

Guidelines to Complete the Enrolment Form 填寫報名表格須知

1. Please complete all the information required on the Enrolment Form. Incomplete Enrolment Form will not be processed.
請填寫報名表上所有資料。若資料不全，學院將不予受理。
2. Please complete this form in **BLOCK LETTERS** with **BLACK** or **BLUE BALL PEN**.
請用黑色或藍色原子筆並以英文或中文正楷填寫。
3. Please read through the Notes to Enrollees and submit the completed form to Hong Kong Art School by the enrolment deadline (if applicable) via the submission channels indicated in the Notes to Enrollees.
請詳閱申請人須知，並將填妥的報名表格在截止日期前(如適用)以列於申請人須知中相關的遞交方法交回香港藝術學院。
4. Hong Kong Art School reserves the right to cancel the course(s) for any reason. In the event of cancellation, refund would be processed by cheque within one month from the cancellation.
學院有權取消有關課程，如取消，學院會於取消後一個月內把所繳款項以支票形式退還。
5. Enquiry Hotline / 查詢電話: 2824 5345 ; Email / 電郵: ichplus@hkac.org.hk

賽馬會「傳·創」非遺教育計劃由嶺南大學及香港藝術學院(香港藝術中心附屬機構)合辦，鼓勵學生及普羅大眾接觸香港非物質遺產，學習有關知識及技藝。此計劃將傳統工藝大師、當代藝術工作者及香港大眾連繫起來，重燃薪火，承傳非物質遺產並復興工藝，從而重新認識傳統價值觀和香港本土身份認同。

嶺南大學及香港藝術學院將聯手推出一系列教育計劃，鼓勵初中學生及普羅大眾接觸香港非物質遺產，學習有關知識及技藝，以及了解以當代藝術活化其工作。「導師培訓課程」為教育計劃的一部分，集合傳統工藝大師及以轉化和應用非物質遺產的當代藝術工作者，加上嶺南大學學術上的支持，培養有關方面專才。

我們現正招募對傳統工藝有興趣的在職人士 / 藝術工作者參與計劃，以嶄新的學習方式，加深對於香港非物質遺產的認識。課程完畢後，參加者將會成為實習生，於下一階段出任本計劃課程實習導師；完成實習後，如果達到指定要求，可獲學費全免獎勵*，甚至有機會成為主講導師，親自教授其所專研的項目課程。

* 學生須付\$48,000 學費保證金。修畢課程並完成實習和達到指定要求，可獲退還。

導師培訓課程

課程形式：兼讀制(課堂逢星期日舉行)

對象：對傳統工藝有熱誠的在職人士、藝術學校或機構畢業生。入選的參加者需要接受面試及/或手藝能力測試。

課程內容：

石灣陶塑製作技藝：石灣陶塑原為佛山石灣傳統工藝，主要以人物、植物和動物元素製作出陶瓷擺設、器皿及宗教性的神像等。製作工序包括配泥、手搓、上色、拉坯機、轉盆、配釉色和磨釉等。

(D) Other Information (Optional) 其他資料(可選擇填寫)

Please share with us why you may be interested in attending the course(s). 請在此欄填寫閣下參加課程的原因。

(E) Special Assistance from School (if required) 學院特別協助 (如需要)

If you require special needs, mainly in terms of physical disability³, please indicate the related nature and degree and the way you hope the School to assist; subject to the feasibility and availability of the associated facilities, the School will try to facilitate the related arrangements whenever possible. 如因身體障礙而需特別協助，請註明殘障³性質、程度及所需之協助，視乎有關情況及若有關資源及設施許可，學院將盡量作出有關安排。

³ Applicants with a disability are considered on equal terms with other applicants. 香港藝術學院對殘障人士及其他申請者會一視同仁。

(G) Declaration 聲明

1. I declare that the information in this enrolment form is accurate and complete to the best of my knowledge. I understand that any **false or misleading information** will lead to the cancellation of subsequent enrolment in Hong Kong Art School and any fees paid will not be refunded.

