

**APPLICATION FOR PCE AWARDS
(for students registered under Credit Accumulation Mechanism)**

Please read the instructions overleaf before completing this form.

1. Personal Particulars

Name (Surname first)

Name in Chinese Student card no. **C**

HKID Card/
Passport No Date of Birth
Day Month Year

Correspondence Address _____

Contact telephone no. Home Office Mobile/Pager

Graduation fee (HK\$390) Cheque no (payable to "The Hong Kong Polytechnic University")

2. Type of PCE Awards (Please ✓ one box only)

Professional and Continuing Education (PCE) Certificate	9 credits	<input type="checkbox"/>
Professional and Continuing Education (PCE) Diploma	30 credits	<input type="checkbox"/>
Associate of Arts	60 credits	<input type="checkbox"/>
Associate of Science	60 credits	<input type="checkbox"/>
Bachelor of Arts	99 credits	<input type="checkbox"/>
Bachelor of Science	99 credits	<input type="checkbox"/>

3. Subjects that you wish to use to claim the PCE award

Subject code [^]	Nature [#]	Credits	
C E			Subject title _____
C E			Subject title _____
C E			Subject title _____
C E			Subject title _____
C E			Subject title _____

[^] Subject code is the first eight/nine alphanumeric codes of a subject code (e.g. in "SPD2046A-11A", the subject code is "SPD2046A").
[#] Enter "A" for non-science subjects or "S" for science subjects.

3. Subjects that you wish to use to claim the PCE award (continued)

Subject code [^]								Nature [#]	Credits	
C	E								Subject title _____	
C	E								Subject title _____	
C	E								Subject title _____	
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C	E								Subject title _____	
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C	E								Subject title _____	
C	E								Subject title _____	
C	E								Subject title _____	

Total credits

[^] Subject code is the first eight/nine alphanumeric codes of a subject code (e.g. in "SPD2046A-11A", the subject code is "SPD2046A").
[#] Enter "A" for non-science subjects or "S" for science subjects.

4. Transferred credits that you wish to use to claim the above PCE award

(Enter the no. of transferred credits to be used for claiming the PCE award in the appropriate boxes below)

Level	Nature	
	Science	Non-science
0		
1		
2		
3		
4		
5		
6		

Total transferred credits for claiming the PCE award

_____ Date

_____ Signature of Applicant

INSTRUCTIONS TO APPLICANTS

Completing the application form

1. Go through your Certification of Subject Completion and decide which subjects you wish to use for claiming a PCE award. You may also use credits obtained by way of credit transfer to claim an award.
2. Check the table overleaf for the requirements for PCE awards. Make sure that you have satisfied all the prescribed requirements before making an application.
3. Complete Part 1, 2 and 3 in full. List out in Part 3 only those subjects that you wish to use to claim a PCE award. If you have obtained transferred credits and wish to use these credits to claim an award, please complete Part 4 as well.
4. Remember to sign at the end of the form before submitting your application.

Submission of application

1. Please submit your application by hand or by post to the School office. Application submitted by fax will not be processed.
2. An application for PCE award should include the followings:
 - A duly completed application form.
 - A crossed cheque or bank draft in the sum of **HK\$390*** payable to “The Hong Kong Polytechnic University” as the graduation fee. Alternatively, the fee can be settled by Octopus at the SPEED office. (Graduation fee is refundable only if the application is unsuccessful.)

Notification of application results

1. Upon receiving your application, the School office will verify your study record under CAM and check whether you are eligible for the PCE award that you apply for.
2. The School will inform you the application result by September. Applicants who are eligible for the PCE award will also receive details of the Congregation around that time.
3. **If you do not receive any notification for result by end of September, please call our School office immediately.**

Points to note

1. PCE awards are conferred once a year. Students who wish to obtain a PCE award in a particular year must fulfil the prescribed requirements before 31 July of that year and apply to the School for the award by the prescribed deadline which is normally around mid-August.
2. A student can be conferred only one PCE award each year.

IMPORTANT NOTE

For students who wish to continue their studies under CAM after obtaining a PCE award

If you have obtained a PCE award and later wish to study towards other PCE awards at higher level under CAM, you will have to apply for credit transfer in order that the credits you previously used for claiming a PCE award under CAM can be used again for claiming a PCE award at higher level.

Application fee for credit transfer is HK\$150*. Credit transfer fee is waived in the event that credits previously used for claiming a PCE award under CAM is used again for claiming another PCE award at higher level.

* Subject to change without further notice.

SCHOOL OFFICE

School of Professional Education and Executive Development
Room QR802, 8/F, Core R
The Hong Kong Polytechnic University, Hung Hom, Kowloon

Enquiry Hotline: 3400 2828

OFFICE HOURS	
Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed

Requirements for PCE awards

Awards	Minimum Credits Requirement	Minimum Level, Credits and Course Nature Requirements
Bachelor of Science (BSc)	99	30 credits at Level 4 (18 should be from science subjects) 30 credits at Level 3 (16 should be from science subjects) 30 credits at Level 2 (16 should be from science subjects) 9 credits at any level
Bachelor of Arts (BA)	99	30 credits at Level 4 30 credits at Level 3 30 credits at Level 2 9 credits at any level
Associate of Science (AS)	60	24 credits at Level 3 (16 should be from science subjects) 24 credits at Level 2 (16 should be from science subjects) 12 credits at any level
Associate of Arts (AA)	60	24 credits at Level 3 24 credits at Level 2 12 credits at any level
Professional and Continuing Education Diploma (PCE Dip)	30	21 credits at Level 2 9 credits at any level
Professional and Continuing Education Certificate (PCE Cert)	9	6 credits at Level 2 3 credits at any level

In addition to the requirements shown in the table, the granting of PCE awards is subject to the following rules:

1. The same credits may be used for different PCE awards provided they are at the same level.
2. The Grade Point Average of the subjects, credits of which a student uses to claim a PCE award, must be of 2.0 or above.
3. Where a subject is taken more than one time, only the grade obtained in the final attempt of retaking will be included in the calculation of the GPA. GPA is capped at 4.0.