

Postgraduate Diploma in  
**PROFESSIONAL ACCOUNTING**

For Office use only

☐ Admitted ☐ Rejected  
☐ Waiting List

## PERSONAL PARTICULARS

Name in Chinese	<input type="text"/>	Name in English	<input type="text"/>
Title * Mr. / Mrs. / Ms. / Miss			
Date of Birth	<input type="text"/>	* HKID Card /Passport No.	<input type="text"/>
Nationality	<input type="text"/>		
Correspondence Address	<input type="text"/>		
<input type="text"/>			
<input type="text"/>			
Home Telephone	<input type="text"/>	Mobile Phone	<input type="text"/>
Office Telephone	<input type="text"/>		
Email Address	<input type="text"/>		Fax Number
<input type="text"/>		<input type="text"/>	
Current Occupation	<input type="text"/>	Position	<input type="text"/>
<input type="text"/>			

Emergency Contact Person      In case of emergency, we may need to contact your family or friend. Please suggest.

Contact Person	<input type="text"/>	Phone	<input type="text"/>
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\* Please delete the inappropriate

## ACADEMIC QUALIFICATIONS (in reverse chronological order)

Institution	Name of Award	Duration of Studies (From / To)	Part-time or Full-time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## EMPLOYMENT HISTORY (in reverse chronological order)

Name of Employer	Job Title	Date (From / To)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## PROFESSIONAL PATH

Please tick the professional path you would like to attempt, you may choose more than one:

- ☐ HKICPA  
☐ ACCA  
☐ CPA Australia  
☐ AIA  
☐ CIMA

## APPLICATION FOR EXEMPTIONS FROM BUSINESS KNOWLEDGE SUPPORTING MODULES

(Please put a tick in the relevant option below)

☐ Option 1: I do not claim exemptions from any Business Knowledge Supporting modules in this Programme.

☐ Option 2: I would like to apply for exemptions from the following Business Knowledge Supporting modules:

(Please fill in the table below with course names and course codes of those equivalent courses as shown in your transcripts and submit along with the courses syllabuses of those equivalent courses.)

Exemption Claimed	Course names and codes of the equivalent courses in your prior studies
Basic Accounting	
Statistics	
Principles of Marketing	
Economics	
Business Organisation & Organisational Behaviour	
Management Information Systems	

### HKU SPACE ALUMNI

All new enrolled students in the School will automatically become an alumnus of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU

SPACE ALUMNI, please check this box. ☐

### Equal Opportunities for Learning at HKU SPACE

The School supports equal opportunity and strongly opposes discrimination/harassment. The document, "Studying in HKU SPACE" is available from the Prospectus/Website and sets out such policy more fully.

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further de-

tails so as to facilitate our planning and assess how best we can help you. Special assistance required ☐ Yes ☐ No

### General Notes to Applicants

- Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents.
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- Admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
- Course fees paid are not refundable or transferrable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment). Charges may be imposed.

### HKU SPACE Vaccine Pass

To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

### Class arrangement during COVID-19

The COVID-19 situation may still be fluid and constantly affect class arrangements in the coming months. The health and safety of our students will always be our top priority. To ensure that students' academic progress is not affected, the School may substitute face-to-face classes with online teaching if necessary in the event that face-to-face classes cannot be held. Our respective Programme Teams will contact the students concerned with details of such arrangements as necessary.

### Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

## Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

### Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

If you **DO NOT WISH** to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐

7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website <http://hkuspace.hku.hk/policy-statement/privacy-policy>.
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement and the Supplement in relation to the General Data Protection Regulation of the University also apply where applicable and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.pdf> and [https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice\\_ApplicantsandStudents.pdf](https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice_ApplicantsandStudents.pdf). Being in partnership with other overseas Universities, it also endeavours to comply to their laws and regulations as far as practicable. However, the School is obliged to maintain part of the students' records in perpetuity for reasons stated in this PIC.

### Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

Signature

Date

## APPLICATION CHECKLIST

Please submit the following documents along with your application:

- ☐ Completed and signed application form
- ☐ Copies of ID card, academic certificates, transcripts and testimonials  
(Please bring along the originals to any HKUSPACE Learning Centres upon submission of application for certification purposes.)
- ☐ Copies of course syllabuses/outlines of equivalent modules in your prior studies for exemption purposes (Please specify the source of information or URL for verification.)  
(Not required for applicants who do not apply for exemption)
- ☐ A non-refundable application fee of HK\$200. Payment made by cheque should be crossed and made payable to "HKUSPACE".