本人謹此聲明在本申請表填報的資料均屬正確及完整，本人明白若填報之資料失實，本人的報名申請將被取消，同時所繳學費概不獲退還。

2. I have read and understood the Notes to Enrollees and agreed to abide by Hong Kong Art School regulations.

本人已詳閱及明白附上的申請人須知，並同意遵守香港藝術學院的規例。

3. I enclose ____ sheets of supplementary notes and documentary copies supporting my enrolment.

現附上____ 頁補充資料和證明文件副本以作為本人申請入學的輔助證明。

Signature 簽署 : _____ Date 日期 : _____

Part 2 第二部份 (Optional 可選擇填寫)

Statistical Information 統計資料

The following questionnaire is for internal statistical purposes only, and it allows us to know more about you.

Please put a tick ✓ in the boxes where appropriate.

本問卷只供學院作內部統計用途，並令學院對閣下有更多認識。請在適當的空格填上✓號。

1. How did you learn about the HKAS programme? 閣下從何處獲悉學院課程?

Website/Social Media 網頁/社交網站:

- Hong Kong Art School website 香港藝術學院網頁 Hong Kong Arts Centre website 香港藝術中心網頁
 HKAS Facebook 香港藝術學院面書 Google 谷歌 Yahoo! Hong Kong 雅虎香港
 ICH+ 賽馬會「傳·創」非遺教育計劃網頁 ICH+ Facebook 賽馬會「傳·創」非遺教育計劃面書
 ICH+ Instagram 賽馬會「傳·創」非遺教育計劃 Instagram
 Others 其他 (Please specify 請註明: _____)

Newspapers 報章:

- South China Morning Post 南華早報 Sing Tao Daily 星島日報 Hong Kong Economic Journal 信報
 Hong Kong Economic Times 香港經濟日報 Ming Pao 明報 Oriental Daily 東方日報
 Headline Daily 頭條日報
 Others 其他 (Please specify 請註明: _____)

Magazine 雜誌:

- ArtsLink 藝訊 Metropop 都市流行 Recruit Jobmarket 求職廣場
 ARTMAP ampost
 Others 其他 (Please specify 請註明: _____)

Others 其他:

- Referrals by Friends / Relatives 親友推介 HKAS E-mailer 學院電郵
 Promotion Leaflet 宣傳單張 (Pick up location 索取地點: _____)
 Others 其他 (Please specify 請註明: _____)

2. Have you taken any course/programme or joined any activity at Hong Kong Art School before?

閣下曾否於學院修讀課程或參與學院舉辦的活動?

- Yes 是 (Please specify 請註明: _____) No 否

3. Which of the following employment / business group(s) do you belong to now?

閣下目前所從事的行業屬於下列哪項?

- Arts / Arts Management 藝術 / 藝術行政 Advertising / Design 廣告 / 設計
 Movie / TV Production 電影 / 電視製作 Education 教育
 Information Technology 資訊科技
 Others 其他 (Please specify 請註明: _____)

NOTES TO ENROLLEES 申請人須知

1. Please submit the completed enrolment form(s) with corresponding "Course(s) Title" as appropriate.

請將填妥的報名表註明有關報讀之「課程名稱」，再交回指定地點。遞交方法如下：

a. In person to the Reception of Hong Kong Arts Centre (Address: 8/F Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong) during office hours: 親身遞交至香港藝術中心接待處 (地址：香港灣仔港灣道 2 號香港藝術中心 8 樓) · 辦公時間如下：

Mon – Fri / 星期一至五	Saturday, Sunday & Public Holidays / 星期六日及公眾假期
10 am – 6 pm 上午十時至晚上六時	Closed 休息

b. By post to the above address. (Please mark the corresponding "Course(s) Title" on the envelope if the application is to be sent by post.)

