

應用學習課程
Applied Learning Courses

學生到校報告表
Form for Reporting Student Admission

學校及轉校學生須知 Notes to School and Student Changing Schools

- ◆ 學生如在轉校後，擬繼續修讀應用學習課程，必須獲得新就讀學校的批准。學校須填寫此表格（第一及第二部分）並提供該學生的資料，傳真至 2714 2456 教育局課程發展處應用學習組。學校亦須提供「學生同意書」予有關學生及其家長填寫，並予存檔。
Students who intend to **continue the study** of Applied Learning (ApL) course(s) upon change of schools **must obtain the approval of the new school**. School should submit the information of the newly admitted student by completing and returning this form (Parts I & II) to the Applied Learning Section, Curriculum Development Institute, Education Bureau (EDB) by fax (2714 2456). School should also provide the student and his/her parent with the "Student Agreement Form" and collect the completed form for retention.
- ◆ 擬退修應用學習課程的學生，須向有關課程提供機構辦理退學手續。學校亦須填寫此表格的第一部分，並傳真至 2714 2456 教育局辦理。
Students who intend to **withdraw** from ApL course(s) should complete the formal withdrawal procedure with the course provider(s) concerned. School should also complete and return Part I of this form to the EDB by fax (2714 2456).
- ◆ 如有查詢，請致電教育局應用學習組（3698 3186）。
For enquiries, please call the Applied Learning Section of the EDB at 3698 3186.

個人資料收集聲明 Personal Information Collection Statement

收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
(a) 處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請；
Activities relating to the processing, authentication and assessment on eligibility and counter-checking of application for individual grant and subsidy as well as education service provided by the EDB;
(b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
(c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
(d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關申請。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在上述情況轉移或披露該等個人資料：
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
(a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
other Government bureau and departments for the purposes mentioned in paragraph 1 above;
(b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
(c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，以用於上文第 1 段所述的用途。
personnel, agent, service provider or organizations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
(d) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
(e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：
You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to
教育局課程發展處應用學習組 Applied Learning Section, Curriculum Development Institute, Education Bureau
電話 Tel: 3698 3186
傳真 Fax: 2714 2456 電郵 Email: aplinfo@edb.gov.hk

第一部分 PART I

學校資料 SCHOOL INFORMATION

學校名稱 School Name	學校編號 School No.										
校長姓名 Name of Principal	(中文)	(English)									
電話 Tel. No.					傳真 Fax No.						
聯絡人 Contact Person	(中文)	(English)									
職位 Post					電郵地址 E-mail Address						

新到校學生資料 INFORMATION OF NEWLY ADMITTED STUDENT

學生編號 Student Reference Number (STRN)					
姓名 Name		(中文) (English)			
聯絡電話 Contact Telephone No.		學校班別 Class at School		學生同意書 ¹ Student agreement Form ¹	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
選修科目數目（不包括應用學習課程） ² No. of Elective Subjects (excluding ApL course(s)) ²		中五 Secondary 5		中六 Secondary 6	

學生入讀確定 CONFIRMATION OF STUDENT ENROLMENT

	年度 Cohort	模式 Mode	科目代碼 Subject Code	課程名稱 Course Title	課程提供機構 Course Provider	應用學習 班別編號 ApL Class Code	入讀確定 ³ Confirmation of Enrolment ³
1							<input type="checkbox"/> 入讀 Enrol <input type="checkbox"/> 退修 Withdraw
2							<input type="checkbox"/> 入讀 Enrol <input type="checkbox"/> 退修 Withdraw

註 Note

- 學校如已收集填妥的「學生同意書」，請在適當的位置加上「✓」號。Please put a "✓" to indicate that the completed "Student Agreement Form" has been collected.
- 請分別填寫學生在中五及中六兩個學年擬修讀的高中選修科目的數目（不包括應用學習課程），有關資料將用作計算發放予學校的多元學習津貼。學生如修讀四個選修科目而其中一科為應用學習課程，則該課程會被視作第四個選修科目及不會獲發多元學習津貼的資助。Please indicate the number of senior secondary elective subjects (excluding ApL courses) to be taken by the student in his/her Secondary 5 and 6 studies respectively. The information will be used for the calculation of Diversity Learning Grant (DLG) for schools. For students taking FOUR elective subjects with an ApL course as one of them, the ApL course will be regarded as the fourth elective subject and will NOT be subsidised by the DLG.
- 請在適當空格內加上「✓」號。Please put a "✓" in the appropriate box(es).