## APPLICATION PROCEDURE

Please submit the completed application forms, supporting documents and payments specified in the above checklist in person to any of the following HKU SPACE Enrolment Center.

(i) HKU SPACE Admiralty Learning Centre  
3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong  
(Exit A, Admiralty MTR Station)  
Telephone: 3761 1111 Fax: 2559 4666

(iii) HKU SPACE Fortress Tower Learning Centre  
1/F, Fortress Tower, 250 King's Road,  
North Point, Hong Kong  
(Exit B, Fortress Hill MTR Station)  
Telephone: 3762 0888 Fax: 2508 9349

(v) HKU SPACE Kowloon East Campus  
1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon  
(Exit B, Kowloon Bay MTR Station)  
Telephone: 3762 2222 Fax: 2205 5070

(ii) HKU SPACE Po Leung Kuk Stanley Ho  
Community College (HPSHCC) Campus  
1/F, HPSHCC Campus, 66 Leighton Road,  
Causeway Bay, Hong Kong  
Telephone: 3762 0100 Fax: 3923 7188

(iv) HKU SPACE Island East Campus  
2/F, 494 King's Road, North Point Hong Kong  
(Exit B3, North Point MTR Station)  
Telephone: 3762 0000 Fax: 2214 9493

(vi) Kowloon West Campus  
5/F, NCB Innovation Centre,  
888 Lai Chi Kok Road, Cheung Sha Wan, Kowloon  
(Exit D1 or D2, Lai Chi Kok MTR Station)  
Tel: 3762 0088 Fax: 2866 4098



(For CORE module only)

**Application for Module Exemption for  
Part-time Programme**

Name of Student : \_\_\_\_\_ (in Chinese) \_\_\_\_\_

Telephone: \_\_\_\_\_ HKID No. \_\_\_\_\_

Email: \_\_\_\_\_

1. Programme applied for Postgraduate Diploma in Professional Accounting

Title of module requesting exemption (Please delete the inappropriate)

Cost and Management Accounting / Business and Company Law

2. Please state the qualification which is in support of this exemption application:

Qualification of Title: \_\_\_\_\_

Year of Completion: \_\_\_\_\_

Equivalent Module: \_\_\_\_\_  
(no. of lecture hours)

3. Please submit a crossed cheque of HK\$500, payable to HKUSPACE for **each** module exemption application, which is non-refundable.

Fee enclosed: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

Bank: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Documents received and checked

☐ Yes☐ No**Programme Team's Recommendation**

Exemption granted

☐ Yes☐ No. State reason(s)

Name of Programme Leader:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Agree with Recommendation☐ Disagree. State reason(s)

Name of the AC Chairman:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision by Deputy Director (Academic Services) for controversial case:

☐ Approve☐ Not approve

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director (Academic Services)

**IMPORTANT NOTES TO STUDENTS****1. Each module requires a separate application.**

- Module exemption means a student is exempted from all academic activities related to a module.
- Exemption should not be more than 50% of the total credits of the entire programme. There is no partial module exemption.
- Students will be assigned a grade of EX for exempted module(s). The EX grade(s) will not be calculated in the Grade Point Average (G.P.A.).
- Attach all appropriate supporting documents. These will include : copy of the award parchment, copy of a transcript showing the mark obtained for the equivalent module you are applying for exemption, module syllabus, learning outcomes, assessment format.
- Normally, students should submit the application two weeks before the start of the programme and they will be notified of the result within 10 working days after submitting the application. As programmes in the School are of different varieties and levels, students should consult individual programme teams for the time required as some may need a longer time to process the applications.
- Please return this form together with a crossed cheque and the relevant documents to the Programme Team of the programme concerned.

Notes on Exemption from Core Modules:

1. In general, applications for exemption from the “Business and Company Law” and “Cost and Management Accounting” will be considered if applicants have prior studies of equivalent modules with standard, depth and scope at bachelor level or above.
2. For “Business and Company Law”, equivalent modules taken before year 2014 may not be considered for exemption.
3. For “Cost and Management Accounting”, equivalent modules taken with grade D or below may not be considered for exemption.
4. Those with exempted Core modules are required to pay a fee of HK\$1,000.
5. Application fee for Core module exemption is HK\$500 (non-refundable).

