not included)

HK \$ 5,000 (for HKU full-time staff, textbook fees not included)

HK \$ 3,500 (for HKU full-time student textbook fees not included)

(Please enclose a copy of staff/student card in your application.)

Teaching staff

Our instructors all are native Mandarin Chinese speakers. They graduated from recognized institutions at Masters and doctoral level with proven knowledge and rich teaching experience in teaching Mandarin Chinese as a foreign language. In particular, all of our instructors have at least one degree in English and other foreign languages from university and are capable of using the language as a medium of instruction for teaching the Mandarin Chinese in a comparative way with learners' mother languages. They have all achieved the highest band in the Putonghua Proficiency Test (PSC), the national (PRC) proficiency test of standard Mandarin. Our instructors have extensive experience in bilingual and trilingual language instruction in Hong Kong, Beijing, Shanghai, Guangzhou, U.S. UK and European countries, through which they have established a communicative language teaching pedagogy. They are researchers in foreign language education who understand the difficulties and challenges for English and European language speakers while learning the Mandarin Chinese. They apply the recent research findings into our classroom teaching and we constantly refine our teaching methodology based on actual experience to provide optimal results for our learners. This Centre is known for its dynamics of interaction between research and teaching. Unlike local communities in Hong Kong, the Centre creates a Mandarin Chinese speaking community where learners are encouraged to communicate in Mandarin Chinese. We are committed to providing the most effective and the most enjoyable Mandarin Chinese learning experience.

Teaching methodology

Our teaching pedagogy is designed to cater for different levels of students.

For elementary level, the teaching will mainly focus on cultivating learners' listening and oral skills so that they could communicate in Mandarin in their daily lives. The teacher will try to create a lot of opportunities inside classroom for learners to practice. Chinese characters, which have been assumed to be the most difficult part to learn, will also be taught in an interactive and comprehensive way. Our instructors will introduce the origins of Chinese characters as well as the structure. Furthermore, our instructors will introduce composition rules so that students will understand how the character formed into words. Those strategies will more effectively facilitate memorizing than rote learning.

For higher-level students, communicative language teaching pedagogy, which is featured by interaction and communication, will be employed. Our lessons are topic-based. The topics are associated across different levels with varying depth and range so that students can systematically build up their skills and knowledge. We also believe that language is best learnt by using it to solve problems. Our instructors have designed various tasks that integrate training of four language skills: listening, speaking, reading, and writing. Students will be required to complete the tasks by using those four language skills.

Application Procedures: Please refer to Page 11

Application Deadline: 11 September 2015

For any enquiries, please contact us by Tel: 3917 5629

Email: hkpeac@hku.hk

Note: Course details may be subject to change without prior notice. In case of any dispute arising from the course, the decision of HKPEAC shall be final.



Course Descriptions

Module 1 and 2: Elementary Putonghua

There are two levels in Elementary Putonghua Course, starting from no prior knowledge of the subject to gradually build up vocabularies and the knowledge of pronunciation, to speak short sentences and write Putonghua words. This course trains the students' listening and oral skills so that they can communicate in Mandarin in their daily lives. Teacher may recommend eligible students to take the Chinese Proficiency Test (HSK) after the completion of the course.

Module	Level	Prerequisite	Course Description
1	Elementary I	No prior knowledge	This module is designed for adult learners who have no prior knowledge of the Chinese language. It focuses on developing a solid core of basic speaking skills for beginning learners of Mandarin Chinese. Students will learn about 250 Mandarin Chinese words and phrases and will have the ability to handle a variety of basic social situations such as introductions, greetings, expressing mood, giving directions and etc. About 50 characters will be introduced along with their meanings and pronunciation. Students should be able to pass HSK Level 1 test upon successful completion of this module.
	Course code: 20005836A (For class A) 20005836B (For class B)		
Class A: From 24-Sep-15 to 3-Dec-15; Every Tuesday and Thursday; 9:30– 11:30 am (20 sessions in total) Class B: From 22-Sep-15 to 1-Dec-15; Every Monday and Tuesday; 6:30 – 8:30 pm (20 sessions in total)			
2	Elementary II	250 Mandarin Chinese Words and 50 simplified Chinese characters	This module is an extension for adult learners who have a prerequisite knowledge of about 250 Mandarin Chinese words and 50 simplified Chinese characters. Students will learn about 250 Mandarin Chinese words and phrases and will develop the ability to handle a variety of basic social situations. Conversational topics cover describing places, time, daily routine, making purchases and food ordering etc. About 150 characters will be introduced along with their meanings and pronunciation. Students should be able to pass HSK Level 2 test upon successful completion of this module.
Class: From 22-Sep-15 to 1-Dec-15; Every Monday and Tuesday; 6:30 – 8:30 pm (20 sessions in total)			

