香港中文大學

教育學院　香港教育研究所

The Chinese University of Hong Kong

Faculty of Education　Hong Kong Institute of Educational Research

學生輔導專業證書課程 / 家長教育專業證書課程 / 學校訓導及課室管理專業證書課程

入學申請

Application for Admission to Professional Certificate Programme in Guidance and Counselling/ Professional Certificate Programme in Parent Education/ Professional Certificate Programme in School Discipline and Classroom Management

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Notes for Applicants 申請須知

Please read the "Notes for Applicants" carefully before completing the application form.
填寫申請表格前，請先細心閱讀「申請須知」。

1. Date of Commencement and Application Deadline 開課日期及截止報名日期

Date of Commencement 開課日期		**Application deadline** 截止報名日期	
January 2027	2027 年 1 月	17 November 2026	2026 年 11 月 17 日

2. Submission of Application 遞交申請

Applicants should submit their application online. 請填妥網上之申請表格。

3. Application Fee 報名費用

The application fee for admission to each of the Professional Certificate Programmes is HK$200. The fee should be paid by bank transfer OR by crossed cheque/ cashier order made payable to "The Chinese University of Hong Kong". 每項專業證書課程的報名費用為港幣 200 元正。報名費用請以銀行轉賬方式或劃線支票 / 銀行本票繳交，抬頭請寫「香港中文大學」。

For bank transfer 銀行轉賬:

Bank Name 銀行名稱: Hang Seng Bank Limited 恒生銀行有限公司

Account Name 戶口名稱: The Chinese University of Hong Kong

Account No. 戶口號碼: 293-005005-001 (HKD)

If applicants choose to pay by crossed cheque/ cashier, please send it by post to the Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Room 204, Ho Tim Building, Shatin, New Territories: 如選擇以劃線支票 / 銀行本票繳交，請寄往新界沙田香港中文大學何添樓 204 室香港教育研究所。

The application fee, once paid, is not refundable. 報名費用一經繳交，概不退還。

4. Selection and Result Notification 遴選及結果公佈

Applicants are selected on a competitive basis and an interview is required for some programmes in the selection process. Successful applicants will be notified by email within six weeks of the interview. For those applicants who do not receive any notification after six weeks of the interview / application, they may assume their applications have not been successful. 部分課程的申請人需經面試甄選。獲取錄者將於面試後六星期內收到電郵通知。申請人如於面試 / 申請六星期後尚未收到任何通知，即表示其申請未獲接納。

5. Admission Procedures 入學手續

Applicants who are offered admission to the programme should pay the tuition fee within one week of the issue date on the official notice of admission and register on a specified date. Anyone who fails to register after a lapse of two weeks from the specified date shall be considered to have declined the offer. 獲取錄的申請人，須在正式取錄通知書發出日期起計一星期內繳交學費，並於指定日期辦理註冊手續。如申請人在指定註冊日起計兩星期內尚未辦理註冊手續，則當作放棄學席論。

6. Cancellation of Programme/Modules 取消開辦課程 / 單元

The University reserves the right to cancel any programme/modules. In which case, all fees paid by applicants will be refunded. 大學保留取消開辦任何課程 / 單元之權利。如遇上述情況，申請人將獲發還已繳交之所有費用。

7. Personal Data Collection Statement 收集個人資料聲明

The information collected from the applicants will be used for the following purposes:
申請人的資料將用作：

a) as a basis for selection of applicants for admission to the Professional Certificate Programme in Guidance and Counselling/ Professional Certificate Programme in Parent Education/ Professional Certificate Programme in School Discipline and Classroom Management offered by the University and other related purposes 學生輔導專業證書課程 / 家長教育專業證書課程 / 學校訓導及課室管理專業證書課程甄選學生及相關事項之基準；

b) for verifying information about the applicant's public examination results and academic record in relevant institutions in Hong Kong and elsewhere 核實申請人在本港及海外之相關院校 / 機構所獲取之公開考試成績及校內修業成績；

c) for identifying records of previous studies as a student in the University or other institutions 確認申請人是否曾在本校或其他院校就讀；

d) as part of the applicants' student records upon registration for a programme, which will be used for all purposes relating to his/her study in accordance with the procedures of the University 申請人獲取錄並註冊為本校學生後之學生紀錄，並將按本校規定用於與該學生學業相關之一切事宜。

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 to hkier-training@cuhk.edu.hk 根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料。如有需要，可透過電子郵件：hkier-training@cuhk.edu.hk 向大學提出。

For unsuccessful applications, all documents submitted together with the application form will be destroyed 如申請未被接納，所有提交的文件包括申請表格將被銷毀。

Enquiries 查詢：

Address 地址：
Hong Kong Institute of Educational Research
The Chinese University of Hong Kong
Room 204, Ho Tim Building
Shatin, N.T.
香港教育研究所
新界沙田香港中文大學何添樓 204 室
Telephone no. 電話：3943 4490
E-mail 電郵：hkier-training@cuhk.edu.hk
Fax 傳真：2603 6850

Programme Website 課程網址：

Guidance and Counselling 學生輔導
https://www.hkier.cuhk.edu.hk/programmes/cgc
Parent Education 家長教育
https://www.hkier.cuhk.edu.hk/programmes/cpt
School Discipline and Classroom Management 學校訓導及課室管理
https://www.hkier.cuhk.edu.hk/programmes/csd