

Professional Diploma in Banking Practices

APPLICATION INFORMATION FOR NEW APPLICANTS

(PDBP-20091/NS)



A. Application Procedures

1. Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for Module Fee (HKMA Member: HK\$2,850 per module; Non-member: HK\$2,950 per module, Application Fee: HK\$200). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. **Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
3. Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
4. **All application should be returned to The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
5. Applicants may enrol the programme online, please visit the HKMA website at www.hkma.org.hk/pd/pdbp.

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee and the HK\$400 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received prior to 4 March 2009 by the Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee and the HK\$400 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received before 11 March 2009. Thereafter no refund will be made.

C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA CEF Institution Code: 300 CEF Course Code: 23Z076103
CEF Course Title: Trade Finance; Lending and Credit Analysis; Finance and Investment; Business Development in Banking Environment (modules of the Professional Diploma in Banking Practices)

These four modules have been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.info.gov.hk/sfaa/cef> or contact the CEF enquiry hotline: 3142 2277.

D. Schedule

First Term 18 March - 8 August 2009
Second Term September 2009 - January 2010

Application Deadline

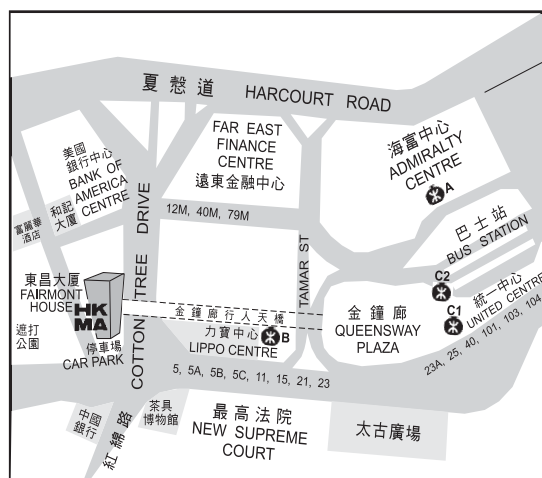
Wednesday, 4 March 2009

First Term

Lending and Credit Analysis  (PDBP-20002-2009-1-F) 2:00 pm - 4:00 pm	Saturdays 21, 28 March; 18, 25 April;	Examination Wednesday 29 July 2009 7 pm - 9 pm
Business Development in Banking Environment  (PDBP-20006-2009-1-F) 4:00 pm - 6:00 pm	9, 16, 23, 30 May; 6, 13, 20, 27 June; 4, 11, 18 July 2009	Saturday 8 August 2009 2 pm - 4 pm
Treasury Operations and Management (PDBP-20003-2009-1-F) 7:00 pm - 10:00 pm	Wednesdays 18, 25 March; 1, 8, 15 April 2009 Tuesdays 21, 28 April; 5, 19, 26 May 2009	Wednesday 17 June 2009 7 pm - 9 pm

Class & Examination Venue

W Haking Management Development Centre
14/F Fairmont House
8 Cotton Tree Drive
Central HONG KONG



E. Notes for Applicants

1. The HKMA reserves the right to make alterations regarding the details, such as lecturers, content, date and venue. Applicants will be notified when necessary.
2. Personal data will be used for the purpose of market research, programme development and direct mailing.
3. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

PROFESSIONAL DIPLOMA IN BANKING PRACTICES

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

1.1 Students of the Diploma in Management Studies (DMS) and Diploma in Business Management (DBM) offered jointly by The Hong Kong Management Association and Hong Kong Polytechnic University/Lingnan University or equivalent programmes of the HKMA may apply for exemptions.

Applicants who have completed equivalent modules in the programmes 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 Secretariat 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 to whom exemptions are given will be offered full credits for the exempted module(s).

2.2 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 be required to pass the examination(s) for the module(s) from which exemption is sought. A fee of HK\$250 per module will be charged for each such examination.

2.3 Those who fail in the above examination(s) are required to study the respective modules and to pay the full module fees.

2.4 Applicants can apply for exemptions for up to 2 modules of the programme.

2.5 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

ENQUIRIES

For course enquiries and reservations, please call Customer Service Department on 2774-8501 or via fax 2774-8503. For course details, please contact Ms Shirley Chan on 2774-8569; or visit the HKMA website: www.hkma.org.hk.

