I. Personal Particulars

1. Name: ____________________________  2. Post: ____________________________

3. Dept/Office: ____________________________

II. Program Details

1. Title of Program: ____________________________

2. Organizing Institution(s): ____________________________

3. Duration: From ____________________________ to ____________________________

4. Program Fee: HK$

Other Costs (please specify):

$  

$  

Total: HK$

5. Study Leave granted (if applicable): From ____________________________ to ____________________________

Total ____________________________ days

6. Have you successfully completed the program?

   a. Yes ☐  Program is still continuing ☐

      Qualification awarded / to be awarded*: ____________________________

   b. No ☐

      Reasons for not completing the program: ____________________________

   * Delete as appropriate

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7. Please give a concise description of the Program, including the program objective, structure and contents, and attach any relevant information as appropriate.

8. In what way is the course relevant to your present duties and in what way have you benefited from the Program?

9. Will you recommend the Program to other members of the University?
   Yes ☐ What grades of staff? ______________________________________________________
   No ☐ Reasons ________________________________________________________________
       __________________________________________________________________________

_______________________________________________________________________________
Date                                Signature of Staff Member

III. Head of Department’s Comments

_______________________________________________________________________________
Date                                Signature of Head of Department

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