

## PART V: FREQUENTLY ASKED QUESTIONS

1. Should an LLB graduate of one of the universities in HK who completed some of the core courses in an overseas university as an exchange student apply for exemption?

*Provided the qualification of the LLB graduate is awarded by the HK institution and contains the core subjects this will comply with the new eligibility requirements. Should there be any doubts he is advised to check directly with his awarding institution in Hong Kong.*

2. Will the Exam Board require original transcripts sent directly from the awarding institutions or will a copy be acceptable?

*No original copies of qualifications should be sent to the Conversion Examination Board. Only copies of the originals will be required. All documents submitted will be retained by the Board therefore an applicant must not send originals of transcripts or awards.*

3. When a student passes the exam, what will be done? Will certificates be issued? Will Universities require transcripts to be sent directly from the Exam Board?

*The Conversion Examination Board will notify candidates directly. Results Notices will be issued and candidates can submit these to PCLL providers when applying for a place on the PCLL. Candidates must ensure that they submit up-to-date contact details to ensure timely notification of results. Candidates taking the June examination could also consider authorizing the Conversion Examination Board to send their results directly to the universities by indicating this on their examination application forms.*

4. Will the Results Notices show any failed subjects?

*Yes. However, there will not be any grade classifications. Only Pass or Fail for all subjects taken will be shown on the Results Notices.*

5. Does a student holding Evidence and/or Business Associations need to apply for exemptions?

*A student who, on or before 1 September 2006, has successfully completed Business Associations and/or Evidence on HKU SPACE courses which were recognized for entry to the PCLL will be exempted from Conversion Examinations in these subjects. HOWEVER he is still required to apply for formal exemptions through the Conversion Examination Board.*

6. Will anyone offer preparatory courses before the exams?

*Yes, for example, HKU SPACE has been offering preparatory courses since 2007.*

7. Will exam fees be refunded if a student is sick or has special reason not to attend the exam? If a student is present at the exam, will the Exam Board take special considerations into account with regard to his performance?

*No refund will be given where a candidate fails to attend an examination as scheduled. No special consideration will be given by the Board with regard to factors affecting performance in an exam.*

8. Can a student appeal his results? If so, will it be charged?

*Applicants who wish to get a soft copy of the examination script, should write us a letter indicating which subject and which examination they would like to obtain and also submit an administration fee of HK\$300 per script payable by cheque made out to "PCLL Conversion Examination and Administration Limited". Marks will be shown on the scripts. Applicants who wish to appeal their examination results should submit to us an Appeal Form (Form C), which is available on our website, together with the appropriate application fee, within 2 weeks after the release of examination results.*

9. Who will be the main contact for enquiries regarding the exams?

*All enquiries concerning the Conversion Examinations should be directed to The Secretary, Conversion Examination Board, c/- PCLL Conversion Examination and Administration Limited, 34/F United Centre, 95 Queensway, Telephone number 3761 1123, Email address [enquiry@pcea.com.hk](mailto:enquiry@pcea.com.hk).*

10. Does a student need to pass all examinations at one sitting?

*No. A candidate can take any number of examinations at any one session. A candidate can also take any number of attempts at any examination.*

11. Can I take the conversion examinations before I graduate?

*Yes, you can take the conversion examinations anytime before your admission to PCLL.*

12. Do the results of conversion examinations have any time limit?

*No. The conversion examination results do not have any time limit. However, all universities operate on a merit based policy, qualifications obtained over 10 years will not normally be viewed favourably by universities for PCLL admission.*

13. Can a student who has successfully completed HKU SPACE courses in Business Associations and / or Evidence which were recognized for the purposes of admission to the PCLL be exempted from these two Core Subjects?

*Applicants who, on or before 1 September 2006, have successfully completed HKU SPACE courses in Business Associations and / or Evidence which were recognized for the purposes of admission to the PCLL up to and including September 2006 will be exempted from the above requirements in respect of these two Core Subjects. However, applicants are still required to apply for formal exemption(s) by the Conversion Examination Board by submitting a completed Form A.*

14. Can local law students take the Conversion Examination to replace their study in their own university?

*Local law students will not be allowed to take the Conversion Examination to replace their study in their own university. In the event of any local law student who, by reason of his/her participation in any exchange or double degree programme organized by his/her university in Hong Kong, would not be able to take any of the compulsory subjects in his/her university in Hong Kong, he/she may apply for exemption of the subject that he/she is unable to take in the university in Hong Kong provided that the following conditions are satisfied:*

- (1) He/She takes the relevant subject and passes the assessment(s) in the university he/she attends during the exchange/double degree programme, and*
- (2) He/She has sought and obtained the exemption for the relevant subject **prior** to his/her embarking on his/her study for the subject in the foreign university.*

*Should the student fail to obtain an exemption in the relevant subject prior to his/her embarking on his/her exchange study, exemption will **NOT** be given and therefore he/she will be required to study and pass assessment(s) in the relevant subject at one of the 3 recognized law schools in Hong Kong. Prior exemption applications should be made to the university he/she attends of which authority has been delegated by the Conversion Examination Board. For student whose application could not be approved by the law schools, he/she should apply directly to the Conversion Examination Board.*

*Students who have already finished their overseas exchanged studies before September 2015 should apply for exemption directly to the Conversion Examination Board as per existing practice.*

*The Conversion Examination Board reserves discretion to depart from these principles in exceptional cases.*