



**Professional Diploma of Insurance (PDI)
Student's notes
Updated as at July 2008**

A) Thanks for studying the PDI and please note the below course features for your attention:-

1. PDI a selection of any 8 out of 15 modules to be completed within 5 years. Details of syllabus and relevant information can be available on www.peak.vtc.edu.hk/course/PDI.htm

2. Each module consists of 10 @ 3 hours lecture.

3. Class attendance requirement at least 70% unless special approval by Course Secretary or Organiser with acceptable reasons.

4. Teaching medium is in Cantonese; and assessment is in English by a written assignment (30%) and a written examination (70%). Students may be required by the PDI course organizer to complete some additional English or other courses before they are allowed to continue the PDI study. Student must obtain a minimum of 50% in both assignment and the exam. for a pass.

The **assignment** is around 1,000 words

Examination will be 3 hours

5. For marginal fail with combined marks more than 40%, application with a 10% of the normal enrolment fee is allowed for re-sit in the next round of the same module for a fail in the exam.(student can apply to attend the last class session as revision) and/or re-submission of the failed assignment within the same semester. Such application has to be submitted within one month after notification of results. If student fail again after such application or those who fail with overall marks less than 40%, normal full enrolment fee and full assessment is required except attendance requirement can be waived upon application.

For those students who have failed and then first time retaking the assignment or examination, only a pass mark will be awarded except for special acceptable reasons like medical or trauma beyond student's control, unless they are paying the full fee for the second time of resitting.

6. Students should also be warned about the offence of plagiarism and collusion (those case must be referred to Course Organiser for determination), and should quote relevant sources in the assignment when necessary. For assignment hints, student can also refer to Deakin's site for reference at:

<http://www.deakin.edu.au/current-students/study-support/study-skills/> . Any misconduct or violation of the PEAK/VTC policies will be subjected to appropriate disciplinary actions including termination of the study.

7. Any appeal to the marks or special resit application, etc. should be in writing to Course Organiser within 7 working days after notification or the incident, whose determination will be final.

8. Please note that this course has been included in the list of reimbursable course for Continuing Education Fund (CEF) purposes under the name of “Advanced Certificate in Insurance” with code no. “23F04065-3”. Eligible applicants will be reimbursed 80% of the fees, subject a maximum sum of HK\$10,000. For details please refer <<http://www.sfaa.gov.hk/cef/>>.

9. Students who have completed previous similar level studies may be granted exemptions (specified or unspecified credits) up to 50% of the required modules. Exemption application should be in writing to Course Organiser with the relevant syllabus and original transcripts certified by PEAK. Exemption charges are 10% of normal module fee. Please note that the accreditation arrangements with other professional bodies or academic institutions for PDI studies may not apply to those modules obtained by exemptions.

10. A transcript will be issued after the actively enrolled semester period, showing a list of all result marks, including the previous attempted modules and exemptions. For the final completed transcript, the following award classification will also be shown:

<u>Classification</u>	<u>Requirements</u>
Pass	50-64
Credits	65-74
Distinctions	75-100

11. Students may choose to obtain an interim award of Professional Certificate in Insurance (PCI) by completion of any of the 4 modules with an additional fee of around 25% of module fee (min. HK\$750). The PCI application has to be submitted within 1 year after completion of the first 4 modules.

12. Subject to the final availability and final decisions of PEAK with reservation right of amendments or withdrawl without prior notice, it is expected that some kind of scholarship awards will be available for the best achieving PDI students.

Hope you enjoy the course and for further information and other supports, you can contact me on 28361863 & our Program Secretary, Miss AU (28361205); or via email <peak@vtc.edu.hk>.

