



*College of
Humanities and Law*

Professional Diploma in Housing Management* Certificate in Property Management

2025/2026

- * Specified Academic Qualification for PMP (Tier 1) Licence by the PMSA
- * Accredited Course by CIHAPB as Chartered Member
- * Accredited Course by HKIH as Full Member
- * CEF Reimbursable Course (selected modules only)



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Continuing Education Fund Reimbursable Course (selected modules only)

Some modules of this course have been included in the list of reimbursable courses under the Continuing Education Fund.

Property Law and Practices in Property Management COURSE CODE: 33Z15016A

Land and Property Law COURSE CODE: 33Z150178

Property Law and Ordinance COURSE CODE: 33Z150186

General Principles of Law COURSE CODE: 33Z157350

Professional Diploma in Housing Management

This course is recognised under the Qualifications Framework (QF Level [5])

PROFESSIONAL DIPLOMA IN HOUSING MANAGEMENT CERTIFICATE IN PROPERTY MANAGEMENT

Introduction

Since 1968, we have been Hong Kong's leading provider of professional training in housing management. To date, about 7120 students have successfully completed the three-year Professional Diploma in Housing Management programme (formerly known as Diploma in Housing Management), which receives full recognition from the Hong Kong Institute of Housing and the Chartered Institute of Housing in the U.K. Starting from September 2012, the Professional Diploma programme has been recalibrated to QF Level 5.

In order to cater for the changing needs of society, we have been revising our curriculum and at the same time adopting a block building approach in providing housing management programmes. This is evidenced by the introduction, in September 2004, of the Certificate in Property Management. The programme by itself is a self-contained programme, but it also serves as an access to the Professional Diploma in Housing Management.

Holders of the Certificate in Property Management (formerly known as Advanced Certificate in Property Management), who have achieved good academic results, may be allowed direct entry to the Year 1 of the Professional Diploma in Housing Management programme.

To make housing education more accessible, no Entrance Test is set for the graduates of the Certificate in Property Management. We hope that this programme will provide more education opportunities to young practitioners in the housing field.

As the number of places in each programme is limited, selection is based on individual's academic merit.

For further information, please contact:

Enid Ng (Ms)
Programme Director
HKU SPACE
11/F., Fortress Tower
250 King's Road, North Point
Hong Kong

Tel.: 2508 8819 / 3762 0072 / 2508 8820 / 2508 8805

PROFESSIONAL DIPLOMA IN HOUSING MANAGEMENT

Aims of the Programme

The programme aims to provide a professional qualification in housing management for people already working in the field. It provides a firm grounding in the theory and practice of housing management.

The standard and content of the programme and its examination are designed to be the equivalent of the professional qualifications of the Chartered Institute of Housing, the Hong Kong Institute of Housing and the Property Management Practitioner (PMP) Licence (Tier 1) under Property Management Services Authority (PMSA). The curriculum reflects local needs.

Programme Structure

Year I⁺

Term 1	Term 2
Communication Studies (27 hours) 9 credits ; QF Level 4	Communication Block Course (35 hours) 6 credits ; QF Level 5
Property Law and Practices in Property Management (36 hours) 12 credits ; QF Level 4	Business Management in Housing Organisations (27 hours) 9 credits ; QF Level 4
Financial Practices in Property Management (27 hours) 9 credits ; QF Level 4	Foundations in Building Maintenance (27 hours) 9 credits ; QF Level 4
Human Factors in Property Management Practices (27 hours) 9 credits ; QF Level 4	Business Writing in Chinese 中文商務寫作 (27 hours) 9 credits ; QF Level 4

Year II⁺

Term 1	Term 2
Management Issues in Property Management (36 hours) 12 credits ; QF Level 5	Housing Studies: Concepts, Framework and Policy (36 hours) 12 credits ; QF Level 5
Building Maintenance Management (36 hours) 12 credits ; QF Level 5	Building Technology (36 hours) 12 credits ; QF Level 5
General Principles of Law (36 hours) 12 credits ; QF Level 5	Land and Property Law (36 hours) 12 credits ; QF Level 5
Introduction to Facilities Management (36 hours) 12 credits ; QF Level 5	Human Resources Management (36 hours) 12 credits ; QF Level 5

⁺ Course delivery schedule should be referred to the final timetable. Online lectures will be conducted for selected modules each for Year 1, Year 2 and Year 3 respectively.

