

Professional Diploma in Hospitality Management (PDHM)



APPLICATION INFORMATION FOR NEW APPLICANTS

新生申請資料

(PDHM-20172/NS)

A. Application Procedures

- Return the completed application form, together with a crossed cheque in favour of **The Hong Kong Management Association** for First Instalment: HK\$2,435 (HK\$2,980 x 3 modules / 4 instalments + HK\$200 application fee). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
- Please provide 2 recent photos for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
- Please attach one set of photo-copies of all the certificates and educational qualifications mentioned in the Application Form.
- All application should be returned to (by mail or in person): The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

B. Refund of Course Fee

- Full refund less the HK\$200 application fee will be made for written withdrawal requests received prior to 9 August 2017 by the PDHM Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module and the HK\$200 application fee will be made for written withdrawal requests received before 15 August 2017. Thereafter no refund will be made.

C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA **CEF Institution Code: 300** **CEF Course Code: 26F01755-2**

CEF Course Title: Professional Diploma in Hospitality

This Programme (all 7 modules) has 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

Application Deadline

First Term 22 August 2017 - 5 February 2018
Second Term February - July 2018

Wednesday, 9 August 2017

First Term	Date	Examination
Catering Management (PDHM-42105-2017-2-L)	<u>Tuesdays</u> 22, 29 August; 12, 19, 26 September; 10, 17, 24, 31 October; 7 November 2017 7 pm - 10 pm	<u>Tuesday</u> 21 November 2017 7 pm - 9 pm
Service Management for Hospitality Industry (PDHM-44104-2017-2-L)	<u>Thursdays</u> 24, 31 August; 7, 14, 21, 28 September; 12, 19, 26 October; 2 November 2017 7 pm - 10 pm	<u>Thursday</u> 16 November 2017 7 pm - 9 pm
Hospitality Finance (PDHM-41106-2017-2-L)	<u>Mondays</u> 6, 13, 20, 27 November; 4, 11, 18 December 2017; 8, 15, 22 January 2018 7 pm - 10 pm	<u>Monday</u> 5 February 2017 7 pm - 9 pm

Class & Examination Venue

HKMA Li Ka-shing College of Professional & Continuing Education
8 Hoi Wang Road, Mongkok (West), KOWLOON

E. Notes for Applicants

- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- Personal data will be used for the purpose of market research, programme development and direct mailing.
- 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 HOSPITALITY MANAGEMENT

INFORMATION FOR EXEMPTION PROCEDURE

申請免修手續

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.

Professional Diploma in Hospitality Management



APPLICATION FORM FOR NEW APPLICANTS (PDHM-20172/NS) (CEF Code: 26F01755-2)

Please Attach a Photo

(Please type or write in block letters)

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

Date of Birth: _____ HKID Card No.: _____ Student No.: _____
(For Office Use Only)

<u>Working Experience</u> (In chronological order for the last seven years)		
<u>Company Name</u>	<u>Position</u>	<u>No. of Years</u>

<u>Education</u>		
<u>Name of Institute</u>	<u>Qualification Attained</u>	<u>Year</u>

Use a separate sheet if necessary

Company Name: _____
 Company Address: _____
 Company Tel. No.: _____ Fax No. (Office): _____
 Mobile Phone No.: _____ E-mail: _____
 Present Position: _____ No. of Years: _____
 Nature of Business: _____ Home Tel. No.: _____
 Home Address: _____

Mailing Address: Company Address Home Address
 Education Level: Master or above Bachelor HKMA Diploma Other Diploma
 Matriculation F.5 Others (Please specify) _____

Total Number of Years of Working Experience: _____

Sponsored By: Self Company Name & Title of Nominator (if applicable): _____

Nominator email/address: _____

FEE FOR EACH MODULE HK\$2,980 - payable by 4 instalments

Term 1	1st instalment	2nd instalment	3rd instalment	4th instalment
HK\$2,980 x 3 modules	HK\$2,235 + Application Fee: HK\$200	HK\$2,235	HK\$2,235	HK\$2,235

Cheque No.: _____ Account Name: _____ Total Amount: HK\$ _____

Notes

- I shall comply with The Hong Kong Management Association (HKMA) Privacy Policy Statement, the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) and other related regulations which will be changed from time to time. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I authorize the HKMA to obtain, and the relevant authority to release any information about my studies in institutions in Hong Kong and/or overseas.
- I understand that, upon my registration in the programme, the data will become part of my student record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
- I authorize the HKMA to use my data to carry out checks on my academic status, including but not limited to multiple admission applications and records of previous studies.
- I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by HKMA and the laws of Hong Kong from time to time.

Declaration

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

I consent. I do not consent.

I understand a reasonable command of written English is required for this Professional Diploma

I understand that all handout obtained in class are strictly for my own educational purposes.

Signature: _____ Date: _____

PROFESSIONAL DIPLOMA IN HOSPITALITY MANAGEMENT

APPLICATION FORM FOR EXEMPTION(S)

Please complete this form, and return it to the Secretariat together with photocopies of testimonials and a **crossed cheque** (HK\$250 per module for exemption; or HK\$500 per module for exemption with examination required) 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
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Signature: _____ Date: _____

For Official Use only	Modules with examination required
	_____ _____

From where did you FIRST learn about this Programme?

- HKMA Email
 Mail
 Newspaper/Magazine (please specify): _____
 E-mail Promotion from Other Websites (please specify): _____
 Online Advertisement (please specify): _____
 Search Engine (please specify): _____
 Social Media (please specify): _____
 HKMA Website (Where did you find this information): _____
 MTR Stations:
 Admiralty (PAM)
 Causeway Bay (PCWB)
 Central
 Kwun Tong (PKT)
 Kwai Fong (PKF)
 Quarry Bay (PQB)
 Taikoo (PTK)
 Others (please specify): _____
 Exhibitor: Jobmarket Career & Education (EJEX)
 Others (please specify): _____