

Professional Diploma in Investment and Financial Risk Management

APPLICATION INFORMATION FOR NEW APPLICANTS (PDIF-2009-5/NS)

A. Application Procedures

- 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\$2,980 per module, Application Fee: HK\$200). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
- Please provide 2 recent photographs 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 of educational qualifications mentioned in the Application Form.
- 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.**
- In case of application overflow, availability of places on first-come first-served upon receipt of modules and application fee.

B. Refund of Course Fee

- Full refund less the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received prior to 28 September 2009 by the PDIF Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received before 5 October 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: 23Z075670**
CEF Course Title: Foreign Exchange Operations; Derivatives, Futures & Options; Treasury Operations & Management; Risk Analysis & Portfolio Management (modules of the Professional Diploma in Investment and Financial Risk Management)

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 12 October 2009 - 11 January 2010
 Second Term March - June 2010
 Third Term August - November 2010

First Term

Derivatives, Futures and Options  (PDIF-22902-2009-5-W) 7:00 pm - 10:00 pm	Mondays 12, 19 Oct; 2, 9, 16, 23, 30 Nov; 7, 14, 21 Dec 2009	Examination Monday 11 Jan 2010 7 pm - 10 pm
Treasury Operations and Management  (PDIF-22903-2009-5-W) 7:00 pm - 10:00 pm	Wednesdays 14, 21, 28 Oct; 4, 11, 18, 25 Nov; 2, 9, 16 Dec 2009	Wednesday 6 Jan 2010 7 pm - 10 pm

Class & Examination Venue

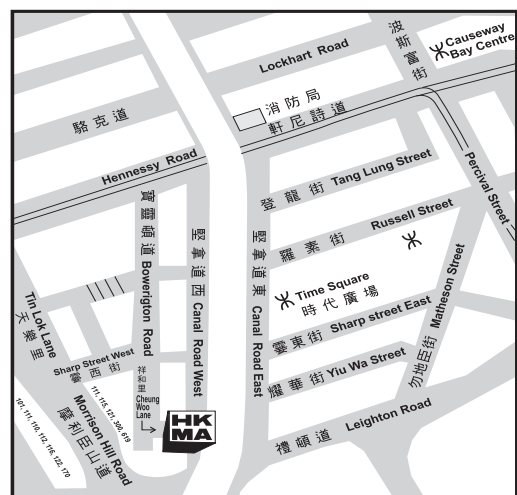
The Hong Kong Management Association
 3/F Management House, Wanchai HONG KONG

E. Notes for Applicants

- The Association reserves the right to cancel a programme and make alterations in relation to its lecturers, contents, dates time and venue without prior notice.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- 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.

Application Deadline

Monday, 28 September 2009



PROFESSIONAL DIPLOMA IN INVESTMENT AND FINANCIAL RISK MANAGEMENT

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.

