

物業及服務管理專業文憑課程

PROFESSIONAL DIPLOMA IN ESTATE AND SERVICES MANAGEMENT (PDE)

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

- 1.1 Applicants who have completed equivalent modules in the programmes offered by the HKMA or other institutions may 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\$500 per module will be charged to applicants who have completed equivalent modules in the programmes offered by other institutions.

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\$500 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.

APPLICATION FORM FOR EXEMPTION
申請免修表格

申請免修

凡修讀有關同類課程及格者，可申請免修。每學員最多可申請免修兩個科目，課程申請免修費用為每科 500 元。填妥之申請免修表格連同證明文件副本如證書、成績報告或課程大綱等，請於開課日前交回或寄秘書處審核。遲於指定日期恕不受理。

Programme Name: Professional Diploma in Estate and Services Management
物業及服務管理專業文憑課程 (PDE-2020-1/NS)

姓名： _____ 身份證號碼： _____

手提電話： _____

Module(s) applied for Exemption(s) 申請免修科目	Equivalent Past Academic Studies 修讀同類課程資料
<input type="checkbox"/> 1. (PDE-A2101-2020-1-L) 物業及服務管理 (Estate and Services Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____
<input type="checkbox"/> 2. (PDE-A4102-2020-1-L) 物業環境衛生與清潔管理 (Property Environmental Hygiene and Cleaning Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____
<input type="checkbox"/> 3. (PDE-A4103-2020-1-L) 物業管理 (Estate Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____
<input type="checkbox"/> 4. (PDE-A2104-2020-1-L) 物業及維修保養管理 (Property and Maintenance Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____
<input type="checkbox"/> 5. (PDE-A4105-2020-2-L) 高級物業管理 (Advanced Estate Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____
<input type="checkbox"/> 6. (PDE-A2106-2020-2-L) 督導管理 (Supervisory Management)	修讀機構 _____ 科目 _____ 成績 _____ 修讀年份 _____

簽名： _____ 日期： _____

本會專用免修科目

M1 M2 M3 M4 M5 M6

免修費用 \$500 (每科)

須考試評核之科目 _____

_____ 秘書處批核

_____ 日期