



Professional Diploma in Shipping and Logistics Management

APPLICATION INFORMATION FOR NEW APPLICANTS (2012-1/NSC)



A. Application Procedures

- Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for First Instalment **HK\$2,435** (HK\$745 X 3 modules + HK\$200 Application Fee). 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.
- Applicants may enrol the programme online, please visit the HKMA website at www.hkma.org.hk/pd/pdsl.

B. Refund of Course Fee

- Full refund less the HK\$200 application fee will be made for written withdrawal requests received prior to 28 February 2012 by the PDSL Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee will be made for written withdrawal requests received before 6 March 2012. Thereafter no refund will be made.

C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: **HKMA** Institution Code: **300** CEF Course Code: **25F00316-8**
CEF Course Title: **Professional Diploma in Shipping and Logistics Management**

This Programme (all 7 modules) has been included to be reimbursable under the CEF. Participants **MUST** submit their CEF 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 13 March - 2 August 2012
Second Term 18 September 2012 - February 2013

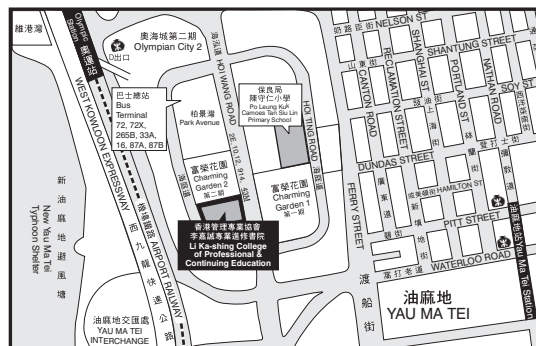
Application Deadline

Tuesday, 28 February 2012

Class & Examination Venue

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

Modules	Dates & Time	Examination
Shipping Practice and Documentation (PDSL-92104-2012-1-L)	Tuesdays* & Thursdays 13*, 15, 20*, 22, 27*, 29 March; 10*, 12, 17*, 19 April 2012 (7:00 pm - 10:00 pm) Please note that NO CLASS will be held on 3, 5 April 2012	Thursday 19 July 2012 7:00 - 9:00 pm
Electronic Commerce (PDSL-92106-2012-1-L)	Tuesdays 24 April; 8, 15, 22, 29 May; 5, 12, 19, 26 June; 3 July 2012 (7:00 pm - 10:00 pm)	Thursday 26 July 2012 7:00 - 9:00 pm
Intermodal Operations (PDSL-94105-2012-1-L)	Thursdays 26 April; 10, 17, 24, 31 May; 7, 14, 21, 28 June; 5 July 2012 (7:00 pm - 10:00 pm) Please note that NO CLASS will be held on 3 May 2012	Thursday 2 August 2012 7:00 - 9:00 pm



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.
- 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 SHIPPING AND LOGISTICS 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 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 who have studied similar courses before can apply for exemptions for up to 2 modules (Management Report is a non-exempted module) 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(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".

Programme Name: Professional Diploma in Shipping and Logistics Management (2012-1/NSC)

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 _____

Date: _____ Signature: _____

For Official Use only	Modules with examination required _____ _____
-----------------------	---