Note: Students who are interested to study Module 2 are required to attend an interview and written test on 15 September 2015 (if necessary). The application deadline is 11 September 2015.

Textbook: *Contemporary Putonghua* (Book 1), supplementary materials will be provided by instructors. (After successfully enrolled in the course, students can buy the book from the centre.)

Tuition fees*: HK \$ 5,500 (for general registration);
HK \$ 5,000 (for HKU full-time staff);
HK \$ 3,500 (for HKU full-time student)
(Please enclose a copy of staff/student card in your application.)

*Textbook fees are not included in the tuition fees.



Module 3 and 4: Upper-Elementary Putonghua

There are two levels in Upper-Elementary Putonghua Courses, starting from students who have obtained quite a good foundation of the subject to gradually build up more vocabularies and knowledge of some complicated grammar, and able to speak and write simple sentences. Students' listening and oral abilities will be trained so that they can communicate in Mandarin to deal with a variety of situations in their daily lives and work places. Teacher may recommend eligible students to take the Chinese Proficiency Test (HSK) Level 3 after the completion of the course.

Module	Course Title	Prerequisite	Course Description
3	Upper-Elementary I Course code: 20005836 UE (A)	500 Mandarin Chinese Words and 150 simplified Chinese characters	This module is an extension for adult learners who have a prerequisite knowledge of about 500 Mandarin Chinese words and 150 simplified Chinese characters. It further increases learner's vocabulary and enhances students' ability to handle more social situations like talking about past and future events, describing and characterizing people, objects, places and events. Conversational topics cover describing places, time, daily routine, making purchases and food ordering etc. About 100 characters will be introduced along with their pronunciation, meanings and usages.
Class A: From 24-Sep-15 to 3-Dec-15; Every Tuesday and Thursday; 12:30 – 2:30 pm (20 sessions in total)			
4	Upper-Elementary II Course code: 20005836 UE (B)	750 Mandarin Chinese Words and 250 simplified Chinese characters	This module is an extension for adult learners who have a prerequisite knowledge of about 750 Mandarin Chinese words and 250 simplified Chinese characters. It further increases learner's vocabulary and enhances students' ability to handle more conversational topics like telecommunication, life styles, social development, internet, service, site seeing, transportation, home visit, income and finance, tour planning and etc. About 150 characters will be introduced along with their pronunciation, meanings and usages. Students should be able to pass HSK Level 3 test upon successful completion of this module.
Class: From 21-Sep-15 to 2-Dec-15; Every Monday and Wednesday; 2:30 – 4:30 pm (20 sessions in total)			

Note: Students who are interested to study Module 3 and 4 are required to attend an interview and written test on 15 September 2015 (if necessary). The application deadline is 11 September 2015.

Textbook: *Contemporary Putonghua* (Book 2), supplementary materials will be provided by instructors. (After successfully enrolled in the course, students can buy the book from the centre.)

Tuition fees*: HK \$ 5,500 (for general registration);
 HK \$ 5,000 (for HKU full-time staff);
 HK \$ 3,500 (for HKU full-time student)
 (Please enclose a copy of staff/student card in your application.)

*Textbook fees are not included in the tuition fees.