Year III⁺

Term 1	Term 2
Research Project (21 hours lecture + 9 hours tutorial) 18 credits ; QF Level 5	Property Law and Ordinance (36 hours) 12 credits ; QF Level 5
Customer Services and Relations (36 hours) 12 credits ; QF Level 5	Property Management Issues and Practices (36 hours) 12 credits ; QF Level 5
Housing Finance and Accounting Management (36 hours) 12 credits ; QF Level 5	Building Inspection and Contract Management (36 hours) 12 credits ; QF Level 5
Optional Subjects: (choose two: each subjects contains 12 credits ; QF Level 5)	
a) Shopping Centre Management (36 hours)	
b) Property Valuation (36 hours)	
c) Smart Technology in Property Management (36 hours)	

Professional Diploma in Housing Management is a three-year part-time programme. For candidates directly entered into Year II, they would grant one year exemption (Year I of the whole programme except the Communication Block Course). Students are required to attend about four lecture sessions a week. Lectures are mostly held in the evenings from 6:30 p.m. to 9:30 p.m. or during weekends from 2:00 p.m. to 5:00 p.m., with some might be held during office hours. Employer sponsorship/support is therefore essential.

Awards and Professional Membership

A Professional Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on satisfactory completion of the course requirements. Since this course is recognized by the U.K. Chartered Institute of Housing and The Hong Kong Institute of Housing, graduates are eligible to apply for Corporate / Full membership of both Institutes. Graduates are also eligible to apply for admission to the Master of Urban Studies and Housing Management programme (formerly known as Master of Housing Management programme) offered by the University of Hong Kong and other higher degree courses offered by the tertiary education institutions in the U.K.

In addition, students can apply and exit with a Diploma in Property Management upon completion of Year 1 with 72 credits. If these students wish to complete the Professional Diploma subsequently, they must return to study within 5 years counting from the years of exit.

There is no direct entry to the Diploma in Property Management programme.

⁺ Course delivery schedule should be referred to the final timetable. Online lectures will be conducted for selected modules each for Year 1, Year 2 and Year 3 respectively.

Entry Requirements

1. For entry to Year 1, applicants shall:
 - i) have satisfied the minimum University entrance requirement*; or
 - ii) hold a post-secondary diploma awarded by a post secondary institution; or
 - iii) hold a Certificate in Property Management (previously known as Advanced Certificate in Property Management) with grade C in 3 or more modules, awarded within the HKU system through HKU SPACE;
2. ^For direct entry to Year 2, applicants shall:
 - (i) hold a recognized degree; or
 - (ii) hold an Advanced Diploma in Facility and Property Management awarded within HKU system through HKU SPACE or equivalent; or
 - (iii) hold the Property Management Practitioner (PMP) Licence, (Tier 2) under Property Management Services Authority (PMSA).

Applicants hold a HPSHCC Higher Diploma in Surveying and Property Management (previously known as HPSHCC Higher Diploma in Real Estate Management) will be considered for direct entry to Year II.

Applicants with other qualification(s) or 5 years of relevant working experience, including 2 years at the managerial level in the industry will be considered on individual merit.

Individual applicants may be required to take an English written test / or attend an interview as appropriate.
3. The Chartered Institute of Housing Asian Pacific Branch and The Hong Kong Institute of Housing require all students enrolled in the course to be student members of either Institute during the duration of the course.
4. No student admitted to the course shall at the same time be registered for other courses of study without the specific authorization of the Director.

