

# Admission and Student Affairs

## 入學申請及學生事務

### **I. Statement of Collection of Personal Data from Applicants**

#### **收集申請人個人資料的聲明**

*(Only applicable to applicants for enrolment to the Diploma in Dental Surgery Assisting and/or Advanced Diploma in Dental Technology)*

Applicants must read this part before providing any Personal Data to The Prince Philip Dental Hospital.

- (1) The Prince Philip Dental Hospital (“Hospital”) and The University of Hong Kong (“HKU”) staff members may ask applicants to provide their Personal Data for purposes related to their prospective enrolment in courses of the Hospital.
- (2) Personal data of successful applicants will be kept permanently as part of the student records. Other applicants’ personal data will be destroyed one month after the course commencement.
- (3) When applicants provide their Personal Data to the Hospital, please make sure that the data are accurate and complete. If applicants fail to provide the Hospital with the information required or if the information provided is inaccurate or incomplete, their application for enrolment will be affected.
- (4) Please also note that applicants’ Personal Data may be made available to:
  - (a) appropriate persons in the Hospital and HKU;
  - (b) Government or any other relevant parties who require them for matters related to applicants’ prospective enrolment, study or other related purposes; or
  - (c) any relevant Government departments/ appropriate authorities when the Hospital is required to provide them under the relevant legislation for the purposes of that legislation.
- (5) In addition to the above, the Hospital shall only use, disclose or transfer the Personal Data collected from the applicants:
  - (a) for those purposes relating to applicants’ prospective enrolment, study or other related purposes; or
  - (b) where permitted by law.
- (6) The Hospital will obtain applicants’ consent before using their Personal Data for any other purposes.
- (7) If applicants wish to access to or correct their Personal Data, they are requested to contact the Dental Ancillary Student Affairs Office during office hours [8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m. of every Monday to Friday (except public holidays)].

(只適用於報讀牙科手術助理員文憑及/或牙科工藝高等文憑的申請人)

申請人向菲臘牙科醫院提供任何個人資料之前，必須先閱讀本部份。

- (1) 菲臘牙科醫院(下稱「本院」)或香港大學之職員可能會要求申請人提供他們的個人資料，作為有關入學申請之用途。
- (2) 本院會永久保留獲取錄申請人的個人資料，作為學員紀錄的一部份。其他申請人之個人資料會於開課後一個月銷毀。
- (3) 當申請人向本院提供其個人資料時，請確保該些資料準確及完整。如果申請人不能向本院提供所需的資料或申請人提供了錯誤或不完整的資料，其入學申請將會受到影響。
- (4) 申請人的個人資料可能會被交予：
  - (a) 本院及香港大學內有關人士；
  - (b) 政府或其他有關人士，以便處理跟申請人的入學申請、就讀或相關事宜；或
  - (c) 任何有關的政府部門/管理機構，以符合有關法例的要求。
- (5) 除了上文所述以外，本院只會在下述情況下使用、透露或轉移申請人向本院提供的個人資料：
  - (a) 作為入學申請、就讀或其他有關的目的；或
  - (b) 在法律容許的情況下。
- (6) 在使用申請人的個人資料於其他用途前，本院會先向申請人取得同意。
- (7) 如果申請人要求查閱或更改其個人資料，請於辦公時間內與本院牙科輔助學生事務處聯絡【星期一至五上午8:30至下午12:30及下午1:30至5:30(公眾假期除外)】。

## II. Application Methods 申請方法

### (1) **Diploma in Dental Surgery Assisting & Advanced Diploma in Dental Technology** **牙科手術助理員文憑及牙科工藝高等文憑**

Application Form for these two courses is attached in this Prospectus. Applicant may submit the completed Application Form \* with application fee \*\* to the Hospital:-

- (a) by mail: Dental Ancillary Student Affairs Office  
The Prince Philip Dental Hospital  
34 Hospital Road, Sai Ying Pun, Hong Kong.
- (b) in person: Information Counter  
1/F, The Prince Philip Dental Hospital  
Monday to Friday (Except public holidays)  
8:30 a.m. - 12:15 p.m.  
1:45 p.m. - 5:15 p.m.

\* Applicants are allowed to apply for both courses on the same Application Form, which preference order should be filled in carefully as the order will affect admission result. Should there be any preference change after application submission or interview, an Amendment Form (obtainable from the Hospital and downloadable from the Hospital's website <http://ppdh.org.hk>) should be completed and returned to the Hospital as early as possible.

\*\* Application fee is non-refundable and is **HK\$150 per application**, regardless of the number of courses being applied for. Please note that sending cash by mail would **NOT** be accepted. Crossed cheque or cashier order should be made payable to **“The Prince Philip Dental Hospital”**.

上述兩個課程的申請表格已刊於本概覽內頁。申請人可就下列方法遞交已填妥的申請表格\*及報名費\*\*：-

- (a) 郵寄： 香港西營盤醫院道34號  
菲臘牙科醫院  
牙科輔助學生事務處收
- (b) 親臨： 菲臘牙科醫院一樓詢問處  
星期一至五(公眾假期除外)  
上午八時三十分 至 下午十二時十五分  
下午一時四十五分 至 下午五時十五分

\* 申請人可於同一份申請表格上，同時報讀兩個課程 (須列明選讀次序)。此次序將會影響取錄結果，請小心填寫。如申請人在遞交申請表格後或面試後希望更改課程的選讀次序，可向本院索取或於本院網頁<http://ppdh.org.hk>下載「更改表格」，盡快填妥並交回本院。

\*\* 無論報讀課程數目多寡，每份申請只須繳付一次報名費，即**港幣150元正**。所繳交之報名費一概不獲退還。劃線支票或銀行本票抬頭請書「**菲臘牙科醫院**」。切勿郵寄現金。

**(2) Higher Diploma in Dental Hygiene 牙科衛生護理高級文憑**

- (a) Application Form can be obtained or downloaded from:
- (i) HKU SPACE Enrolment Centres (please refer to the table below); or
  - (ii) Information Counter, 1/F, of The Prince Philip Dental Hospital; or
  - (iii) HKU SPACE Community College website ([www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc)).

