

NOTES FOR ONLINE APPLICANTS FOR ADMISSION TO THE PROGRAMMES

AWARDED BY UNIVERSITY OF BRISTOL IN 2022/23

This note provides information to applicants seeking admission to the programmes awarded by University of Bristol through the School of Continuing and Professional Education (CityU-SCOPE), City University of Hong Kong (CityU). Please read this note carefully before completing the application form.

1. General Information

The programmes offered through CityU-SCOPE are not funded by the University Grants Committee. CityU resources are generally not available to participants unless special arrangements are made through CityU-SCOPE. In terms of status, participants are considered to be extension students of CityU, and not regular CityU part-time students. Please refer to the respective programme brochures regarding the programme structure, application period, programme fees and programme specific entrance requirements.

2. Submission of Application

Online application

Please submit your application (Programme Name: Education: Educational Management (Hong Kong) (EdD) / Start date: September 2022) [online](#).

Applications are processed on a rolling and competitive basis. Early applications are strongly encouraged as application will fall into waiting list once the number of offer exceeds the maximum class size.

Step 1: Creation of Application Account

You need to create an online application account in order to create/submit your application. Please note down the application ID, username and password generated once your application account is created for future access. Please provide a current email address when creating your profile.

Please provide a current email address when creating your profile. We will use this address to communicate with you about your application. **Applicants should not create more than one account for applications.**

If you forget your log-in details, you can click the 'Technical Support' or 'Forgot your user name or password?' links on the [log-in page](#) to reset your password.

Step 2: Completing the Online Application Form

You should complete the necessary sections in the online application and submit the application before the application deadline. You will be guided through the online application form by following the screen instruction or referencing to the "Online Application Guide".

Step 3: Submission of Supporting Documents

You should upload by yourself the required supporting documents in the online application form before the application deadline. Incomplete submission of any supporting document may delay the processing of the application. Please check the [admissions statement](#) for the documents you need to support your application.

No hardcopy of supporting documents will be accepted. Please note the following while you are preparing the required documents:

- ♦ *The file uploaded should not exceed 1MB*
- ♦ *The file should be in the formats: .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx or .txt format.*
- ♦ *Image files (e.g. .gif .jpg, etc) are not accepted and should be converted to PDF.*
- ♦ *Transcripts and certificates which are not in English should be accompanied by an official certified translation.*
- ♦ *Only upload one file into each question and make it in a file with multiple pages if there is more than one to include, e.g. a transcript and a translation.*

Original documents should be presented for verification upon request by the University at a later time. Provision of any false or misleading information or failure to supply the original documentation for verification will lead to disqualification of the admission application and any offer/enrolment made will be rescinded. All fees paid will not be refunded.

Step 4: Application Acknowledgment

An acknowledge email will be sent to you upon receipt of your online application. If you do not have an email address, it will not be possible for applications to be acknowledged.

Step 5: Application Processing and Results

Your application will be processed and reviewed by the Graduate School of Education, University of Bristol upon receipt of your online application with the required supporting document. You can check the application result through your application account.

You will be notified by e-mail when a final decision has been made on your application. This will be viewable on-line.

You will also receive an official letter issued by CityU-SCOPE once the admission decision made. If an admission offer is made, applicants must decide whether or not to accept the offer by a specified date set by CityU-SCOPE.

To accept the offer, applicants are required to pay an admission acceptance fee (which is **non-refundable**) and follow the admission procedures as indicated in the letter. Applicants will be contacted further regarding the programme registration, induction, schedules and tuition fee payments in due course.

Remarks: Applications are aimed to be processed within 21 days.

3. Change in Personal Particulars After the Submission of Application

After submission, you cannot make any changes to your application, other than uploading supporting documents in the 'Post submission uploads' section.

If you need to make any other updates, please contact the Admission Office of School of Education, University of Bristol at ed-edd-hk@bristol.ac.uk immediately.

4. Applicants with Physical or Other Disabilities

The admission of an applicant to the programme is based on academic criteria and other specified entrance requirements. If you have physical or other disabilities, you will receive the same consideration as other applicants. Naturally it would be better for you to avoid programmes where a physical disability could hamper your progress, say, a programme requiring frequent fieldwork.

5. Use of Application Information

The information that you provide in the online application form, including the HKID number, will be used for the following purposes:

- as a basis for various types of processing in relation to your application;
- as a basis for selection of applicants for admission in 2022/2023 to the programme you applied for and for other relevant or related purposes;
- for obtaining from relevant institutions information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere;
- for transferring to the student record system of University of Bristol and CityU-SCOPE upon successful outcome of your application;
- for statistical and research purposes (with personal identifiers removed).

In accordance with the Personal Data (Privacy) Ordinance, you have the right of access to, and correction of the information contained in the application form, and the right to request a copy of such data. If you wish to obtain more information, please write to CityU-SCOPE. For details of the Personal Data Collection Statement, please refer to the website: www.cityu.edu.hk/ce/pdcs. For data privacy issue of University of Bristol, please refer to www.bris.ac.uk/university/governance/policies/vip/vip-privacy.html for details.

Unsuccessful application data will be destroyed at the end of the admission exercise.

6. Cancellation of Programme

CityU-SCOPE and the University of Bristol reserve the right to cancel the programme in which case all fees paid by applicants will be refunded.

7. Enquiries

For enquiries or problems relating to the online application submission, please contact:

Student Services Office
School of Education, University of Bristol
Tel: (44) 0117 331 4392 | Email: ed-edd-hk@bristol.ac.uk
Website: www.bristol.ac.uk/education

For any other enquiries relating to the programme (e.g. enrolment, tuition fees, course structure etc.), please contact:

School of Continuing & Professional Education, City University of Hong Kong
Tel: (852) 3442 5806 / 3442 8756 | Email: hss@scope.edu
Website: www.scope.edu

Office Hours: 9.00am – 12.00 noon (Mondays to Friday)
2.00pm – 5.30pm (Mondays to Fridays)
Closed on Saturdays, Sundays and Public Holidays

CHECKLIST BEFORE APPLYING

Before applying the programme, please ensure you have:

- Checked the latest programme information, entrance requirement and application period of the programme
- Noted that applications could only be submitted through online application and cannot be downloaded.
- Read carefully the “Notes for Online Applicants” and the “Online Application Guide”