* *The minimum requirements for entrance to the University of Hong Kong vary from time to time. See General Regulations G3 (except where it refers to mature age applicants) in the most recent **University of Hong Kong Calendar**.*

^ Subject to the final decision of the Admission Committee.

Application Procedure

Application Code: 2345-HB001A

Applicants must apply for admission by the date prescribed. Applicants with the necessary qualifications will be required to take an English written Test / or attend an interview, with selection based on academic merit. **The English written test / or interview will be scheduled between June and August 2025.**

Completed application form, **SF26** (for applicants who apply Year I and direct entry to Year II), should be accompanied by:

1. copy of Hong Kong identity card; and
2. copies of relevant certificates or diplomas;
3. copy of PMP (Tier 2) Licence issued by PMSA;
4. letter(s) of recommendation from employers or academic personnel;
5. supplementary form D1 and D2 on page 16 – 17;
6. one non-refundable crossed cheque of HK\$200 payable to "HKU SPACE" as the application fee.

Applicants may choose to apply the programme through the School's online application system. Applicants are reminded to upload the required documents listed above if applying through the online application system.

The required forms, documents and application fee should reach the Programme Director, Professional Diploma in Housing Management, HKU SPACE, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. For more and latest programme information, please visit our website: hkuspace.hku.hk/cht/prog/prof-dip-in-housing-management

Tuition Fee in 2025/2026:

Year I: HK\$29,850

Year II: HK\$42,960

Year III: HK\$42,960

Block Course: HK\$5,370

(For candidates directly entered into Year II, they are required to pay the Block Course fee.)

Application fee: HK\$200 (non-refundable)

Methods of Assessment

1. Candidates will be examined on each of the subject.
2. Communication Block Course - candidates are normally required to attend this 35-hour course in May - August after the Year I/Year II Examination. For those direct entry to Year II, candidates are required to attend the course after their Year II's examination. They are required to attend 90% of the course, participate actively in the sessions and satisfy the instructors and facilitators by achieving a reasonable standard in course assignments.
3. Project - candidates are required to attend a 21-hour lectures between May and June after the Year II examination. They are required to attend all the tutorials, an oral presentation and submit a group project of 10,000 words on an approved housing topic.
4. Course Assessment - candidates will be partially assessed by course assignments and tutorial performance in some papers.
5. Unless there are unforeseeable circumstances, all the examination arrangement will be carried out through in-person examinations.

Practical Experience Requirement (P.E.R.)

Candidates could get their P.E.R. booklet once they join as student member in either Chartered Institute of Housing, Asian Pacific Branch, and/or, The Hong Kong Institute of Housing. They are encouraged to complete their P.E.R. booklet during their course of study.

Graduates must complete the P.E.R. booklets for membership of the Chartered Institute of Housing, Asian Pacific Branch, and/or, The Hong Kong Institute of Housing.

Leave of Absence and Deferred Enrolment

Candidates who wish to take leave of absence and deferred enrolment should notify the School. Students have to apply in writing to the Programme Leader for approval. Permission for leave of absence and deferred enrolment, based on medical grounds or other reasons, will normally be granted for one year only and there is no "partial" deferral for an academic year. Admission to re-join the course will depend on the number of vacancies available.

Syllabus

Year I

Communication Studies (9 credits; QF Level 4)

This module aims to enrich students' English in general and improve their written proficiency in communicating with people inside and outside their organisations. (27 hours)

Property Law and Practices in Property Management (12 credits; QF Level 4)

This module aims to train students a practical sense of major points of related legislations which have implications on the execution of day-to-day property management activities. (36 hours)

Financial Practices in Property Management (9 credits; QF Level 4)

This module is designed as an introduction to the study of financial resource management in property management industry. It intends to help students understand the basic concepts, strategies and practices in financial resource management in the industry. (27 hours)

Human Factors in Property Management Practices (9 credits; QF Level 4)

This module aims to equip students with the knowledge on the importance of human factors in the industry. It provides students with the opportunity to apply the knowledge on management strategies focusing on human factors. Theories should be illustrated by practical examples and the application of theory to management of human factors in housing organisations will also be emphasised. (27 hours)