Module 5 and 6: Intermediate Putonghua

There are two levels of Intermediate Putonghua Courses, starting from students who have obtained quite a solid foundation of the subject to gradually build up more vocabularies and the knowledge of complicated grammar, and able to speak and write complex sentences. Students' listening and oral abilities will be further trained so that they can give speeches or discuss a lot of topics in Mandarin. Teacher may recommend eligible students to take the Chinese Proficiency Test (HSK) Level 4 after the completion of the course.

Module	Course Title	Prerequisite	Course Description
5	Intermediate I Course code: 20004873A	1000 Mandarin Chinese Words and 400 simplified Chinese characters	This module is designed for adult learners who have a prerequisite knowledge of about 1000 Mandarin Chinese words and 400 simplified Chinese characters. This module helps students to improve their speaking, listening, reading and writing skills. Students will develop the skills of discussing a variety of complicated ideas and life issues. Students will also be able to write simple essays in Chinese. Class activities include giving prepared speeches, leading and participating in discussions.
Class : From 21-Sep-15 to 2-Dec-15; Every Monday and Wednesday; 4:30 – 6:30 pm (20 sessions in total)			
6	Intermediate II Course code: 20004873B	1200 Mandarin Chinese Words and 600 simplified Chinese characters	This module is an extension for adult learners who have a prerequisite knowledge of about 1200 Mandarin Chinese words and 600 simplified Chinese characters. This module helps students to further improve their speaking, listening, reading and writing skills. It will provide in-depth study of Chinese culture and society. Classroom activities include giving prepared speeches, leading and participating in discussions. Students should be able to pass HSK Level 4 test upon successful completion of this module.
Class: From 25-Sep-15 to 4-Dec-15; Every Wednesday and Friday; 2:00 – 4:00 pm (20 sessions in total)			

Note: Students who are interested to study Module 5 and 6 are required to attend an interview and written test on 15 September 2015 (if necessary). The application deadline is 11 September 2015.

Textbook: *Contemporary Putonghua* (Book 3), supplementary materials will be provided by instructors. (After successfully enrolled in the course, students can buy the book from the centre.)

Tuition fees*: HK \$ 5,500 (for general registration);
 HK \$ 5,000 (for HKU full-time staff);
 HK \$ 3,500 (for HKU full-time student)
 (Please enclose a copy of staff/student card in your application.)

*Textbook fees are not included in the tuition fees.



Module 7 and 8: Upper-Intermediate Putonghua

There are two levels in Upper-Intermediate Putonghua courses, starting from students who have obtained quite a solid foundation of the subject to gradually build up more vocabularies and the knowledge of complicated grammar, and able to speak and write complex sentences. The learning will focus on developing students reading and writing skills so that they could read authentic reading materials and write essays of different topics in Mandarin.

Module	Course Title	Prerequisite	Course Description
7	Upper-Intermediate I Course code: 20004873 UI A	1500 Mandarin Chinese Words and 800 simplified Chinese characters	This module is designed for adult learners who have a prerequisite knowledge of about 1500 Mandarin Chinese words and 800 simplified Chinese characters. This module aims to enhance students' competence in accurately and fluently expressing ideas and accelerating reading speed. In addition, students will also be able to write summaries of their reading to enhance their comprehension and writing skills. Class activities include giving prepared speeches, leading and participating in discussions.
Class: From 24-Sep-15 to 3-Dec-15; Every Tuesday and Thursday; 6:30 – 8:30 pm (20 sessions in total)			
8	Upper-Intermediate II Course code: 20004873UI B	1800 Mandarin Chinese Words and 1000 simplified Chinese characters	This module is an extension for adult learners who have a prerequisite knowledge of about 1800 Mandarin Chinese words and 1000 simplified Chinese characters. This module is an extensive reading and writing course, which aims to further enhance students' reading speed and the ability to write essays of different topics in Chinese. Class activities will include giving prepared speeches, leading and participating in discussions, newspaper reading and discussion.
Class: From 25-Sep-15 to 4-Dec-15; Every Wednesday and Friday; 4:30 – 6:30 pm (20 sessions in total)			

Note: Students who are interested to study Module 7 and 8 are required to attend an interview and written test on 15 September 2015 (if necessary). The application deadline is 11 September 2015.

