

Professional Diploma in Shipping and Logistics Management

APPLICATION INFORMATION FOR NEW APPLICANTS (2013-1/NSC)



A. Application Procedures

1. Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for the first instalment **HK\$2,435** (HK\$745 X 3 modules + HK\$200 Application Fee). Fee for each module: HK\$2,980, it will be divided into 4 instalments. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. **Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
3. Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
4. 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.
5. Applicants may enrol the programme online, please visit the HKMA website at www.hkma.org.hk/pd/pdsl.
6. Applicants may enrol the programme in any HKMA Training Centres. For more details of venue and opening hours, please visit the HKMA website at www.hkma.org.hk/trainingcentre

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee will be made for written withdrawal requests received prior to 5 March 2013 by the PDSL Secretariat.
2. 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 12 March 2013. 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

March Term: 19 March - 14 August 2013

September Term: 17 September 2013 - February 2014

Modules	Dates & Time	Examination
Shipping Practice and Documentation (PDSL-92104-2013-1-L)	Tuesday* & Thursday (7:00pm - 10:00pm) 19*, 21, 26*, 28 March; 9*, 11, 16*, 18, 23*, 25 April 2013 (Pls note that NO CLASS will be held on 2 April 2013)	Thursday 18 July 2013 7:00pm - 9:00pm
Electronic Commerce (PDSL-92106-2013-1-L)	Tuesday (7:00pm - 10:00pm) 30 April; 7, 14, 21, 28 May; 4, 11, 18, 25 June; 2 July 2013	Thursday 25 July 2013 7:00pm - 9:00pm
Intermodal Operations (PDSL-94105-2013-1-L)	Thursday (7:00pm - 10:00pm) 2, 9, 16, 23, 30 May; 6, 13, 20, 27 June; 4 July 2013	Thursday 1 August 2013 7:00pm - 9:00pm

E. Application Deadline

Tuesday, 5 March 2013

F. Class & Examination Venue

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

G. Notes for Applicants

1. 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.
2. Personal data will be used for the purpose of market research, programme development and direct mailing.
3. 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

APPLICATION FORM FOR NEW APPLICANTS (PDSL-2013-1/NSC)
(CEF Course Code: 25F00316-8)

Please Attach a Photo

* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given. The Association will issue certificates based on the details and name format as given in this form.

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

Date of Birth: _____ HKID Card No.: _____ Student No.: _____
(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: _____
 Company Tel. No.: _____ Fax No. (Office): _____
 Pager No./Mobile Phone No.: _____ E-mail: _____
 Present Position: _____ No. of Years: _____
 Job Responsibilities: _____
 Nature of Business: _____ Home Tel. No.: _____
 Home Address: _____
 Mailing Address: Company Address Home Address
 Education Level: Master or above Bachelor HKMA Diploma Other Diploma
 *Please attach copies of the proof of qualifications Matriculation Form 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 HK2,980 - 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\$ _____

Application for Exemptions from Module(s): _____

From where did you **FIRST** learn about this Programme?
 Mail Newspaper/Magazine (please specify): _____ HKMA email
 E mail promotion from other websites (please specify): _____
 Website Advertisement (please specify): _____
 HKMA Website (From where did you learn about, please specify): _____
 MTR Station Admiralty (PAM) Causeway Bay (PCWB) Central (PCTL) Kowloon Tong (PKLT)
 Kwun Tong (PKT) Kwai Fong (PKF) Quarry Bay (PQB) Tai Koo (PTK)
 Others (please specify): _____
 Exhibition Education & Careers Expo (EEX) Jobmarket Career & Education (EJEX)
 Others (please specify): _____

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

Signature: _____ Date: _____

OINA 92104L, 92106L, 94105L

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.

Enquiries

For enrolment and general enquiries, please call 2774-8501 / 2774-8500 (Customer Service Department) during normal office hours. For course details, please contact Ms Shirley Chan on 2774-8569

Fax: 2365-1000

Website:<http://www.hkma.org.hk/pd/pdsI>

Training Centres:<http://www.hkma.org.hk/trainingcentre>

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

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 _____ _____
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