Communication Block Course (6 credits; QF Level 5)

This module aims to improve students' interpersonal communication skills. (35 hours)

Business Management in Housing Organisations (9 credits; QF Level 4)

The aims of this module are to provide students with the opportunity to apply management knowledge and techniques in housing management. Theories would be illustrated by practical examples and their applications to housing organisations would be emphasised. (27 hours)

Foundations in Building Maintenance (9 credits; QF Level 4)

This module aims to familiarise students with the practical knowledge and skills on day-to-day building maintenance activities. (27 hours)

Business Writing in Chinese 中文商務寫作

(9 credits; QF Level 4)

此單元目標旨在介紹寫作常識及教授各公務及應用寫作之分類及格式。(27 hours)

Year II

Management Issues in Property Management

(12 credits; QF Level 5)

This module reviews problems and issues encountered in the practice of property management. It encourages students to make maximum use of their own experiences to critically evaluate property management. (36 hours)

Building Maintenance Management

(12 credits; QF Level 5)

This module is about building services and utilities of high rise buildings. Students will have an appreciation of the function, operation, structure and relevant regulations of various building services and utilities in Hong Kong. The first part of the syllabus covers the technical part of building services. The second part discusses the housing manager's role in repairs, maintenance and rehabilitation and introduces students to relevant concepts, techniques and modules. (36 hours)

General Principles of Law

(12 credits; QF Level 5)

This module is to provide a foundation in legal studies. It intends to help students acquire basic legal knowledge and a solid foundation for study of other law related modules. (36 hours)

Introduction to Facilities Management

(12 credits; QF Level 5)

This module aims to equip students with the knowledge in facilities management. Major focus will be placed on applying the knowledge to current practices in housing management. (36 hours)

Housing Studies: Concepts, Framework and Policy

(12 credits; QF Level 5)

This module is intended as a foundation module that introduces basic issues relating to housing. The contents include basic concepts, administrative framework, housing markets and housing policy. (36 hours)

Building Technology

(12 credits; QF Level 5)

This module equips students with the basic concepts in building technology and maintenance. It provides them with technical knowledge required for managing buildings. (36 hours)

Land and Property Law

(12 credits; QF Level 5)

This module introduces the concepts and general principles of land law. (36 hours)

Human Resources Management

(12 credits; QF Level 5)

This module provide students' an insight into the development of human resource function, the role it plays within a housing organisation, and the practices to contribute to the management of the human resource. (36 hours)

Year III

Research Project

(18 credits; QF Level 5)

The main aim of this module is to provide practical relevance to the students' course of study by relating the theoretical aspect of the programme to practical problems and issues in the housing field. Students will be expected to select a topic in the housing field. Students' should support their analysis of the topic or problem by sound arguments. The project should be a combination of library and field-based work. (21 hours lecture + 9 hours tutorial)

Customer Services and Relations

(12 credits; QF Level 5)

This module enables students to understand key components of customer services management. It teaches students to apply communication and negotiation techniques to enhance customer services. In addition, it trains students to utilize relationship marketing theories and concepts in housing services provision. (36 hours)

Housing Finance and Accounting Management

(12 credits; QF Level 5)

This module enables students to acquire a sound, functional grasp of the concepts and terminology of housing finance, accounting as well as a broad familiarity with the key issues and problems which are currently relevant to housing finance and accounting in property management industry. (36 hours)

Property Law and Ordinance

(12 credits; QF Level 5)

This module aims to provide students with a comprehensive overview of the law and ordinance of landlord and tenant and their applications. (36 hours)

Property Management Issues and Practices

(12 credits; QF Level 5)

This module discusses the concepts and issues that are related to the practices of various types of property management including residential, commercial buildings and leisure facilities. (36 hours)

Building Inspection and Contract Management

(12 credits; QF Level 5)

