



短期課程建議書
Proposal Form for General Courses

I. 申請人資料 Applicant's Particulars

英文姓名 (姓氏先行) Name in English (Surname First)	
中文姓名 Name in Chinese	*稱謂 教授／博士／先生／小姐／女士／太太 Title Prof./Dr./Mr./Miss/Ms./Mrs.
聯絡電話 Contact No.	電郵地址 E-mail Address

II. 課程資料 Course Details

課程名稱 (英文) Course Title (English)	
課程名稱 (中文) Course Title (Chinese)	
建議開課日期 Proposed Commencement Period	類別 Category
課程目的 Course Objectives	
課程對象 Target Students	
預期學習成果 Expected Learning Outcomes	
授課語言 Medium of Instruction	

III. 課程結構 Course Structure

總課堂時數 Total Contact Hours	總課堂節數 Total No. of Sessions
課程大綱 (連空格不多於 230 個中文字或 504 英文字符) Course Outline (Chinese: 230 words max, OR English: 504 characters max, including space)	

*請刪去不適用者。 Please delete as appropriate.

學員需具備的知識 Students' Pre-requisite Knowledge	<input type="checkbox"/> 需要 (請列明) Required (Please specify)	<input type="checkbox"/> 不需要 Not Required	
課程性質 Nature of the Course	<input type="checkbox"/> 理論性 Theoretical	<input type="checkbox"/> 實用性 Practical	<input type="checkbox"/> 兩者皆是 Both
講義/教材 Handout/Teaching Material	<input type="checkbox"/> 有 Yes	<input type="checkbox"/> 沒有 No	

IV. 建議學費 Proposed Tuition Fee

學費 (以課程計) Tuition Fee (Per course)	港幣 HK\$
預計學生人數 (以每班計) Estimated Student Intake (per class)	
其他收費 (如有, 請列明) Other Fees (if any, please specify)	港幣 HK\$

V. 其他 Others

其他相關資料 (如: 專業資格) Other Relevant Information (e.g. professional qualification)
所需特別安排 (如有) Special Arrangements Needed (if any)

VI. 聲明 Declaration

本人謹此聲明此課程建議書不會在任何形式上侵犯第三者權益 (包括但不只限於任何知識產權權利)、違反任何法則、規例或法律、或引致第三者向本院索償。

I declare that the course proposal will not in any manner infringe any third party rights (including but not limited to any intellectual property right) or otherwise violate any rule, regulation or law or give rise to any claim by third party against the University.

申請人簽署 Applicant's Signature
日期 Date

請將填妥之建議書連同**兼任導師申請表格**寄往:「尖沙咀漆咸道南 39 號鐵路大廈 6 樓香港中文大學專業進修學院行政部 (人事組)」。信封面請註明「**短期課程建議書**」。

Completed proposal form together with an **Application Form for Part-time Instructor** should be sent to: School of Continuing and Professional Studies, CUHK, 6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui (Attn.: Administration Division – HR Team). Please mark "Proposal Form for General Courses" on the envelope.

For Official Use Only

Endorsed by

Approved by

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(Date)

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(Date)