

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 three months 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 Para-dental Training Centre 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三個月銷毀。
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，本院只會在下列情況下使用、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人員培訓中心聯絡 [逢星期一至五: 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 downloadable from the Hospital's website (<https://ppdh.org.hk>). Applicant may submit the completed Application Form*, Application Fee# together with copies of relevant supporting documents (e.g. copy of academic certificate) to the Hospital:-

(a) by mail: **Para-dental Training Centre**
Room 5B13, 5/F
The Prince Philip Dental Hospital
34 Hospital Road, Sai Ying Pun, Hong Kong

(b) in person: **Para-dental Training Centre**
Room 5B13, 5/F
The Prince Philip Dental Hospital
Monday to Friday:
8:30 a.m. - 12:15 p.m.
1:30 p.m. - 5:15 p.m.
(Except public holidays)

* Applicants are allowed to apply for more than one course 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 (downloadable from the Hospital's website <https://ppdh.org.hk>) should be completed and returned to the Hospital as early as possible. Please note that the application for preference change is only considered to be effective upon receiving a confirmation email from the Para-dental Training Centre.

Application fee is non-refundable and is **HK\$180 per application**, regardless of the number of courses being applied for. Please note that **sending cash by mail would NOT be accepted**. If settle payment by crossed cheque, please ensure the cheque is **made payable to "The Prince Philip Dental Hospital"** and that there is **enough money in the bank account**. In the case of cheque bouncing, the Hospital has the right to disqualify the application immediately. Besides, underpaid mail items will not be accepted by the Hospital. To ensure mail items be duly received by the Hospital, please **pay sufficient postage before posting**.

上述兩個課程的申請表格可於本院網頁下載(<https://ppdh.org.hk>)。申請人可就下列方法遞交已填妥的申請表格*、報名費#及相關證明文件副本(如學歷證明副本)：-

- (a) 郵寄： 香港西營盤醫院道 34 號
菲臘牙科醫院
牙科輔助人員培訓中心收
- (b) 親臨： 菲臘牙科醫院 5 樓 5B13 室
牙科輔助人員培訓中心
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
下午一時三十分 至 下午五時十五分

* 申請人可於同一份申請表格上，同時報讀多於一個課程（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(<https://ppdh.org.hk>)下載「更改表格」，盡快填妥並交回本院。有關更改選讀課程次序的申請必需收到經由牙科輔助人員培訓中心發出的確認電子郵件，方為有效。

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180元正。所繳交之報名費一概不獲退還。切勿郵寄現金。劃線支票註明支付「菲臘牙科醫院」。申請人應確保銀行戶口有足夠款項以支付費用。如遇有退票情況，本院有權不接納相關課程報名申請。此外，本院不會接收郵資不足的信件。為確保你的郵寄申請能妥善送達本院，請謹記投寄郵件前貼上足夠郵資。

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

- (a) Applicants can submit the application via HKU SPACE Community College website (www.hkuspace.hku.hk/cc).
 - (b) Applicants taking the HKDSE Examination in 2023 can submit the application via Electronic Advance Application System for Post-secondary Programmes (E-APP) <http://www.eapp.gov.hk>.
 - (c) Shortlisted applicants will be informed of the interview arrangements by phone or email.
 - (d) 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.
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- (a) 申請人可登入香港大學附屬學院學院網頁辦理申請手續 (www.hkuspace.hku.hk/cc)。
 - (b) 所有參加2023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>)。
 - (c) 學院將以電話或電郵通知入選申請人的面試安排。
 - (d) 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。