This module aims to train housing managers to perform effectively their roles in building maintenance. This module reviews the common building defects and regulations for building inspection. It helps students to be familiar with the Mandatory Building Inspection Scheme and related procedures. It also helps students master the knowledge and techniques in contract management. (36 hours)

Optional Subjects (choose two):

(12 credits; QF Level 5)

- Shopping Centre Management (36 hours)
- Property Valuation (36 hours)
- Smart Technology in Property Management (36 hours)

Enquiries

For further information, please contact our office at 2508 8819 / 3762 0072 / 2508 8820 / 2508 8805. Written enquiries may be addressed to the Programme Director, Professional Diploma in Housing Management, HKU SPACE, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong.

Certificate in Property Management

(formerly known as Advanced Certificate in Property Management)

CERTIFICATE IN PROPERTY MANAGEMENT

(formerly known as Advanced Certificate in Property Management)

Aims of the Programme

This programme aims to provide learners with a wide range of conceptual and practical knowledge and skills necessary in today's property management environments to meet their individual needs for career development as well as pursuit of higher-level professional housing education.

By the end of the programme, students will be able to

- play their appropriate job roles as frontline property management practitioners;
- employ lawful and proper standard of work behaviours in performing their day-to-day property management duties at the supervisory level;
- communicate effectively with clients;
- assist in successfully balancing residents / owners' demand with the requirements of sound property management practices; and
- reach an adequate understanding of the subject upon which their future study in the Professional Diploma in Housing Management programme should be based.

