



School of Professional Education and Executive Development 專業進修學院



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

| Name (Surname first)  Name in Chinese  Student card no.  Date of Birth  Day Month Year  Correspondence Address  Contact telephone no.  Home  Office  Mobile/Pager  Graduation fee (HK\$390)  Type of PCE Awards (Please ✓ one box only)  Professional and Continuing Education (PCE) Certificate  Professional and Continuing Education (PCE) Diploma  Associate of Arts  Associate of Arts  Bachelor of Science  Bachelor of Science  Subjects that you wish to use to claim the PCE award  Subject code^  C E  Nature*  Credits  Subject title  Subject title  Subject title  Subject title  Subject title | Pers   | sona  | al Par                                       | ticu                            | lars | 6    |          |     |      |      |      |            |            |       |                  |       |                                  |                   |   |      |      |      |             |    |      |      |      |      |      |     |   |
|--|--|---|--|---------------------------------|------|------|----------|-----|------|------|------|------------|------------|-------|------------------|-------|----------------------------------|-------------------|---|------|------|------|-------------|----|------|------|------|------|------|-----|---|
| HKID Card/ Passport No  Date of Birth  Day Month Year  Correspondence Address  Contact telephone no.  Home  Office  Mobile/Pager  Graduation fee (HK\$390)  Type of PCE Awards (Please / one box only)  Professional and Continuing Education (PCE) Certificate  Professional and Continuing Education (PCE) Diploma  Associate of Arts  Associate of Arts  Bachelor of Arts  Bachelor of Science  Bachelor of Science  Subjects that you wish to use to claim the PCE award  Subject code^\ C E   | Nam  | ne (S   | Surnan                                       | ne fir                          | st)  |      |          |     |      |      |      |            |            |       |                  |       |                                  |                   |   |      |      |      |             |    |      |      |      |      |      |     | I |
| Passport No  Correspondence Address  Contact telephone no.  Home Office Mobile/Pager  Graduation fee (HK\$390)  Type of PCE Awards (Please ✓ one box only)  Professional and Continuing Education (PCE) Certificate Professional and Continuing Education (PCE) Diploma Associate of Arts Associate of Arts Bachelor of Arts Bachelor of Science Bachelor of Science  Subjects that you wish to use to claim the PCE award  Subject code^  Nature <sup>#</sup> Credits  Subject title  Subject title  Subject title  Subject title   | Name in Chinese  |   |  |                                 |      |      |          |     |      |      |      |            |            |       |                  |       | Stu                              | uder              | nt ca                                     | arc  | d no |      |             |    |      |      |      |      |      |     |   |
| Contact telephone no.  Contact telephone no.  Home  Office  Graduation fee (HK\$390)  Type of PCE Awards (Please ✓ one box only)  Professional and Continuing Education (PCE) Certificate Professional and Continuing Education (PCE) Diploma Associate of Arts Associate of Science Bachelor of Arts Bachelor of Science  Subjects that you wish to use to claim the PCE award  Subject code^  C E  |  |   |  |                                 |      |      |          |     |      |      |      | Da         | ite o      | f Bi  | rth              | 1     |                                  |                   | Mo  | nth  | Ţ    | /oor |             |    |      |      |      |      |      |     |   |
| Home Office Mobile/Pager  Graduation fee (HK\$390) Cheque no (payable to "The Hong Kong Polytechnic University")  Type of PCE Awards (Please ✓ one box only)  Professional and Continuing Education (PCE) Certificate 9 credits □ Professional and Continuing Education (PCE) Diploma 30 credits □ Associate of Arts 60 credits □ Associate of Science 60 credits □ Bachelor of Arts 99 credits □ Bachelor of Science 99 credits □  Subjects that you wish to use to claim the PCE award  Subject code^ Nature# Credits  C E Subject title C E Subject title Subject title Subject title                     |  |   |  | nce                             |      |      |          |     |      |      |      |            |            |       |                  |       |                                  |                   |   |      |      |      |             | .y | IVIO |      |      | eai  |      |     |   |
| Graduation fee (HK\$390)  Cheque no  |  |   |  |                                 |      |      |          |     |      |      | Ot   | ffice      |            |       |                  |       |                                  |                   | Mo  | bile | e/Pa | iger | •           |    |      |      | _    |      |      |     |   |
| Type of PCE Awards (Please ✓ one box only)  Professional and Continuing Education (PCE) Certificate 9 credits □ Professional and Continuing Education (PCE) Diploma 30 credits □ Associate of Arts 60 credits □ Bachelor of Science 60 credits □ Bachelor of Arts 99 credits □ Bachelor of Science 99 credits □  Subjects that you wish to use to claim the PCE award  Subject code^ Nature# Credits □ Subject title Subject title C E □ □ □ □ □ □ □ □ □ Subject title C E □ □ □ □ □ □ □ □ □ Subject title Subject title   |  |   |  | е                               |      |      | C        | hec | ue   | no   |      |            |            |       |                  | ] (pa | ayabl                            | e to              | o "Tł                                     | ne H | Но   | na k | Cong        | Po | lyte | chni | ic l | Univ | ersi | y") |   |
| Associate of Arts  Associate of Science  Bachelor of Arts  Bachelor of Science  Subjects that you wish to use to claim the PCE award  Subject code^  C E Subject title  C E Subject title  Subject title  Subject title  Subject title  Subject title  | (IIIV  | <b>.</b> \$39   | U)   |                                 |      |      |          |     |      |      |      |            |            |       |                  | _     |                                  |                   |   |      |      |      | J           |    |      |      |      |      |      |     |   |
