



Caritas Institute of Community Education

Application Form for Advanced Standing

Please read the important notes at the end of this application form before submitting application.

Section A – Personal Particulars

Name: (English) _____ (Chinese) _____

Email Address: _____ Contact Phone No.: _____

Student No.: _____ (if applicable) Year of Study: _____ (if applicable)

Section B – Details of Application for Advanced Standing

Title of New Learning Programme: _____

Title of the Module under Application: _____

Particulars of Prior Learning:

Awarding Institution	Programme	Module(s)	Grade/Scores of the module(s) at School; and Date of Award (dd/mm/yy)	Public/Professional Examination Attended; Grade Obtained; and Date of Award (dd/mm/yy)

Section C – Declaration

1. I understand that my application will be delayed or will not be processed if there is insufficient documentary proof.
2. I authorize the Caritas Institute of Community Education (CICE) to contact my previous institution to carry out checking of the information and documents so provided for this application.
3. I understand that if I have enrolled as a CICE student before the approval of this application, I will have to attend all activities and undertake all assessment tasks of the respective module until official notification of approval is received.

Signature of Student: _____

Date: _____

Section D – To be Completed by CICE

Part I – Receipt of Application

Programme Code: _____

Module Code: _____

The application form has been duly checked and the supporting documents have been verified.

Signature of Centre Administration Unit Staff: _____ Date: _____

Name of Centre Administration Unit Staff: _____

Part II – Recommendation of Programme Leader

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

- (1) A pass in the prior learning has been attained; **and**
- (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**
- (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**
- (4) The subject knowledge taught in the prior learning is considered not to be obsolete.

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This application does not satisfy the criterion No. 1 / No. 2 / No. 3 / No. 4 *(please delete as appropriate)* as stated above but relevant professional qualification has been attained (documentary proof of the professional qualification attached).

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This application does not satisfy the criterion No. 1 / No. 2 / No. 3 / No. 4 *(please delete as appropriate)* 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).

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 of Programme Leader: _____ Date: _____

Name of Programme Leader: _____

Part III – Review of Academic

The recommendation of the Programme Leader in Section D Part II is:

SUPPORTED.

NOT SUPPORTED. Justification(s) is/are:

Signature of Associate Head (Academic): _____ Date: _____

Name of Associate Head (Academic): _____

Part IV – Follow Up Actions

1. A notification letter was issued and sent to the Centre Administration Unit by email on _____ for forwarding to the applicant.
(dd/mm/yy)
2. The Advanced Standing Register has been updated.

Signature of Staff of Student and Academic Services Unit: _____ Date: _____

Name of Staff of Student and Academic Services Unit: _____

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 Principal / Vice-Principal of the school 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 one week after the commencement of the new learning programme.
5. When submitting the application, you are required to pay an application fee which is non-refundable. 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.