Best Regards,
Eddy LAU Cheung Wing
PDI Course Organiser
PEAK, VTC, HK

Rules for using PEAK Library Service (PDI)

1. All registered PEAK PDI students* are entitled to enjoy the PDI library service provided by PEAK, VTC.
2. Borrowing Procedures:
 1. Please send us the name of the book you wish to borrow by E-mail to kikiau@vtc.edu.hk. All books are allocated on a first-come-first-served basis according to the time of receipt of such e-mail.
 2. After receiving our emailed confirmation, please bring along with the confirmation print-out and collect the book at our PEAK reception **within three working days**.
3. Books may be borrowed for a period of **8 days** (starting from the day the book is collected)
4. Each registered borrower may borrow up to two items of books.
5. **A loan may be renewed through the emailed confirmation by PEAK** for a further period of **8** days unless it is required by another borrower. Each borrower can only renew the book **twice**.
6. Borrowers are responsible for returning the books on loan to them by the due date. An overdue fine calculable from the day that immediately follows the date due will be charged at the rate of HK\$10.00 per calendar day.
7. The maximum overdue fine chargeable is HK\$100 per book. Thereafter if a book is still not returned, an additional fine equivalent to the estimated cost of replacement of the book plus processing costs (20% of the cost of book) will be claimed through the PEAK Administration. All fines paid are non-refundable. All fines should be paid at the PEAK Counter when overdue books are returned.
8. Students may not be allowed to sit for the examinations or be graduated until all library fines have been paid as well as all books returned. When any fine on an individual borrower reaches HK\$100, his/her borrowing privileges of all library materials will be suspended until he/she pays the fine.
9. No overdue notices will be made to borrowers and it will not be accepted as an excuse for waiving or reducing fines for overdue books.
10. Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks and shall be required to pay the full cost of replacing such books. In order to stop overdue fines from accruing, these cases should be reported to PEAK administration without delay. The cost of replacement will be the estimated price of the material plus a service charge per item as determined by PEAK.

PEAK Hotline: 2836 1205

* Registered students refer to applicants who have successfully enrolled in the current intake.

