To: PTD/PTE students

Hong Kong Institute of Vocational Education (Tsing Yi)
[Applicable to Part-time Day/ Evening HD Courses under the Old Academic Structure]

Guidelines for Module Exemption in IVE

A. General Guidelines

1. Module exemption will be granted to students based on formal academic achievements, and/or with relevant experience.

2. Students may apply for exemption for modules that they will be eligible/allowed to take in each academic year (AY)/semester.

   2.1 For continuing students, applications for exemption for modules that the students are going to take in the AY2016/2017 should be submitted by 10 June 2016.

   2.2 For new students, application for module exemption should be submitted by 16 September 2016.

3. Continuing students and new students will be notified of the results of application by 15 July 2016 and by 7 October 2016 respectively. (For CN department PTE students, continuing students and new students will be notified of the results of application by 7 October 2016.)

4. The applicants for module exemption should attend all classes of the modules concerned and to fulfill all module requirements (such as continuous assessment) until they receive the approval decision on their application for module exemption.

B. Module Exemption Based on Formal Academic Achievements

1. With regard to the part of Clause 2.7 of the General Academic Regulations (GARs) for IVE Courses (Except 2-Year 5-Semester HD), on formal academic achievements, exemption could be granted to a student by virtue of his/her results in public examinations such as HKCEE or HKALE.

2. Subject to a student’s satisfactory completion of previous studies in courses/subjects of equivalent level, exemption could be given to the student provided that the contents of module(s) previously studied are at least 80% in common with the module(s) seeking exemption.

C. Module Exemption Based on Relevant Experience

1. The objective of this category of module exemption is to recognize the knowledge and skills of the students gained through their workplace experience.

2. The evidence provided by the student seeking exemption for "Practical Training" Module(s)* should be relevant to the module area and may include:
   (a) Prescribed forms to be completed by the employer confirming the job nature and duration of employment in that job;
   (b) Trade certificates; and
   (c) Other relevant documents as submitted by the student.

* "Practical Training” modules are modules providing training of mainly practical skills to students.
3. An interview may be arranged, if deemed necessary, to ascertain whether or not the applicants' qualifications and experience would be equivalent to the required learning outcomes of the module.

4. Exemption for “Non-Practical Training” module(s) may be given through assessment for prescribed modules other than modules of “Practical Training”. Students may apply for exemption of “Non-Practical Training” module(s) by submitting an application to the module offering Department and attending the prescribed assessment.

D. Fees for Module Exemption

1. **Exemption Fee** – All applicants, irrespective of application for exemption based on formal academic qualification, relevant work experience or by written assessment, pay the same exemption fee of **$100 per module**.

2. **Assessment Fee** – Applicants for exemption by challenging a prescribed written assessment have to pay an **extra** assessment fee of **$400 per module**.

E. Application Form

1. **Module Exemption Based on Formal Academic Achievements**
   The application form can be obtained from the Campus Secretariat / Evening Studies Unit (Room C217).

2. **Module Exemption Based on Relevant Experience**
   The application forms can be obtained from respective Department as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Room No.</th>
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<tbody>
<tr>
<td>CN</td>
<td>C346</td>
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<tr>
<td>ENG</td>
<td>C350</td>
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Clause 2.7 of the GARs for IVE Courses (Except 2-Year 5-Semester HD):
Individual Module exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes and must be defined in the Validated Course Scheme. A student may not normally be exempted from more than fifty percent of the total Module Value of the Course. For a MEME Higher Diploma, the “50% rule” applies to the remaining Levels a student has to study. When the module exemption is more than 50% of the total module value of a Level, the student will not be eligible for the exit award of the Level concerned. Transfer of Module marks following a course transfer, as mentioned in Clause 2.5, is not classified as Module exemption.

Campus Secretariat / Evening Studies Unit, IVE(Tsing Yi)
4 May 2016