

ADMS | Advanced Diploma in Management Studies Programme

APPLICATION FOR EXEMPTION

One of the objectives of the DMS programme is to provide opportunities for participants to exchange views and share experience with executives from diverse industries through in-class discussion. Therefore, it is our policy not to encourage our students to apply for exemption from attendance and assessment even you may have certain qualifications.

Students should pay special attention to the following conditions:

EXEMPTION REQUIREMENTS

1. Applicants who have completed equivalent modules in the programmes offered by other institutions may also apply for exemptions for up to 3 modules.
2. No exemption will be granted to Part II and Part III modules.
3. The relevant qualifications/academic studies that you use to claim the exemption must be completed in the recent seven years.
4. The completed course of study must be equivalent in both course content and academic standard.

APPLICATION PROCEDURE

1. A completed application form, together with copies of testimonials such as certificates/transcripts and course outlines, must be submitted to the Secretariat before the course commencement date. Applications will not be accepted after the course has commenced.
2. Applications will be considered by the Admission Committee. Applicants will be informed of the results of their applications by mail. Please be advised that the award of exemption is at the sole discretion of the Committee.

TYPES OF EXEMPTION

1. Full Exemption - No attendance, course work and examination is required.
2. Conditional Exemption - No attendance and course work is required. However, students are required to pass the examination for the exempted module(s). Those who fail in the examination(s) are required to study the respective modules and to pay the full module fees.

FEES

1. A non-refundable exemption processing fee of HK\$100 per module will be charged.
2. Upon notification, applicants who have been granted full exemption will be required to pay an exemption fee of HK\$500 per module.
3. Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

APPLICATION FORM FOR ADMS EXEMPTION(S)

Please complete this form, and return it to the Secretariat together with photocopies of testimonials/certificates/transcripts, syllabus of past academic studies and a crossed cheque (HK\$100 per module for exemption processing fee) made payable to "The Hong Kong Management Association".

Name: _____

HKID Card No.: _____ Tel. No.: (Office) _____ (Mobile) _____

Mailing Address: _____

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Checklist:

- I have enclosed the relevant certificates/transcripts.
- I have enclosed the relevant syllabus of past academic studies.
- I have enclosed the cheque for exemption processing fee.
- I have written my name and HKID on the back of the cheque.

Date: _____ Signature: _____

For Official Use only	Modules with examination required _____ _____
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