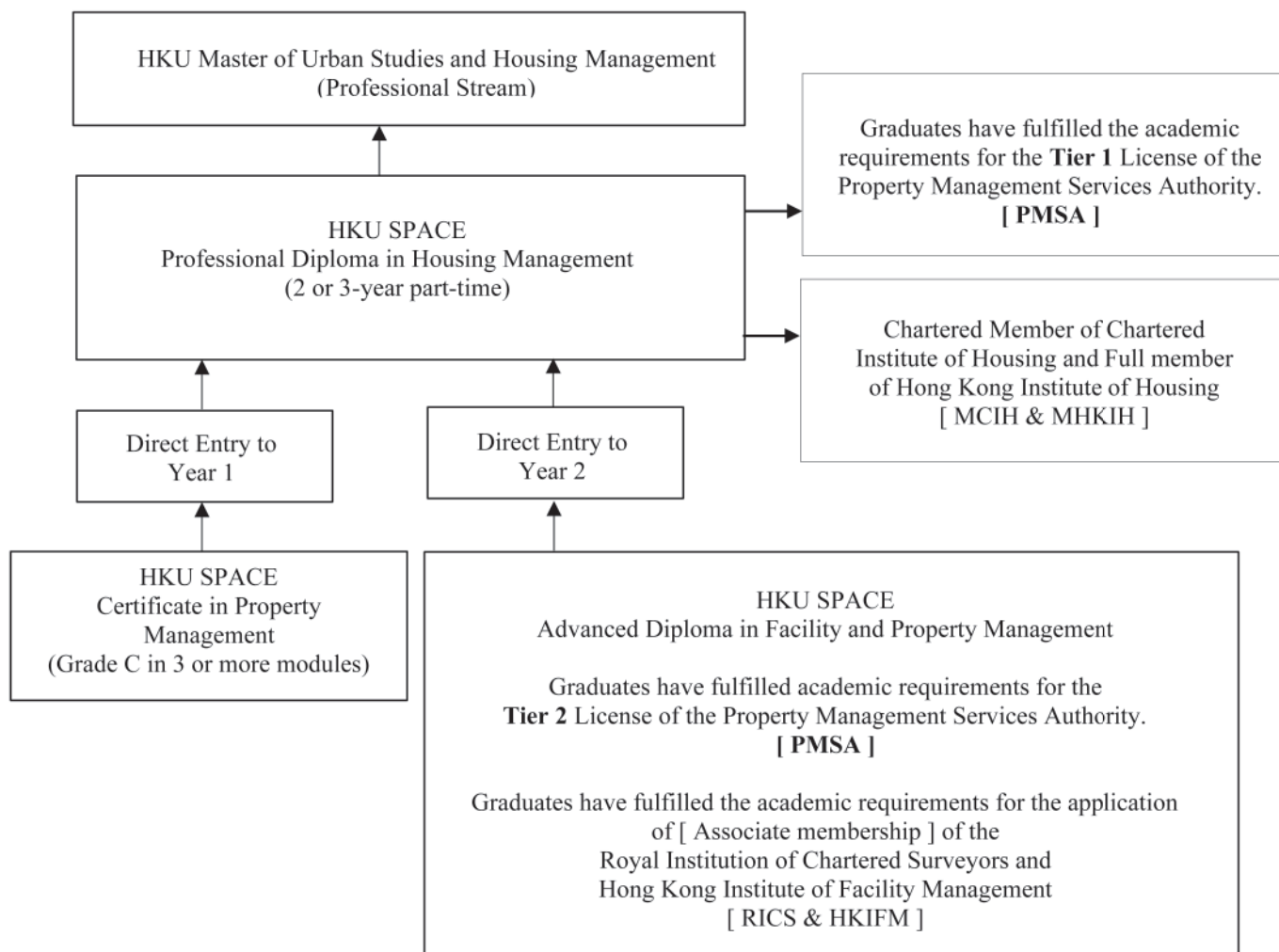
Awards and Articulation

Certificate in Property Management

Certificate in Property Management is awarded to candidates who complete all 6 modules and satisfy the examiners in accordance with the Rules and Regulations of the programme.

Graduates of the Certificate in Property Management, who have achieved good academic results with credit (grade C) or above in 3 or more modules, may be allowed direct entry to the Year I of the Professional Diploma in Housing Management programme, subject to the availability of the programme and places.

Progression Path of Housing Management Studies



Continuing Education Fund Reimbursable Course (selected modules only)

Some modules of this course have been included in the list of reimbursable courses under the Continuing Education Fund.
 Housing Organizations and Theories COURSE CODE: 33Z156729
 Property Laws in Practice COURSE CODE: 33Z156737

Certificate in Property Management

This course is recognised under the Qualifications Framework (QF Level [3])

Programme Structure

Certificate in Property Management is a one-year part-time programme. Students attend about three lecture sessions a week. Lectures are mostly held in the evenings and occasionally during weekends.

The programme consists of six modules:

Module 1	Property Management Practices
Module 2	Foundations in Building Maintenance
Module 3	Customer Services and Practical Communication
Module 4	Housing Organizations and Theories
Module 5	Management Skills and Knowledge
Module 6	Property Laws in Practice

Entry Requirements

- a) have gained in the HKDSE Examination Level 2 or above in 5 subjects, including Chinese Language and English Language; or
- b) have gained in the HKALE Grade E in one AL subject or two AS subjects; AND have gained in the HKCEE Grade E in 3 subjects PLUS Level 2 / Grade E or above in Chinese Language and English Language; or
- c) have gained in the HKCEE Grade E in 3 subjects PLUS Level 2 / Grade E or above in Chinese Language and English Language AND have 2 years of relevant work experience; or
- d) hold the practitioner membership of the Hong Kong Institute of Housing; or
- e) hold membership of a housing related professional body recognized by HKU SPACE; or
- f) have possessed a Certificate / Diploma in relevant subjects awarded by a recognized post secondary educational institution, plus 1 year of work experience in the relevant field; or
- g) have completed a Specification of Competency Standards Based (SCS-based) programme at QF Level 3 in Property Management; or
- h) have possessed two Statements of Attainment in Property Management at QF Level 3 through Recognition of Prior Learning (RPL); or
- i) have 5 years of relevant work experience in the housing field.

Applicants with other equivalent qualifications will be considered on individual merit.

Methods of Assessment

Each module will be assessed by two components: written examination and course assignment / project.