Textbook: *Contemporary Putonghua* (Book 4), supplementary materials will be provided by instructors. (After successfully enrolled in the course, students can buy the book from the centre.)

Tuition fees*: HK \$ 5,500 (for general registration);
HK \$ 5,000 (for HKU full-time staff);
HK \$ 3,500 (for HKU full-time student)
(Please enclose a copy of staff/student card in your application.)

*Textbook fees are not included in the tuition fees.



Module 9: Advanced Putonghua

The Advanced Putonghua course is designed for learners who could already use Mandarin fluently to communicate in their daily lives and work places. This course will use original news broadcasts and publication to further develop learners' reading and writing skills. Teacher may recommend eligible students to take the Chinese Proficiency Test (HSK) level 5 after completion of the course.

Module	Course Title	Prerequisite	Course Description
9	Advanced Course code: 20004873 ADV	1500 Mandarin Chinese Words and 800 simplified Chinese characters	This course uses original news broadcasts and publications to help students develop reading and speaking skills and to understand the Chinese culture values in depth. Students will be introduced to the most up-to-date newspaper or magazine articles and participated in discussing complex social-political topics. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention. Students should be able to pass HSK Level 5 test upon successful completion of this module.
Class: From 21-Sep-15 to 3-Dec-15; Every Monday and Thursday, 6:30 – 8:30 pm (20 sessions in total)			

Note: Students who are interested to study Module 9 are required to attend an interview and written test on 15 September 2015 (if necessary). The application deadline is 11 September 2015.

Textbook: Teaching materials will be provided by instructors

Tuition fees*: HK \$ 5,500 (for general registration);
HK \$ 5,000 (for HKU full-time staff);
HK \$ 3,500 (for HKU full-time student)
(Please enclose a copy of staff/student card in your application.)

*Textbook fees are not included in the tuition fees.



Application Procedures

1. Please fill in the Application Form on page 15-16. The application form can also be obtained from our centre or downloaded from our website: <http://hkpeac.edu.hku.hk/>
2. Submit the application form either in person or mail to the following address:
Room 603, Meng Wah Complex (North Wing),
The University of Hong Kong, Pokfulam,
Hong Kong
3. If you would like to apply for Module 2 to Module 9, our HKPEAC staff may invite you by email to attend an assessment to make sure that you are appropriate for the course.
4. Course fee should be paid by **crossed bank cheque**. Bank transfer and cash will not be accepted. Please complete the application form and submit with the appropriate course fee in cheque which should be made payable to “The University of Hong Kong”. Please write your Name and Course Title at the back of the cheque. Please send the cheque together with the application form to our Centre on or before the application deadline in person or by mail (According to the postmark if by mail). Late application will not be processed. Application via email or fax is not accepted.
5. Please note:
 - A. Only the original receipt, letter of proof of the transaction from the bank and internet transfer acknowledgement receipt are accepted. Please request the letter of proof of the transaction from the bank in case of forgetting to collect the original receipt and notify our Centre immediately.
 - B. Unless the course is cancelled, fees paid are not refundable and/or transferable to other courses.
6. Successful applicants will receive email of the detailed information for the course one week before the starting date of the course.



Appendix 1: Information for Students

1. Fees and places on courses cannot be replaced or transferred from one applicant to another.
2. Fees paid are not refundable except the course is cancelled.
3. Once accepted onto a course, the student may not change to another course without approval from the Centre.
4. Students who do not attend the course for whatever reasons are marked as absent.
5. Tutor will not arrange personal tutoring for students who are absent from a lesson for whatever reasons.
6. Students should try to attend every lesson. Under special circumstances, the lesson can be changed with mutual agreement between the teacher and students. Students who are absent from the lesson do not have the right to disagree.
7. Be punctual to the lesson. Students who are late a quarter or leave one quarter earlier of the lesson are marked as absent.
8. All mobile phones are to be turned off in the classroom.
9. Students should attend the course according to the information stated on the notification email/letter. However, the Centre reserves the right to make changes if necessary, and students will be duly informed.
10. By accepting the offer of admission to the School's courses, students will abide by the Centre's rules and regulations and its disciplinary procedures. Students should use the facilities of the classroom carefully, respect the teacher and keep the discipline. The Centre has the authority to exclude the student from a class and fees paid will not be refunded.

