To : All PTE Lecturers (Please announce to students)  
All PTE Students

Exemption from Attendance and Assessment  
Higher Certificate in Corporate Administration and  
Certificate in Corporate Administration

Attached please find a copy of the Exemption Policy for our PTE Courses and an exemption application form. When apply for exemption, students should note the following:

2. Exemption application forms and related information can be downloaded from the website of Department of Business Services and Management. The deadline for submission of application form is 7 October 2002. Late applications will **NOT** be accepted.

3. The application forms must be submitted together with

   (i) a copy of the documentary proof of the qualification, which can substantiate the request for the exemption; and

   (ii) a copy of the syllabus of the subject claimed for exemption

4. Students are required to bring the originals of their documentary proof to the BSM Department within two weeks (Monday to Friday, 9:00 a.m. – 12:30 p.m. and 1:30 p.m. - 5:00 p.m.) for verification after exemptions have been provisionally granted. If students fail to do so, exemptions granted will be withdrawn.

5. Completed form should be returned to BSM Department at Room 116, Hong Kong Institute of Vocational Education (Morrison Hill).

Head of Department  
Department of Business Services and Management
Exemption Policy for BSM – PTE Courses

1. Normally, qualifications obtained within 3 years from the date of application would be considered.

2. Student who is exempted from certain subject is not entitled to the exemption concerned.

3. A student who has attempted but failed in an IVE module shall not subsequently apply for exemption for that module notwithstanding his/her subsequently obtaining a qualification recognized for exemption purposes for that module.

4. Exemptions will be granted only upon successful completion of a course.

5. Courses other than IVE courses and UGC funded courses, which have not been accredited by Hong Kong Council for Academic Accreditation, will not be considered for exemption applications.

6. HKCEE, GCE ‘O’ Level, LCC&I First and Second Level and Foundation Diploma/Certificate results are not eligible for exemption applications.
Dear Sir,

Application for Exemption
Academic Year 2003/2004

I, _____________________________ (Name) student of Course No. ____________________ would like to apply for exemption from for the following module(s):

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<tr>
<th>Module Title</th>
<th>Module Code</th>
<th>Qualification for Exemption</th>
<th>Year Obtained</th>
<th>Exempted</th>
<th>Not Exempted</th>
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Student Signature : __________________________
Student Name : __________________________
Student No. : __________________________
Student Address : _______________________________________________________
________________________________________________________________________

Student Tel. No. : __________________________ (Office)
                   __________________________ (Home)
                   __________________________ (Mobile)