| Associate of Science 60 credits   Bachelor of Arts 99 credits   Bachelor of Science 99 credits    Subjects that you wish to use to claim the PCE award  Subject code^ Nature# Credits  C E Subject title C E Subject title Subject title Subject title   | Тур  | ре о  | f PCE  |                                 |      |      |          |     |      |      |      |            |            |       | ate              |       | 9                                | cre               | dits                                      |      |      |      | 1           |    |      |      |      |      |      |     |   |
| Bachelor of Arts  Bachelor of Science  99 credits  99 credits  Subjects that you wish to use to claim the PCE award  Subject code^  C E Subject title  C E Subject title  Subject title  Subject title  Subject title  Subject title   | <b>Typ</b>   | oe o  | f PCE  | and (                           | Cont | inui | ng       | Edu | uca  | tior | n (P | CE)        | Cer        | tific |                  |       |                                  |                   |   |      |      |      | ]           |    |      |      |      |      |      |     |   |
| Bachelor of Science  99 credits  Subjects that you wish to use to claim the PCE award  Subject code^ C E Subject title C E Subject title C E Subject title Subject title Subject title   | Typ<br>Prof  | fess  | f PCE  | and (                           | Cont | inui | ng       | Edu | uca  | tior | n (P | CE)        | Cer        | tific |                  |       | 30                               | cre               | edits                                     |      |      |      |             |    |      |      |      |      |      |     |   |
| Subjects that you wish to use to claim the PCE award  Subject code^  | Prof<br>Prof<br>Ass  | fess<br>fess  | ional a                                      | and (<br>and (<br>Arts          | Cont | inui | ng       | Edı | uca  | tior | n (P | CE)        | Cer        | tific |                  |       | 30<br>60                         | cre               | edits<br>edits                            | ;    |      |      |             |    |      |      |      |      |      |     |   |
| Subject code^         Nature#         Credits           C E         Subject title         Subject title           C E         Subject title         Subject title  | Prof<br>Prof<br>Ass<br>Ass   | fess<br>fess<br>socia   | ional aional aional atte of Atte of S        | and (<br>and (<br>Arts<br>Scier | Cont | inui | ng       | Edı | uca  | tior | n (P | CE)        | Cer        | tific |                  |       | 30<br>60<br>60                   | cre               | edits<br>edits<br>edits                   | ;    |      |      | ]<br>-<br>- |    |      |      |      |      |      |     |   |
| C E Subject title C E Subject title Subject title Subject title  | Prof<br>Prof<br>Ass<br>Ass<br>Bac  | fess<br>fess<br>socia   | ional aional aite of Atte of A               | and (<br>and (<br>Arts<br>Scier | Cont | inui | ng       | Edı | uca  | tior | n (P | CE)        | Cer        | tific |                  |       | 30<br>60<br>60<br>99             | cre               | edits<br>edits<br>edits                   | i    |      |      |             |    |      |      |      |      |      |     |   |
| C E Subject title C E Subject title Subject title  | Prod<br>Prod<br>Ass<br>Ass<br>Bac<br>Bac   | fess<br>fess<br>socia<br>socia<br>cheld   | ional aional aional aite of Aite of Sor of A | and (<br>Arts<br>Scier<br>rts   | Cont | inui | ng<br>ng | Edu | ucat | tion | n (P | CE)<br>CE) | Cer<br>Dip | tific | a                | war   | 30<br>60<br>60<br>99<br>99       | cre               | edits<br>edits<br>edits                   | i    |      |      |             |    |      |      |      |      |      |     |   |
| C E Subject title Subject title  | Prod<br>Prod<br>Ass<br>Ass<br>Bac<br>Bac   | fess<br>fess<br>socia<br>socia<br>cheld   | ional aional aional aite of Aite of Sor of A | and (<br>Arts<br>Scier<br>rts   | Cont | inui | ng<br>ng | Edu | ucat | tion | n (P | CE)<br>CE) | Cer<br>Dip | tific | а<br><b>:Е а</b> |       | 30<br>60<br>60<br>99<br>99       | cre               | edits<br>edits<br>edits                   | i    |      |      |             |    |      |      |      |      |      |     |   |
| C E Subject title  | Production Production Assets Bacc Bacc Substitute Substitute Production Produ | fess<br>fess<br>socia<br>chelo<br>chelo<br>bjec   | ional aional aional aite of Aite of Sor of A | and (<br>Arts<br>Scier<br>rts   | Cont | inui | ng<br>ng | Edu | ucat | tion | n (P | CE)<br>CE) | Cer<br>Dip | tific | а<br><b>:Е а</b> |       | 30<br>60<br>60<br>99<br>99       | cre<br>cre<br>cre | edits<br>edits<br>edits<br>edits          |      |      |      |             |    |      |      |      |      |      |     |   |
| Subject title  | Prod<br>Prod<br>Ass<br>Ass<br>Bac<br>Bac<br>Sub  | fess<br>fess<br>socia<br>cheld<br>cheld   | ional aional aional aite of Aite of Sor of A | and (<br>Arts<br>Scier<br>rts   | Cont | inui | ng<br>ng | Edu | ucat | tion | n (P | CE)<br>CE) | Cer<br>Dip | tific | а<br><b>:Е а</b> |       | 30<br>60<br>99<br>99             | cre<br>cre<br>cre | edits<br>edits<br>edits<br>edits          | e    |      |      |             |    |      |      |      |      |      |     | _ |
| C E Subject title  | Prod<br>Prod<br>Ass<br>Ass<br>Bac<br>Sub<br>C  | fess<br>fess<br>socia<br>socia<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>cheld<br>ch | ional aional aional aite of Aite of Sor of A | and (<br>Arts<br>Scier<br>rts   | Cont | inui | ng<br>ng | Edu | ucat | tion | n (P | CE)<br>CE) | Cer<br>Dip | tific | а<br><b>:Е а</b> |       | 30<br>60<br>60<br>99<br>99<br>dd | cre<br>cre<br>cre | edits<br>edits<br>edits<br>edits<br>edits | e _  |      |      |             |    |      |      |      |      |      |     |   |