Holidays and Class Suspension

There are no classes on:

1. All public holidays and Mid-Autumn Festival (evening);
2. University Day (16 March), Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Typhoon and Black Rainstorm Warning Signals

For classes and examinations that have not yet started : If Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is in force after the following times, classes/examinations will be cancelled as indicated :		
6:00 a.m.	Morning classes/examinations that start before 2:00 p.m.	
11:00 a.m.	Afternoon classes/examinations that start between 2:00 p.m. & 6:00 p.m.	
3:00 p.m.	Evening classes/examinations that start from 6:00 p.m.	
For classes and examinations that have already started :		
	Classes	Examinations
When Typhoon Signal No. 8 or above is issued	Immediately suspend	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates.
When Black Rainstorm Signals is in force	Continue*	Continue*
* all outdoor activities will be suspended		

Certification

Certificate of Achievement:

- (i) for participant who attended 80% or above of the course; and
- (ii) passed the examination:
60% of total marks – pass
75% of total marks – credit
85% of total marks – distinction

Certificate of Attendance:

- (i) for participants who attended 80% or above of the course

The certificate will be sent to students by registered mail.

Certificate will be issued once only. If loss, the Centre will only issue a letter to certify your completion of the course and administration fee of HK\$200 will be charged.



The Hong Kong Putonghua Education and Assessment Centre Faculty of Education, The University of Hong Kong

Contact Information:

Address: Room 603, Meng Wah Complex (North Wing),
The University of Hong Kong, Pokfulam,
Hong Kong

Telephone: 3917 5629 / 3917 5679 / 3917 8330

Fax: 2540 9409

Email: hkpeac@hku.hk

Website: <http://hkpeac.edu.hku.hk/>





香港大學教育學院 香港普通話培訓測試中心

The Hong Kong Putonghua Education and Assessment Centre

Faculty of Education, The University of Hong Kong

課程報名表 COURSE APPLICATION FORM

課程名稱 Course Title _____ 學費 Course Fee \$ _____

課程編號 Course No. _____ 香港大學學生證號碼 HKU Student No (如有 if any) _____

稱謂 Title 先生 Mr 太太 Mrs 女士 Ms 小姐 Miss 中文姓名 Name in Chinese _____

英文姓名 Name in English _____ 國籍 Nationality _____

出生日期 Date _____ 日 _____ 月 _____ 年 _____ 身分證 HKID _____

通訊地址 Correspondence Address _____

住宅電話 Home Telephone _____ 辦公室電話 Office Telephone _____

流動電話 Mobile Telephone _____ 電郵地址 Email Address _____

僱主名稱 Employer's name _____ 職稱 Title _____ 所屬行業 Occupation _____

教育程度 Education 小學或以下 Primary or below 中學 Secondary 預科 Matriculation
 大專 Post-Secondary 大學 University 大學以上 Above University

曾修讀的普通話課程 Putonghua Course(s) Attended Previously (Please use separate papers if required and attached with this form.)

日期 Date	課程名稱 Course Title	主辦機構名稱 Institution	修讀課時 Duration
			小時 Hour(s)
			小時 Hour(s)
			小時 Hour(s)

本人願意接收由貴中心發出的宣傳資料。 是 否

I agree to receive promotional materials from the Centre. Yes No

January 2015

請繼續填寫背頁 →

Please continue to the back page

為使本中心了解學員的需要，請填妥以下問卷。你所提供的資料，可能作為本中心教育研究之用。

To help us understand your needs, please answer the following questions. Please note that the information you provide may be used to assist the Centre's research in education.

1. 你從何處得知本中心課程? From which channel(s) do you learn about the course information offered by our Centre?