Booktext and Reference Book List of PEAK PDI and Deakin GDFS & MBA & CPA MBA

Unit Code	Unit Title	Author	Year	Title	Edition	Publisher	Status	Last Update
781I2	Liability Insurance			C.I.I. Tuition Service, Subject - 755 Liability Insurance - <u>Advanced latest edition</u>			In Stock	17-Oct-07
782I2	Marine & Aviation Insurance			C.I.I. Tuition Service, Subject - 770 Principles of Marine Insurance			In Stock	17-Oct-07
782I2	Marine & Aviation Insurance			C.I.I. Tuition Service, Subject - 775 Marine Underwriting			In Stock	17-Oct-07
782I2	Marine & Aviation Insurance			C.I.I. Tuition Service, Subject 780 - Aviation			In Stock	17-Oct-07
782I2	Marine & Aviation Insurance			R H Brown, Analysis of Marine Insurance Clauses, Books 2, London: Witherby			Book 2 in stock only	17-Oct-07
783I2	Personal Investment & Financial Services			Bodies, Kane & Marcus, Essential of Investment, Irwin McGraw-Hill. <u>Latest edition</u>			In Stock	17-Oct-07
785I2	Business Financial Planning			Business Financial Planning CII G30			In Stock	17-Oct-07
785I2	Business Financial Planning			Advanced Taxation in HK, Dora Lee and Ho Chi Ming, <u>latest edition</u>			In Stock	17-Oct-07
785I2	Business Financial Planning			Business Law, Denis Keenan, Sarah Riches, latest <u>edition</u> . Harlow: Longman			In Stock	17-Oct-07
791I2	Insurance Principle & Practice			Diacon, S.R. and R.L. Carter, Success in Insurance, latest <u>edition</u> .			In Stock	17-Oct-07
791I2	Insurance Principle & Practice			C.I.I. Tuition Service, Subject P05 - Insurance Law				9-Nov-07
792I2	Insurance Underwriting & Claims			CII Tuition Service, Subject 760 - Personal Insurance			In Stock	17-Oct-07
794I3	Property Insurance			ANZIIF FSI405 - Claims Handling			In Stock	17-Oct-07
794I3	Property Insurance			ANZIIF FSI503 - Personal Lines Claims Management			In Stock	17-Oct-07
794I3	Property Insurance			ANZIIF FSI504 - Personal Lines Underwriting <u>Management</u>			In Stock	17-Oct-07
794I3	Property Insurance			ANZIIF FSI505 - Commercial Lines Claims Management			In Stock	17-Oct-07
794I3	Property Insurance			ANZIIF FSI506 - Commercial Lines Underwriting <u>Management</u>			In Stock	17-Oct-07
795I2	Motor Insurance			CII Tuition Service, Subject 765 - Motor Insurance			In Stock	17-Oct-07
796I2	Life & Health Insurance			CII Tuition Service, Subject 735 - Life Assurance, latest <u>edition</u>			In Stock	17-Oct-07
799I2	Legal Framework for Insurance Contract			A Carver, HK Business Law, latest edition, Longman			In Stock	17-Oct-07
799I2	Legal Framework for Insurance Contract			A. Chen, Introduction to Legal System of People's Republic of China.			In Stock	17-Oct-07
AIP774	Public Management	Owen E. Hughes	2005	Public Management and Administration, an Introduction	2005 3rd		In Stock	12-Sep-07
MAA710	Business Advisory Services	Cockman & Barcus	2003	Consulting for Real People	2003 <u>edn</u>	McGraw Hill	In Stock	12-Sep-07
MAA757	Small Business Management	Holmes, S., Hutchinson, P., Forsaith, D., Gibson, and McMahon, R.	2003	Small Enterprise Finance		John Wiley	In Stock	12-Sep-07
MAA757	Small Business Management	Schaper, M. and Volery, T	2007	Entrepreneurship and Small Business, Second Edition <u>Pacific Rim Perspective</u>		John Wiley and Sons	In Stock	12-Sep-07
MAF707	Portfolio Investments and Financial Planning	Brailsford, Heaney and Bilson	2006	Investments: Concepts and Applications	3rd	Thomas Nelson	In Stock	12-Sep-07
MAF707	Portfolio Investments and Financial Planning	Beal, McKeown	2006	Personal Finance			In Stock	12-Sep-07
MAF707	Portfolio Investment and Financial Planning	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MAF709	Financial Planning Development	CCH	2006/07	Master Financial Planning Guide	9th	CCH	In Stock	12-Sep-07
MAS701	Principles of Risk and Insurance	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MAS703	Reinsurance	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MAS704	Property Insurance	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MLC703	Principles of Income Tax Law	Woellner, Barkcozy, Murphy and Evans	2007	Australian Taxation Law CCh Book Code 34100A	17th	CCH Australia	In Stock	12-Sep-07

