

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
CHARTERED GOVERNANCE QUALIFYING PROGRAMME (CGQP) EXEMPTION POLICY
(effective 1 July 2021)

Exemption appeal application

1. All exemption applications, together with supporting documents and fees, must be submitted online. For details, please click [HERE](#).
2. The Institute may require applicants to provide supplementary information if necessary. If the supplementary information is not provided by the deadline, the exemption application will be deemed to be rejected and a new application will have to be submitted.
3. All approved exemption statuses will be forfeited if applicants fail to settle their exemption fees within the stipulated deadline from the issuance date of the relevant exemption confirmation notification.
4. All fees paid for the exemption applications are non-refundable or non-transferable.
5. All exemptions granted by the Institute are a concession, not an automatic right, and the Institute reserves the right to withdraw or amend any aspect of the exemption policy at any time, and without prior notice.
6. All exemption applications are subject to the final decision of the Institute.

Current exemption policy (effective up to 30 June 2020)	New exemption policy (effective from 1 July 2021)
<ul style="list-style-type: none"> • Students who apply for an exemption but are not satisfied with the result may appeal. Students should apply online with further and better supporting documents (e.g. course outline or syllabus) to justify their claims. 	<ul style="list-style-type: none"> • Applicants who are not satisfied with the result of their exemption assessment may apply for an appeal within <u>one month</u> from the date of notification being issued.
<ul style="list-style-type: none"> • An applicant who is not satisfied with the decision may appeal against the decision within two months from the date of the notification being issued, The Education Committee shall be responsible for considering and deciding on the exemption appeal and its decision shall be final. 	
<ul style="list-style-type: none"> • Students must provide originals and/or certified true copies of transcripts, certificates, and diplomas supporting their exemption applications. 	<ul style="list-style-type: none"> • Applicants are required to submit the following documents which are required to be certified as true copies to justify their claims: <ul style="list-style-type: none"> ➢ Course outline of academic/professional qualification(s); and ➢ Syllabus of academic/professional qualification(s); and ➢ Syllabus matching table for the relevant module(s).