The completed Form should be returned to those HKU SPACE Enrolment Centres in person together with the application fee of **HK\$150** as well as the following documents:

- (i) photocopy of the applicant's HKID card; and
  - (ii) photocopies of academic transcripts, certificates and examination results.
- (b) HKU SPACE also accepts on-line application via [www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc).
- (c) Applicants taking the HKDSE Examination in 2020 can submit the application via Electronic Advance Application System for Post-secondary Programmes (E-APP) <http://www.eapp.gov.hk>
- (d) Shortlisted applicants will be informed of the interview arrangements by phone or email.
- (e) Walk-in admission days would be held at the HKU SPACE Kowloon East Campus and interview will be arranged for shortlisted applicants. For details, please refer to the HKU SPACE Community College website at [www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc).
- (f) Enrolment Centres

Centre	Address	Enquiries
HKU Campus	Rm. 304, 3/F, T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong	2975 5680
Admiralty Learning Centre	3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong	3761 1111
HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus	1/F, HPSHCC Campus, 66 Leighton Road, Causeway Bay, Hong Kong	3923 7171
Fortress Tower Learning Centre	1/F, Fortress Tower, 250 King's Road, North Point, Hong Kong	3762 0888
Island East Campus	2/F, 494 King's Road, North Point, Hong Kong	3762 0000
Kowloon East Campus	1/F, 28, Wang Hoi Road, Kowloon Bay, Kowloon	3762 2222
Kowloon West Campus	G/F, 38-46 Nassau Street, Mei Foo Sun Chuen, Kowloon	3762 4000

(a) 本課程申請表格可於下列地點索取或網頁下載：

(i) 香港大學專業進修學院各報名中心(見下表)；或

(ii) 菲臘牙科醫院一樓詢問處；或

(iii) 從香港大學附屬學院網頁下載([www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc))。

申請表格必須連同報名費**港幣150元**正及下列證明文件一併交往香港大學專業進修學院各報名中心：

(i) 申請人的香港身份證副本；及

(ii) 學歷證明副本。

(b) 香港大學附屬學院亦接受網上報名，申請人可登入學院網頁辦理申請手續([www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc))。

(c) 所有參加2020年香港中學文憑考試的考生可於專上課程電子預先報名平台(E-APP)辦理報名手續(<http://www.eapp.gov.hk>)。

(d) 學院將以電話或電郵通知入選申請人的面試安排。

(e) 學院可為入選申請人在特定的招生日於九龍東分校提供即場面試。詳情請瀏覽學院網頁[www.hkuspace.hku.hk/cc](http://www.hkuspace.hku.hk/cc)。

(f) 報名中心

中心	地址	查詢
香港大學本部	香港薄扶林道香港大學徐展堂樓3樓304室	2975 5680
金鐘教學中心	香港金鐘夏慤道18號海富中心3樓	3761 1111
港大保良何鴻燊社區書院	香港銅鑼灣禮頓道66號港大保良何鴻燊社區書院1樓	3923 7171
北角城教學中心	香港北角英皇道250號北角城中心1字樓	3762 0888
港島東分校	香港北角英皇道494號2樓	3762 0000
九龍東分校	九龍九龍灣宏開道28號1樓	3762 2222
九龍西分校	九龍美孚新邨蘭秀道38-46號地下	3762 4000

### III. Admission Seminar (with onsite interview) 入學講座 (供即場面試)

	<b>Diploma in Dental Surgery Assisting</b> 牙科手術助理員文憑	<b>Advanced Diploma in Dental Technology</b> 牙科工藝高等文憑
Date and Time 日期及時間	9 July 2020 (Thursday), 12:30 p.m. (tentative) Please refer to the Hospital's website ( <a href="http://ppdh.org.hk">http://ppdh.org.hk</a> ) for details. 2020年7月9日(星期四)下午12時30分(暫定) 詳情請瀏覽本院網站( <a href="http://ppdh.org.hk">http://ppdh.org.hk</a> )。	
Venue 地點	Lecture Theatre I, The Prince Philip Dental Hospital 菲臘牙科醫院一號演講室	
Remarks 備註	Onsite admission interview will be arranged for a limited number of the shortlisted applicants after the Seminar 本院會於講座後為部份合資格申請人提供即場面試	
Enquiries 查詢	2859 0531 / 2859 0479	

### IV. Enquiries 查詢

Course 課程	Enquiries 查詢	Website 網址
Diploma in Dental Surgery Assisting 牙科手術助理員文憑	2859 0531 / 2859 0479	<a href="http://ppdh.org.hk">http://ppdh.org.hk</a>
Advanced Diploma in Dental Technology 牙科工藝高等文憑		
Higher Diploma in Dental Hygiene 牙科衛生護理高級文憑	3416 6338 / 2859 0299	<a href="http://www.hkuspace.hku.hk/cc">www.hkuspace.hku.hk/cc</a>