頁 _____ 總頁數 _____
Page _____ Total no. of pages _____

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第二部分 PART II

學校聲明 SCHOOL DECLARATION (由校長簽署 To be signed by the school principal)

本校擬開辦應用學習課程作為學校課程的學生選修科，並同意將學生成績列於香港中學文憑之上。

Our school will offer Applied Learning (ApL) course(s) as students' elective subject(s) within the school curriculum, and agree to include student results in the Hong Kong Diploma of Secondary Education.

1. 本人證明本校所提供的資料屬真確無訛，並將通知教育局任何有關已提交資料的更改。本人明白如故意虛報資料或隱瞞任何重要資料，所有獲批准的津貼將被扣還，已支付的款額亦須退還教育局。
I certify that all the information provided is true and accurate and will notify the Education Bureau (EDB) for any subsequent changes to the information provided. I understand that if I wilfully give false information or withhold any material or information, any grants approved will be withheld and any payment made must be refunded to the EDB.
2. 本人證明所有報名修讀應用學習課程的學生均修讀由課程發展議會建議的高中課程，而學生及其家長亦已填妥及簽署「學生同意書」。本人明白所提供的資料將作以下用途（教育局亦會將有關資料提供給其他機構作相同用途）：
I certify that all students applying for ApL courses are following the senior secondary curriculum recommended by the Curriculum Development Council, and that the students and their parents have completed and signed the "Student Agreement Form". I understand that the information provided will be used for the following purposes (the EDB may provide other organisations with the information for the same purposes) -
 - (i) 處理有關應用學習課程及／或應用學習中文（非華語學生適用）課程的入讀事宜及其他相關用途；
for processing matters relevant to the enrolment of ApL courses and/or Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) courses and for all other related purposes;
 - (ii) 處理應用學習多元學習津貼及／或應用學習中文（非華語學生適用）學生津貼的申請；
for processing school application for Diversity Learning Grant for ApL and/or Student Grant for ApL(C);
 - (iii) 登記學生成績，並因應合法要求，證明學生成績；及
for registering student results and certifying them in response to legitimate requests; and
 - (iv) 以不記名方式及在不披露學生身份的原則下，進行教育研究及分析。
for educational research and analysis in an anonymous format in which the identities of the students are not traceable.
3. 本人已細閱教育局有關應用學習的通函，並作出以下承諾：
I refer to the relevant EDB Circular Memorandum on ApL and undertake the following -
 - (i) 本校會遵守上述通函訂下的資助原則，並同意有關安排。
Our school will adhere to the funding principles as stipulated in the Circular Memorandum and agree to abide by its arrangements.
 - (ii) 本校會在繳交課程費用的截止日期或之前向課程提供機構繳交全數課程費用。
Our school will make the full payment of course fees to the course providers on or before the payment deadline.
 - (iii) 本校會支援一切有關應用學習的施行及發展，並為修讀應用學習課程的學生提供一切所需的支援及輔導，包括評估學生學習需要及收集學生的學習回饋。
Our school will support all the activities in respect of the implementation and development of ApL. Our school will also provide all necessary measures and guidance to support students studying ApL courses, including assessing students' learning needs and collecting students' feedback.

*請將不適用者刪去。Please delete as appropriate.

校長簽署

Signature of Principal

日期

Date

校印

School

Chop

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Page _____

總頁數
Total no. of pages _____