- | | |
|--|---|
| <input type="checkbox"/> 中心之舊學員 Previous student | <input type="checkbox"/> 電子郵件 Email |
| <input type="checkbox"/> 中心招生簡介 Prospectus | <input type="checkbox"/> 報章廣告 Advertisement (請註明報章名稱 Please specify: _____) |
| <input type="checkbox"/> 親友介紹 Friends | <input type="checkbox"/> 展覽會 Exhibitions |
| <input type="checkbox"/> 中心網頁 HKPEAC Web Page | <input type="checkbox"/> 其他 Others (請列明 Please specify: _____) |

2. 你選擇報讀本中心之課程，最重要是甚麼因素? What are the most important factors for your choosing the present course offered by our Centre?

- | | |
|---|---|
| <input type="checkbox"/> 機構有良好聲譽 Good Reputation of the institution | <input type="checkbox"/> 教學設備完善 Good teaching and learning facilities |
| <input type="checkbox"/> 課程的學術質數高 High academic quality of the course | <input type="checkbox"/> 上課地點方便 Convenient location |
| <input type="checkbox"/> 有多種課程可供選擇 A variety of courses to choose | <input type="checkbox"/> 學費合理 Reasonable course fees |
| <input type="checkbox"/> 學歷被社會廣泛承認 Qualification awarded is widely recognized | <input type="checkbox"/> 導師質素高 Good quality of teaching staff |
| <input type="checkbox"/> 其他 Others (請列明 Please specify: _____) | |

備註 Remarks

1. 報讀課程，請親往本中心，呈交填妥的報名表格、學費和所需的證明文件；或以郵寄方式，註明「報讀課程」，寄回本中心。
Enrolment can be done in person at the Centre by completing this application form and submitting it with the appropriate course fee and relevant documents. You can also mail to the following address, specifying "Course Application".

地址 Address: 香港薄扶林香港大學明華綜合大樓 (北翼) 603 室
香港大學香港普通話培訓測試中心
Hong Kong Putonghua Education and Assessment Centre,
Room 603, Meng Wah Complex (North Wing), The University of Hong Kong, Pokfulam, Hong Kong

查詢電話 Telephone: 3917 5629

辦公時間 Office Hours: 星期一至星期五，上午九時至下午一時，下午二時至五時；星期六、日、公眾假期及學校假期休息
Monday to Friday, 9:00 am to 1:00 pm, 2:00 pm to 5:00 pm; closed on Saturday, Sunday, Public and University Holidays

2. 所有學費請以劃線支票形式繳付。請交回已填寫之申請表格及支票，支票抬頭「香港大學」。請在支票背面寫上姓名及課程名稱。銀行轉賬及現金恕不接受。本中心不會負擔任何額外收費。

Course fee should be paid by **crossed bank cheque**. Please complete the application form and submit with the appropriate course fee in cheque which should be made payable to "The University of Hong Kong". Please write your Name and Course Title at the back of the cheque. **Bank transfer and cash will not be accepted and our Centre will not be responsible for any extra charges.**

3. 除因課程取消外，一切已繳費用，將不獲退還或轉讓。
Unless course is cancelled, fees paid are not refundable and transferred to other courses.

4. 名額有限，先到先得。
Places are limited, on a first come first served basis.

聲明 Declaration

1. 本人謹此聲明此表格內所填資料均屬正確，並無遺漏。

I declare that all information given in this application form and the attached documents are accurate and complete.

2. 本人明瞭除非所報讀課程取消，否則所繳學費不獲退還或轉讓。

I have noted that except for unsuccessful applications and course cancellation, course fees paid are not refundable or transferred whether I have attended the class or not.

3. 本人明白及同意香港普通話培訓測試中心將本人申請表內所提供的資料作任何與課程有關事宜的用途，而一切資料將會保密。

I understand and consent that the information in this form will be used by HKPEAC for purposes relating to enrolment and administration process. In all such circumstances, data will be treated in strict confidence.

4. 本人明白並同意遵守香港普通話培訓測試中心的報名須知及學員須知。

I understand and consent that I will conform to the Enrolment and Student Regulations of HKPEAC.

簽署 Signature _____ 日期 Date _____