

注意事項:

1. 於揀選班別前，請先瀏覽「附件」中的時間表。
2. 請參考「附件」中的開戶指南以開啟戶口。
3. 請選擇「其中一個」班別，重複報名本院將不受理。
4. 於網上填寫申請表時，**建議**上載有效學歷證明或專業資格，及「四年」相關工作經驗文件，否則被列入後備名單。
5. 若學員所報讀的班別已額滿，本院將個別通知學員入讀其他仍有空缺的班別。
6. 成功遞交申請後，學員將收到系統發出的電郵。
7. 如有任何班別選項更改，只會安排在後備名單內。
8. 申請結果一般會於申請後 7 至 14 個工作天內以電郵通知。獲取錄的學員需核對文正本以辦理入學手續，詳情將以電郵通知。
9. 若學員申請豁免單元「水務工程項目管理」(MBS3026X)，請參閱「附件」中的單元豁免申請表，並連同所需文件及支票於辦理入學手續時一并遞交。申請的截止日期由本辦事處決定，一般定為開課前 4 週結束申請，以較早者為準。逾期申請，恕不受理。

Notes:

1. Please read the timetable before selection the class.
2. Please refer to the guideline for creation of the application account.
3. Please select ONE class, repeated application will not be accepted.
4. The applicant is highly **recommended** to upload the documents including valid academic / professional qualification and the relevant 4-year work experience through online application. Otherwise, the applicant will be assigned in waiting list.
5. Subject to the availability of the classes, applicants will be informed to change to another class, if the applied class was full.
6. Upon successful submission of the application, the applicant will receive an email from the system.
7. Any change in class selection will be put on the waiting list.
8. The result of the application will generally be notified by email within 7 – 14 working days after the application. Successful applicants are required to verify the original documents for admission. Details will be notified by email.
9. If the applicant applies for module MBS3026X - Project Management in Plumbing Services, please refer to the Module Exemption Application Form in the "Attachment" first and submit the supporting documents and cheque during admission. The deadline for application is determined by our office. Generally, 4 weeks before the commencement date, whichever is earlier. Late application will not be considered.

注意事项:

1. 于拣选班别前，请先浏览「附件」中的时间表。
2. 请参考「附件」中的开户指南以开启户口。
3. 请选择「其中一个」班别，重复报名本院将不受理。
4. 于网上填写申请表时，**建议**上载有效学历证明或专业资格，及「四年」相关工作经验文件，否则被列入后备名单。
5. 若学员所报读的班别已额满，本院将个别通知学员入读其他仍有空缺的班别。
6. 成功递交申请后，学员将收到系统发出的电邮。
7. 如有任何班别选项更改，只会安排在后备名单内。
8. 申请结果一般会于申请后 7 至 14 个工作日内以电邮通知。获取录的学员需核对文正本以办理入学手续，详情将以电邮通知。
9. 若学员申请豁免单元「水务工程项目管理」(MBS3026X)，请参阅「附件」中的单元豁免申请表，并连同所需文件及支票于办理入学手续时一并递交。申请的截止日期由本办事处决定，一般定为开课 4 周结束申请，以较早者为准。逾期申请，恕不受理。