MLC703	Principles of Income Tax Law	Obst W, Hanegbi R & Smith	2006	Successful Tax Study 2006	2006	Thomson Legal	In Stock	12-Sep-07
MLC703	Principles of Income Tax Law	Thomson Legal Tax Pack .. containing..	2007	Fundamental Tax Legislation 2007		Thomson	In Stock	12-Sep-07
MLM790	Trade Practices Law	Clarke P H & Corones S	2005	Competition Law and Policy	2nd	OUP	In Stock	12-Sep-07
MMH706	Advanced Human Resource Management	Boxall, P. F. and Purcell, J.	2003	Strategy and Human Resource Management		Macmillan Business	In Stock	12-Sep-07
MMH706	Advanced Human Resource Management	Karen Legge	2005	Human resource management : rhetorics and realities		Palgrave Macmillan	In Stock	12-Sep-07
MMH707	Managing Transitions and Change	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MMH707	Managing Transitions and Change	Douglas Stace and Dexter Dunphy		Beyond the Boundaries - Leading and Re-Creating the Successful Enterprise	2nd		In Stock	12-Sep-07
MMH707	Managing Transitions and Change	Graetz, F., Rimmer, M., Lawrence, A., & Smith, A.		Managing Organisational Change	2nd Australia		In Stock	12-Sep-07
MMK733	Strategic Marketing	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MMK733	Strategic Marketing	David A. Aaker		Strategic Market Management	7th Edn	John Wiley & Sons Inc	In Stock	12-Sep-07
MMK751	Services Marketing	KD Hoffman & JEG Bateson	2006	Services Marketing : Concepts, Strategies and Cases	3rd	Thomson, South Western	In Stock	12-Sep-07
MMM792	Operations Management	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MMM792	Operations Management	Roger G Schroeder		Operations Management: Contemporary Concept and Cases	3rd		In Stock	12-Sep-07
MPA751	Financial Reporting and Anaylsis	Bazley, M, and Hancock,	2006	Contemporary Accounting	6th	Thomson, Southbank	In Stock	12-Sep-07
MPA751	Financial Reporting and Analysis	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPC741	IT Strategy and Management	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPE707	International Banking and Finance	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPE707	International Banking and Finance	Moosa, I.		International Finance: An Analytical Approach			In Stock	12-Sep-07
MPE781	Economics for Managers	D. McTaggart, C.Findlay and M. Parkin	2006	Economics	Updated 4th edn	Pearson-Addison Wesley	In Stock	12-Sep-07
MPE781	Economics for Managers	Hatch J, Snelling J and Cowie J	2005	Reading Between the Lines,		Pearson Education	In Stock	12-Sep-07
MPE781	Economic for Managers	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPF753	Finance	Ross, Westerfield & Jordan	2006	Fundamentals of Corporate Finance - Alternate Edition & Excel Applications for Corporate Finance	7th		In Stock	12-Sep-07
MPF753	Finance	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPK701	Research Design and Analysis	Malhotra, N., Hall, J., Shaw, M., Oppenheim P.		Marketing Research: An Applied Orientation	3rd		In Stock	12-Sep-07
MPK712	Advertising and Consumer Behaviour	John R Rossiter and Steven Bellman	2005	Marketing Communications: Theory and Applications	First	Pearson Education	In Stock	12-Sep-07
MPK732	Marketing Management	Kotler, P., Keller, K.L.	2006	Marketing Management	12edn	Pearson Education Pty Ltd	In Stock	12-Sep-07
MPK732	Marketing Management	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPM706	Strategic Management	Hill, et al		Strategic Management: An Integrated Approach	2nd Australia	Wiley	In Stock	12-Sep-07
MPM706	Strategic Management	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPM721	Organisational Behaviour	Ivancevich, Konopaske, Matteson	2005	Organizational Behavior and Management	7th		In Stock	12-Sep-07
MPM721	Organisational Behaviour	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07
MPM722	Human Resource Management	De Cieri, H. and Kramer R.,	2005	Human Resource Management in Australia - Strategy, People, Performance	2nd	McGraw Hill	In Stock	12-Sep-07
MPM722	Human Resource Management	Dowling Peter J and Denice E Welch	2005	International Human Resource Management: Managing People in a Multinational context?	4th	Thomson/South-Western	In Stock	12-Sep-07
MPM735	International Business Management	Mahoney, Trigg, Griffin, Pustay	2001	International Business - A Managerial Perspective	2nd Edn		In Stock	12-Sep-07
MPM735	International Business Management	Deakin University	2007 Sem 1	CD-ROM	2007S1	Deakin University	In Stock	12-Sep-07

MSC756	Project Management	Kerzner, Harold	2006	Project Management	9th	Wiley	In Stock	12-Sep-07
		Lynda, Robert, F. Warren		Corporate Information Strategy and Management	6th		In Stock	12-Sep-07
		Roger G Schroeder		Operation Management, Contemporary concepts and Cases	3rd		In Stock	12-Sep-07
		Tim, Richard & Chris		Investment	2nd		In Stock	12-Sep-07
		Carangh		International Economic	11e		In Stock	12-Sep-07
		Von		Management Innovation, Design, Creativity			In Stock	12-Sep-07
		Michael & Angela	2005	Strategic Human Resource Management			In Stock	12-Sep-07