Subject title

С Ε

<sup>^</sup> 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.

| Subject code <sup>^</sup> |   |  |  |   |  |  |  | 1 | Nature <sup>#</sup> | Credits |               |  |
|---------------------------|---|--|--|---|--|--|--|---|---------------------|---------|---------------|--|
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         |               |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         |   |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | E |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | E |  |  | + |  |  |  |   |                     |         | Subject title |  |
| <u> </u>                  |   |  |  |   |  |  |  | 1 |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Е |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |
| С                         | Ε |  |  |   |  |  |  |   |                     |         | Subject title |  |

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

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  |             |  |  |  |  |
|-------|---------|-------------|--|--|--|--|
| Level | 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 <u>HK\$390</u>\* 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

- 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 <u>by September.</u> 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.

## **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               |
|                             |                      |
|                             |                      |

<sup>\*</sup> Subject to change without further notice.

# Requirements for PCE awards

| Awards   | Minimum<br>Credits<br>Requirement | Minimum Level, Credits and Course Nature Requirements   |
|--|-----------------------------------|---|
| Bachelor of Science<br>(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<br>(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<br>Continuing Education Diploma<br>(PCE Dip)      | 30                                | 21 credits at Level 2<br>9 credits at any level   |
| Professional and<br>Continuing Education Certificate<br>(PCE Cert) | 9                                 | 6 credits at Level 2<br>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:

- The same credits may be used for different PCE awards provided they are at the same level.
- 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. 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.