Notes on Exemption from Business Knowledge Supporting Modules:

1. In general, applications for exemption from the Business Knowledges Supporting modules will be considered if applicants have prior studies of equivalent modules with standard, depth and scope at higher diploma level or above.
2. For “Basic Accounting”, equivalent modules taken 10 years ago or with results of grade D or below may not be considered.

# **SYLLABUS**

## **Core Modules**

### **Financial Reporting (Pre-requisite: Basic Accounting)**

This course aims to apply specific basic accounting concepts and principles to work environment; consolidate financial statements to comply with the local Accounting Standards; analyse, interpret and report on financial statements; and acquire knowledge of the accounting framework pertinent to HK regulations.

### **Cost and Management Accounting**

This course is designed for students to apply techniques to evaluate management decisions in relation to costing, pricing product range and marketing strategy; radically review the objectives of preparing management information and the need to adapt techniques in a changing commercial environment; identify the information needs of management and contribute to the development of appropriate systems; critically evaluate the strategic performance of a business and recommend appropriate performance measures; identify the significance of the relationship between financial and non-financial indicators of business performance; and identify and apply appropriate budgeting techniques to enable management to control the business.

### **Financial Management (Pre-requisite: Basic Accounting)**

This course aims to consolidate reports for management explanation and evaluating the financial consequences of strategic decisions; examine the strategic implications of short-term and long-term financial planning; identify and evaluate appropriate sources of finance, their risks and costs; assess potential investment decision and strategies through the use of appropriate techniques; recommend suitable risk management techniques and discuss the importance of internal control in the management of risk; and integrate appropriate techniques to optimize the employment of financial resources and critically evaluate the usefulness of these techniques.

### **Business and Company Law**

This course enables students to apply basic knowledge on the legal system of Hong Kong and the legal knowledge which are relevant to the administration of business; apply basic legal concepts to everyday business transactions; relate the legal mechanism and implications of multi-party business transactions; and develop skills in identifying problems and issues in various business transactions and in proposing appropriate solutions, having regard to relevant commercial and other considerations and applicable legal norms.

### **Auditing and Professional Practice (Pre-requisite: Basic Accounting)**

This course aims to apply knowledge of regulatory and ethical considerations governing the conduct of audit engagements; explain objectives, principal characteristics and limitations of audit engagements; identify issues involved in planning, obtaining and evaluating evidence, and the completion stage of an audit engagement; identify and conduct the work required to meet the objectives of audit engagements; and evaluate critically the findings and results of work performed and draft suitable reports.

### **Taxation and Tax Planning (Pre-requisite: Basic Accounting)**

This course aims to critically review on the impact of Hong Kong taxes on transactions of individuals, corporations and partnerships; apply technical knowledge of taxation law to practical situations involving explanation, discussion and advice including the preparation of computations for profits tax and salaries tax purposes; identify opportunities to minimize potential tax liabilities; and apply the skills on tax planning and tax administration.

# **SYLLABUS**

## **Business Knowledge Supporting Modules**

### **Basic Accounting**

This module is an introduction to the conceptual framework of financial accounting. It aims to develop students' abilities to understand accounting information and to use the information in making economic decisions. Topics to be taught include accounting cycles; cash; receivables and temporary investments; inventory systems and valuation; accounting for property; long-term investment and liabilities and accounting for corporations.

### **Statistics**

This module introduces statistical reasoning, emphasizing how statistics can help us understand the world. Topics include numerical and graphical summaries of data, data collection, sampling and presentation, probability, hypothesis testing, confidence intervals, correlation and regression. Students will learn to apply statistical concepts to data and reach conclusions about real-world problems.

### **Economics**

This module presents an introduction to the nature and scope of economics. Concepts and theories in micro- and macro-economics will be taught. Topics include supply and demand; cost and production theories; pricing decision; measurement of national output and income; unemployment and inflation; consumption and investment functions and business cycles and monetary policies

### **Management Information Systems**

This course is an introduction to computers and information systems in the business environment. Students will be familiarized with the basic concepts and terminology relating to computer hardware, software, databases, management information systems, systems analysis and designs, structured design and programming, systems implementation, audit and control.

### **Principles of Marketing**

This course provides a critical awareness of the role of marketing in business. It focuses on the basic steps in the marketing planning process, market segmentation, targeting and positioning, marketing mix and the importance of customers and their behaviour relating to marketing decision.

### **Business Organisation & Organisational Behaviour**

This course is an introduction to management functions. The purpose of this course is to provide the student with an understanding of the history of management, the different "schools of thought", and the behavioral, functional and motivational aspects of management and their application in an organization.