

Executive Diploma in Contingency Action Plan (EDCAP)

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

- 1.1 A completed application form, together with copies of testimonials such as certificates and transcripts, must be submitted to the Customer Service Department before the course commencement date. Applications will not be accepted after the course has commenced.
- 1.2 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.3 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.4 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

2. Conditions for Exemptions

- 2.1 Applications will not be accepted after the course has commenced.
- 2.2 Applicants who have completed equivalent modules in the programmes offered by The Hong Kong Management Association may apply for exemptions. However, the past academic studies for which exemptions are to be considered must have been undertaken in the last seven years (exceptions may be considered if the applicant has continued to work in the respective specialist areas of his/her past academic studies).
- 2.3 Applicants to whom exemptions are given will be offered full credits for the exempted module(s).

Enquiries

For enrolment and general enquiries, please call 2774-8501 / 2774-8500 (Customer Service Department) during normal office hours. For course details, please contact Ms Candy Ho on 2774-8554

Fax: 2365-1000

Website : <http://www.hkma.org.hk/pd/edcap>

Training Centres : <http://www.hkma.org.hk/trainingcentre>

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APPLICATION FORM FOR EXEMPTION

Please complete this form, and return it to the (Customer Service Department) together with photocopies of testimonials and a **crossed cheque** (HK\$250 per module for exemption;) made payable to "The Hong Kong Management Association".

Name: _____ I.D. Card No.: _____

Company Tel. No.: _____ Mobile Phone No.: _____

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
(1) EDCAP-B1101 Contingency Action Plan	Institute _____ Subject _____ Grade & Marks _____ Year _____
(2) EDCAP-B1102 Crowd Management	Institute _____ Subject _____ Grade & Marks _____ Year _____
(3) EDCAP-B1103 Effective Communication Models for a Commander	Institute _____ Subject _____ Grade & Marks _____ Year _____

Checklist:

- I have enclosed the relevant certificates/transcripts.
- I have enclosed the relevant syllabus of past academic studies.
- I have enclosed the cheque for exemption processing fee.
- I have written my name and HKID on the back of the cheque.

Signature: _____ Date: _____

For Official Use Only		
Module(s)	Approved and Signed	Date
(1) EDCAP-B1101	Approval / Disapproval	
(2) EDCAP-B1102	Approval / Disapproval	
(3) EDCAP-B1103	Approval / Disapproval	