

## Advanced Standing Application Form

### GUIDELINES

Prior to completing this form applicants must read the Important Notes. Please complete section A to C of this form.

- Applications must be submitted within the first week of their first semester of study of the new programme.
- Ensure you have read and understand the Important Notes before signing the declaration (Section C).
- Return your completed form along with supporting documents to the Centre Administration Office.
- Applicants will be notified of the results of their application in writing via email. This will normally occur within 14 working days of the receipt of the applications.

### SECTION A: STUDENT DETAILS

Name: (Eng)	(Chi)
Student Number:	Contact Number:
Email Address:	
Current Programme of Study:	

### SECTION B: APPLICATION DETAILS

#### (I) PROGRAM INFORMATION OF PREVIOUS STUDY

Name of Institution	Programme Name	Was the Programme Completed	Year of Completion

#### (II) LIST THE MODULES FOR WHICH YOU ARE SEEKING ADVANCED STANDING

Previous Institution		Caritas Institute of Community Education	
Module	Grade/Score of the module at School; and Date of Award (dd/mm/yy)	Public/Professional Examination Attended; Grade Obtained; and Date of Award (dd/mm/yy)	Module Applied For

**SECTION C: DECLARATION**

- I declare the information submitted is correct and complete.
- I understand that Caritas Institute of Community Education (CICE) reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I hereby authorize the release of all records relevant to my enrollment at previous institutions, to CICE, including my academic transcript and any other document requested that is relevant to my application.
- I understand that I shall attend all activities and undertake all assessment tasks of the respective module until official notification of approval is received.

Signature:

Date:

**OFFICE USE ONLY**

(I) To be completed by Centre Administration Office

Date Application Received:

Date forwarded to Programme Leader:

I confirm that the application form has been duly checked and the supporting documents have been verified.

Staff Member Signature:

Full Name:

Date:

(II) To be completed by Programme Leader

Recommended for exemption. Justification(s) is/are: *(please tick the appropriate box(es))*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. A pass in the prior learning has been attained; and  |
| <input type="checkbox"/> | 2. A minimum of 70% of the syllabus and course content of the module being applied for advanced standing is covered in the prior learning; and  |
| <input type="checkbox"/> | 3. The previous learning is comparable to the corresponding module of the new programme in terms of the teaching mode, number of contact hours, teaching and learning activities, assessment details and textbooks; and   |
| <input type="checkbox"/> | 4. The subject knowledge taught in the prior learning is considered not to be obsolete.   |
| <input type="checkbox"/> | This application does not satisfy the criterion <u>No. 1 / No. 2 / No. 3 / No. 4</u> <i>(please delete as appropriate)</i> as stated above but relevant professional qualification has been attained (documentary proof of the professional qualification attached).  |
| <input type="checkbox"/> | This application does not satisfy the criterion <u>No. 1 / No. 2 / No. 3 / No. 4</u> <i>(please delete as appropriate)</i> as stated above but the applicant possesses at least 3 years of relevant work experience (official letters from previous employers specifying the job nature and duties attached). |

Not Recommended for exemption.

- Unsuccessful. This application does not satisfy the criterion No. 1 / No. 2 / No. 3 / No. 4 (*please delete as appropriate*) as stated above for granting advanced standing and the applicant does not possess relevant professional qualification or work experience.

Signature:

Full Name:

Date:

(III) To be completed by Associate Head (Academic) / (Vocational and Professional Training)

The recommendation of the Programme Leader in (II) is:

- APPROVED.
- NOT APPROVED. Justification(s) is/are:

\_\_\_\_\_

\_\_\_\_\_

Signature:

Full Name:

Date:

(IV) To be completed by Academic Services Office

- A notification letter was issued and sent to applicant via email on \_\_\_\_\_ (dd/mm/yy).
- The Advanced Standing Register has been updated on \_\_\_\_\_ (dd/mm/yy).

Signature of Staff Member:

Full Name:

Date:

## **Important Notes for Applicants of Advanced Standing**

1. Advanced standing is expressed in terms of the module that the applicant is allowed not to undertake in the new learning programme. It is granted on the basis of successful completion of the prior learning at a comparable level. The granting of advanced standing must adhere to the prescribed minimum requirements of completion of the new learning programme.
2. The completion of the prior learning does not guarantee a successful application of the advanced standing. Advanced standing is considered on a case-by-case basis and at the sole discretion of CICE.
3. You may consult the Programme Leader of the new learning programme or the Department Head / Centre Manager of the Institute for initial advice before submitting an application.
4. You must have applied for a CICE award-bearing programme before lodging an application for advanced standing. The deadline for submitting the application for advanced standing is within the first week of the first semester of study of the new programme.
5. When submitting the application, you are required to pay an application fee which is non-refundable. The application fee is set as HK\$150 per a module for the academic year 2019-20. If the application is successful, you are required to pay an exemption fee. The exemption fee and the application fee will sum up to 40% of the module tuition fee.
6. Checklist of documents to be submitted:
  - Duly completed application form
  - Copy of transcript(s) indicating the completion of relevant prior learning
  - Copy of related certificate(s) if available
  - Copy of information about the relevant module(s) extracted from programme/module handbook, relevant website etc. which should include:
    - teaching mode i.e. full-time or part-time;
    - number of contact hours;
    - module outline and/or content;
    - teaching and learning activities;
    - assessment details; and
    - textbook(s)
  - Where applicable, copy of documentary proof manifesting relevant professional qualification or official letters from previous employers specifying the job nature and duties
  - Originals of the supporting documents for verification
7. Any application without the supporting documents as listed above will NOT be processed.
8. You will receive a written notification on the result of your application by email within two weeks from the date of application. The decision of CICE is final and no appeal will be accepted.