郵寄到上址 (如以郵寄方式遞交申請，請在信封面註明有關報讀之「課程名稱」。)

c. By e-mail to ichplus@hkac.org.hk (applicable only to form submission, confirmation of enrolment is subject to receipt of payment and place availability 只適用於遞交報名表格，報名須在學院收到費用後及視乎屆時報名情況才能確定。)

d. Service Counter of Hong Kong Art School Main Campus on 10/F, Hong Kong Arts Centre.*

香港藝術中心 10 樓的香港藝術學院本部之服務處*

(*Course registration and payment will not be handled at the School Main Campus Services Counter.

*位於香港藝術中心 10 樓之學院本部服務處並不辦理課程註冊及收費。)

2. Payment Method 付款方法：

a. By Crossed Cheque / Bank Draft 以劃線支票 / 本票付款

Cheque/bank draft should be made payable to the "Hong Kong Arts Centre". Post-dated cheque will not be accepted. Please put down the applicant's name and class code on the back of the cheque/bank draft.

支票 / 本票抬頭請寫「香港藝術中心」，期票恕不受理。請將姓名和所報讀工作坊之編號寫在支票 / 本票背面。

b. By VISA / MasterCard /以匯財咭/萬事達咭付款

Only applicable to first-time applicants. Please enclose a copy of both sides of your VISA/Master Card for verification. 只適用於首次報名之申請人。請附上信用卡正面及背面之影印副本以作核實。

3. Enrolment is subject to pre-selection and admission interview. There will be confirmation from the School about the enrolment. Fees and places, once confirmed, cannot be transferred from one enrollee to another. Only the enrollee is allowed to attend the talk(s). Fees paid are not transferable and refundable except as statutorily provided or under very exceptional circumstances. 報名者將被挑選進行面試，參加者將收到學院的確定。報名一經確定，名額及所有費用不得轉讓他人。除特殊情況及法例規定外，一切已繳費用，不得轉讓，學院亦概不退還。

4. Unless otherwise specified, enrollees should be age 16 or above. Interested parties of age below 16 are recommended to be accompanied by applicants of age 16 or above for the course and are welcome to approach the School for relevant enquiry. 除特別註明外，參加者須年滿 16 歲或以上。16 歲以下人士如對課程感興趣，須由 16 歲或以上人士陪同參加，並請向學院查詢。

5. Hong Kong Art School reserves the right to accept or reject an enrolment at its own discretion. 學院保留斟酌、接納及否決報名之權利。

6. Personal Data 個人資料

(i) The personal data provided on the form will be used solely for the purpose of admission processing and will be handled by the staff of Hong Kong Art School only. Upon admission, the personal data will be transferred to the student database and will thereafter be handled by the staff of Hong Kong Art School. 本報名內所填寫的個人資料僅供香港藝術學院職員用作處理有關入學申請之用。學員被取錄後，學員的個人資料將會存入學生檔案並由香港藝術學院職員處理。

(ii) In view of the updates of the Personal Data (Privacy) (Amendment) Ordinance 2012, we would like to seek your consent for our use of your personal data (including your name, email address, phone number, and mailing address etc.) for providing you with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. Your personal data will be used for the above purpose within our organisation. If we receive no objection from you, we will use your personal data for the above purposes as stated. 為配合《個人資料(私隱)條例》於 2012 年的新修定，香港藝術學院現徵求閣下的同意，允許我們使用閣下的個人資料(包括姓名、電郵地址、電話及郵寄地址等)，與閣下保持聯繫及為閣下提供香港藝術學院與香港藝術中心的最新消息(包括活動推廣、課程資料及其他相關活動等)。如閣下未有提出異議，閣下的個人資料會供學院內部作上述用途。

(iii) Hong Kong Art School subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of the students. Students have the right to access and correct their own personal data. If students wish to access their data, they should submit the request in writing to the Enrolment Office of Hong Kong Art School. 香港藝術學院會根據個人資料(私隱)條例處理其個人資料，不會在沒有徵求學員同意的情況下把學員的個人資料轉讓於任何第三者。學員有權查詢、翻閱及要求更改其個人資料。如欲查閱，請去信香港藝術學院註冊處。