

重要事項
IMPORTANT NOTES

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及更改你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。
The personal data provided in this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data confidential but may need to disclose to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to access and correction of your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry or the Data Protection Officer.
- 2 倘若學生已成功在本校修畢某一科目及取得相關的學分，可就該科申請學科修讀證書。
If you have successfully completed a course with the University and gained the respective credits, you may apply for a Course Certificate.
- 3 學科修讀證書乃為證明學生已成功在本校完成某一科目，及該科目的相關資料，如科目編號、名稱與學分。
The Course Certificate serves to certify that a student has successfully completed an HKMU course with its details which include course code, title and its number of credits.
- 4 學科修讀證書不適用於語文能力考試中考獲及格成績的人士。(僅適用於兼讀制課程)
Course Certificate is not applicable to candidate who has passed the Language Proficiency Examinations. (Only applicable to Part-time Distance Learning courses)
- 5 在任何情況下，本校都不會因應個別學生的要求，特別為其修訂證書的內容。
Under no circumstances will the content of the Certificate be modified to suit each individual needs.
- 6 學科修讀證書將於收到申請後十個工作天內，以掛號郵件方式，寄予申請者在本校學生紀錄內的地址（倘若你未有在此表格上另外填寫郵寄證書之地址）。同學亦可選擇親身到教務處考試及評核組領取學科修讀證書。
The Course Certificate(s) will be sent by registered mail to your correspondence address as shown in your student record (if you have not filled in another address for mailing the Certificate(s) in this form) 10 working days after receipt of your application. Student may also collect the Course Certificate(s) at the counter of Examinations & Assessment Team of the Registry in person.
- 7 每份表格最多只可就五個科目申請證書。如有需要，請影印此表格。
Use ONE form for five courses at most. Please make copies of this form if necessary.
- 8 填妥的表格必須連同每張證書港幣五十元之支票或銀行本票（抬頭人請寫「香港都會大學」），一併寄交九龍何文田牧愛街三十號香港都會大學五樓 A0511 室教務處考試及評核組，作為申請證書之行政費用。同時，請在支票或本票背面清楚寫上學生姓名、學生編號及有關科目的編號。
Your application form should be accompanied by a cheque/bank cashier order of HK\$50 per copy of Certificate payable to 'HONG KONG METROPOLITAN UNIVERSITY' to cover the administration costs and sent to the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon. On the reverse side of the cheque or cashier order, you should write clearly your name, student number and the course code(s).
- 9 如有任何查詢，請於辦公時間內致電 2768 6688 與教務處考試及評核組聯絡。
For any enquiries, please contact the Examinations & Assessment Team of the Registry at 2768 6688 during office hours.