Tuition Fee in 2025/2026:

HK\$29,520 (HK\$4,920 per module)

Application Fee: HK\$150 (non-refundable)

Application Procedure

Application Code: 2340-HB029A

Completed application form, **SF26**, together with copies of relevant supporting documents, supplementary form C1 on page 18 and one non-refundable crossed cheque of HK\$150 payable to HKU SPACE as the application fee should be returned to:

Course Director
Certificate in Property Management
HKU SPACE
11/F., Fortress Tower
250 King's Road, North Point
Hong Kong

Applicants may choose to apply the programme through the School's online application system. Applicants are reminded to upload the required documents listed above if applying through the online application system. For more and latest programme information, please visit our website: hkuspace.hku.hk/cht/prog/cert-in-property-management

Syllabus

Property Management Practices

(9 credits; QF Level 3)

This module offers students an understanding of the role of middle rank management employees in today's changing and demanding property management environment. It covers topics of obligations of property management in public and private sectors, housing market and its impact on Hong Kong Housing Strategies, good property management strategies for a wide range of properties, information technologies for property management, and security management. (30 hours)

Foundations in Building Maintenance

(12 credits; QF Level 3)

This module aims to familiarize students with practical knowledge and skills in day-to-day building maintenance activities. It covers topics of building services and utilities, repair and maintenance. (36 hours)

Customer Services and Practical Communication

(9 credits; QF Level 3)

This module examines issues of customer service, and addresses communication challenges and expectations of today's property tenants / owners. It covers topics of communication, conflict resolutions and customer relationship building. (30 hours)

Housing Organizations and Theories

(9 credits; QF Level 3)

This module introduces students to different types of housing organizations and organization theories. It covers topics of types of housing organizations, organization development and its process, and organization transformation in the context of property management. (30 hours)

Management Skills and Knowledge

(9 credits; QF Level 3)

This module aims to train students towards being a better leader in the workplace by exposing them to a number of management strategies in relation to basic principles of management, supervision and leadership, team building and team management, conflict management, task management, planning and setting objectives, and making decisions, introduction to business proposal writing, and business ethics. (30 hours)

Property Laws in Practice

(12 credits; QF Level 3)

This module aims to give students a practical sense on major points of related legislations which have implications on the execution of day-to-day property management activities. It covers topics of the enforcement of house rules, the Building Maintenance Ordinance and the Deed of Mutual Covenants with an emphasis on the part played by frontline to middle rank staff. (36 hours)

Enquiries

For more specific enquiries, please contact our office at 2508 8865.

Application Code : 2345-HB001A

Programme Title : Professional Diploma in Housing Management

2025/2026

Supplementary Form

PERSONAL PARTICULARS

Name in Full (surname first): _____
(name as appeared on H.K.I.D. card or passport)

Name in Chinese Characters

H.K.I.D. Card No.: _____

Home Tel. No.: _____

Office Tel. No.: _____

Mobile Phone: _____

E-mail Address: _____

Years of Housing Working Experience: _____

Holders of PMP (Tier 2) Licence: No Yes Licence No.: _____

Have you applied before? No Yes and Year: _____



ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Professional Diploma in Housing Management (2025/2026)

Name : _____	Name : _____	Name : _____
Address : _____	Address : _____	Address : _____
_____	_____	_____
_____	_____	_____



ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Professional Diploma in Housing Management (2025/2026)

Name : _____	Name : _____	Name : _____
Address : _____	Address : _____	Address : _____
_____	_____	_____
_____	_____	_____

Application Code : 2340-HB029A

Programme Title : Certificate in Property Management

2025/2026

Supplementary Form

ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Certificate in Property Management (2025/2026)

Name : _____	Name : _____	Name : _____
Address : _____	Address : _____	Address : _____
_____	_____	_____
_____	_____	_____



ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Certificate in Property Management (2025/2026)

Name : _____	Name : _____	Name : _____
Address : _____	Address : _____	Address : _____
_____	_____	_____
_____	_____	_____

