

# Professional Diploma in Property and Facilities Management 物業及設施管理專業文憑 (PDPF)

APPLICATION INFORMATION FOR NEW APPLICANTS

(PDPF-2020-1/NS)

## 新生申請資料

### A. Application Procedures

- Return the completed application 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 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 The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- Applicants will pay for 3 modules of the First Term only. Module fees for the Second Term (4 modules) will be paid before the commencement of the terms.
- Places are on a first-come, first-served basis.**

### B. Refund of Course Fee

- Full refund less the HK\$200 application fee and the HK\$490 one-year membership fee for 2020 (if applicable) will be made for written withdrawal requests received prior to 30 December 2019 by the Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module, the HK\$200 application fee and the HK\$490 one-year membership fee for 2020 (if applicable) will be made for written withdrawal requests received before 21 December 2019. Thereafter no refund will be made.

### C. Schedule

First Term 6 January - 20 May 2020  
Second Term July - December 2020

### Application Deadline

30 December 2019

#### FIRST TERM:

| Modules                                                                             | Dates & Time                                                                                                     | Examination                                           |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Property Management Essentials (PDPF-41101-2020-1-L)                                | <u>Mondays</u><br>6, 13, 20 January;<br>3, 10, 17, 24 February;<br>2, 9, 16 March 2020<br>7:00 pm - 10:00 pm     | <u>Monday</u><br>30 March 2020<br>7:00 pm - 9:00 pm   |
| Property Management Practices (1) - Human & Financial Aspects (PDPF-43102-2020-1-L) | <u>Wednesdays</u><br>8, 15 January;<br>5, 12, 19, 26 February;<br>4, 11, 18, 25 March 2020<br>7:00 pm - 10:00 pm | <u>Thursday</u><br>8 April 2020<br>7:00 pm - 9:00 pm  |
| Property Management Practices (2) - Operations and QA Aspects (PDPF-43103-2020-1-L) | <u>Mondays &amp; Wednesdays</u><br>15, 20, 22, 27 April;<br>4, 6, 11, 13, 18, 20 May 2020<br>7:00 pm - 10:00 pm  | <u>Wednesday</u><br>10 June 2020<br>7:00 pm - 9:00 pm |

### Class & Examination Venue

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



### D. 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 Property and Facilities Management (PDPF)

## APPLICATION FORM FOR NEW APPLICANTS (PDPF-2020-1/NS)

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 verification of the applicant's identity) (For Office Use Only)

| Working Experience (In chronological order for the last seven years) |          |              |
|----------------------------------------------------------------------|----------|--------------|
| Company Name                                                         | Position | No. of Years |
|                                                                      |          |              |
|                                                                      |          |              |
|                                                                      |          |              |

  

| Education         |                        |      |
|-------------------|------------------------|------|
| Name of Institute | Qualification Attained | Year |
|                   |                        |      |
|                   |                        |      |
|                   |                        |      |

Use a separate sheet if necessary

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel. No.: (Company) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax No. (Office): \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Job Function (e.g. Accounting), please specify: \_\_\_\_\_

Nature of Business (e.g. Retail), please specify: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address:  Company Address  Home Address

Education Level:  Doctoral degree  Master's degree  Bachelor's degree  HKMA Diploma  Other Diploma  
 Matriculation  Form 5 / HKDSE  Others (Please specify) \_\_\_\_\_

Total Number of Years of Working Experience: \_\_\_\_\_

Sponsored By:  Self  Company

Name & Title of Nominator (if applicable): \_\_\_\_\_

Nominator email/address: \_\_\_\_\_

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): \_\_\_\_\_

Exhibit:  Jobmarket Career & Education (EJEX)  Others (please specify): \_\_\_\_\_

FEE:

\* HKMA Member **HK\$8,750** (HK\$2,850 x 3 + HK\$200) HKMA Membership No. \_\_\_\_\_

I would like to apply as HKMA Associate Member and pay in member rate

**HK\$9,240** (HK\$8,750 + HK\$490 (membership fee: January - December 2020)

Is the Referee a Member of the HKMA? Yes  No

Non-member **HK\$9,140** (HK\$2,980 x 3 + HK\$200)

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

### Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

### Applicant's Declaration

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents 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 have noted, understood and agreed to the contents of the Personal Data Collection Statement.

### Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PDPF-41101L, 43102L, 43103L

# PROFESSIONAL DIPLOMA IN PROPERTY AND FACILITIES MANAGEMENT

## INFORMATION FOR EXEMPTION PROCEDURE

### 申請免修手續

#### **1. Application Procedure**

- 1.1 Applicants who have completed equivalent modules in the programmes offered by 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\$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 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 Property and Facilities 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                                                                |
|------------------------------------|-------------------------------------------------------------------------------------------------|
|                                    | <p>Institute _____<br/>_____</p> <p>Subject _____</p> <p>Grade &amp; Marks _____ Year _____</p> |
|                                    | <p>Institute _____<br/>_____</p> <p>Subject _____</p> <p>Grade &amp; Marks _____ Year _____</p> |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                       |                                                     |
|-----------------------|-----------------------------------------------------|
| For Official Use only | Modules with examination required<br>_____<br>_____ |
|-----------------------|-----------------------------------------------------|