

Executive Diploma in Project Management

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

- 1.1 Applicants who have completed courses similar to modules 1 and 2 of the programmes but offered by other institutions may also apply for exemptions.
- 1.2 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.
- 1.3 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.4 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.5 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

2. Conditions for Exemptions

- 2.1 Applicants can apply for exemptions for modules 1 and 2 of the EDPM programme before the course commencement date. 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 or other institutions 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).
- 2.4 If the mode of the past academic studies was distance learning or if the grades and marks of the past academic studies of the respective subjects were lower than C grade and below 50% marks. Applicants will not be accepted for exemptions.
- 2.5 Applicants who have studied similar courses before can apply for exemptions for up to 2 modules (**Module three EDPM-A0003 is a non-exempted module**) of the programme.
- 2.6 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

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 Shirley Chan on 2774-8569

Fax: 2365-1000

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

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 - Last Seven Years Only |
|---|---|
| (1) EDPM-A0001 Project Initiation, Design and Planning | Institute _____ _____ Subject _____ Grade & Marks _____ Year _____ |
| (2) EDPM-A0002 Project Performance, Monitoring and Control | 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) EDPM-A0001 | Approval / Disapproval | |
| (2) EDPM-A0002 | Approval / Disapproval | |