

The University of Hong Kong School of Professional and Continuing Education College of Business and Finance

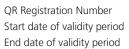
BRIEF INTRODUCTION

Company Administrators and Chartered Secretaries have always been professions in demand! To maintain Hong Kong's competitiveness, the Government of Hong Kong upholds the policy that seeks to strengthen the legal, regulatory, and administrative framework. The aim is to provide a level playing field for all market participants, as well as maintaining the stability of the financial and monetary systems.

With the booming China economy and a vibrant Hong Kong business environment, there is an increasing demand for company administration and company secretaryship to fulfil statutory needs as well as ensuring a sound international administrative and management system that complies with international standard.

A professional administrator and company secretary qualification is definitely one of the most soughtafter qualifications in Hong Kong and China today.







09/001617/4 05/05/2008 on going



PROGRAMME OBJECTIVES

The programme Advanced Diploma in Corporate Administration and Governance intends to provide students with knowledge, understanding and intellectual skills in Administrative Management and Corporate Governance, together with practical and transferable skills that will equip them for assuming careers in company administration, governance, company secretaryship and related areas. In addition, the programme aims to:

- enable graduates to apply administrative knowledge when managing the company's resources to achieve organizational goals;
- produce graduates who are familiar with theories and technical knowledge of finance, law, listing rules and company systems;
- produce graduates who are capable of undertaking the responsibilities of corporate governance and administration in both the strategic and functional context; and
- develop graduates' awareness of the contemporary issues that are essential to successful corporate governance and administration development.

AWARD

Upon successful completion of the programme, students will be awarded "Advanced Diploma in Corporate Administration and Governance" within the HKU system through HKU SPACE.

PROGRAMME STRUCTURE & DELIVERY

The Advanced Diploma in Corporate Administration and Governance programme will be delivered in a part time mode. It comprises 10 modules. The 10 modules are:

- 1. Business Communication
- 2. Data Management in Business
- 3. Business Economics
- 4. Business Administration
- 5. Business Law of HK and PRC

- 6. Corporate Compliance
- 7. Introduction to Forensic Accounting
- 8. Financial Management
- 9. Strategic Issues in Administration
- 10. Corporate Governance and Ethics

The whole programme takes a minimum of 20 months to complete while the maximum registration period is five years.



ENTRY REQUIREMENT

Applicants shall have gained:

- (a) (i) gained in the HKCEE grade E in 3 subjects including Mathematics and Level 2 in English Language* (Syllabus B) and
 - (ii) gained in the HKALE grade E in one AL subject or two AS subjects, or equivalent;

OF

(b) gained in the HKDSE Examination Level 2 in 5 subjects including English Language and Mathematics (Core); or equivalent;

AND

preferably 2 years of relevant work experience.

* With effect from 2007, HKU SPACE recognises Grade E previously awarded for English Language (Syllabus B) (Grade C in the case of English Language (Syllabus A)) at HKCEE as an acceptable alternative to Level 2 in these two subjects at HKCEE.

Applicants with other equivalent academic qualifications or aged 21 and above with relevant work experience will be considered on individual merit. Interviews and written tests may be required, if necessary.

ASSESSMENT

Assessment for each module will be based on a combination of coursework [including assignment(s) and/or a mid-term test] and a final examination. Weighting for assessment is 40% coursework and 60% examination.

FEES

HK\$39,000 (by 3 instalments)

1st: HK\$15,600 2nd: HK\$15,600 3rd: HK\$7,800

All fees are subject to change without prior notice

The course has been included in the list of reimbursable courses for CEF purposes



APPLICATION PROCEDURES

- 1. Complete the APPLICATION FORM and submit the form with the following documents:
 - (a) certified copies of all relevant academic and/or proof of working experience
 - (b) copy of HKID card
 - (c) A non-refundable application fee of HK\$150 by crossed cheque made payable to "HKU SPACE"
- 2. The complete set of application forms with all relevant supporting documents may be submitted in person or by post to any of the following HKU SPACE enrolment centers*:
 - (i) HKU SPACE Admiralty Learning Centre

3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong

(Exit A, Admiralty MTR Station) Weekdays: 8:30 am to 7:30 pm Saturdays: 8:30 am to 5:30 pm

Telephone: 3761 1111 Fax: 2559 4666

(ii) HKU SPACE HKU Campus

3/F, T.T. Tsui Bldg, The University of Hong Kong

Pokfulam Road, Hong Kong Weekdays: 8:30 am to 6:00 p.m

Saturdays: closed Telephone: 2975 5680

Fax: 2546 3538

(iii) HKU SPACE Fortress Tower Learning Centre

14/F., Fortress Tower, 250 King's Road, North Point Hong Kong (Exit B, Fortress Hill MTR Station)

Weekdays: 8:30 am to 7:30 pm

Saturdays: closed

Telephone: 3762 0888 Fax: 2508 9349 (iv) HKU SPACE Island East Campus

2/F, 494 King's Road, North Point Hong Kong (Exit B3, North Point MTR Station) Weekdays: 8:30 am to 7:30 pm Saturdays: 8:30 am to 5:30 pm

Telephone: 3762 0000 Fax: 2214 9493

(v) HKU SPACE Kowloon East Campus

1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon (Exit B, Kowloon Bay MTR Station)

Weekdays: 8:30 am to 7:30 pm Saturdays: 8:30 am to 5:30 pm

Telephone: 3762 2222 Fax: 2305 5070

(vi) HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus

11/F, HPCC Campus, 66 Leighton Road, Causeway Bay,

Hong Kong Weekdays: 9:00 am to 5:30 pm

Saturdays: closed

Telephone: 3923 7171 Fax: 3923 7188

PROGRAMME ENQUIRIES

Tel: 2867 8407 Fax: 2861 0278 Email: adcag@hkuspace.hku.hk



^{*} Our Learning centre staff are able to certify photocopies of the supporting documents.



Advanced Diploma in

CORPORATE ADMINISTRATION & GOVERNANCE

Application Fee: \$150 (non-refundable) 1950-MS018A

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Title * Mr. / M	rs. / Ms. / Miss.	* Please delete the inappropr	l iate			
Date of Birth			HKID Card / Passport No).		
Nationality			Permanent HK Resident Yes No (if No, please see Notes to Non-local Applicants)			
Correspondence Address						
Home Telephone		Mobile Phone		Office Telephone		
Email Address				Fax Number		
Emergency Cor	itact Person In	case of emergency, we may	need to contact your family	⊐ y or friend. P	lease suggest.	
Contact Person			Phone			
II ACADEMI	C OUALIFIC	CATIONS (in reverse of	chronological order)			
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Name						
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IV. EMPLOYMENT HISTORY (in reverse chronological order)

Name of Employer	Job Title	Date	(From / To)

HKU SPACE ALUMNI

All new enrolled students in the School will automatically become ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please check this box.

Egual Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required Yes No

Statement on Collection of Personal Data

- 1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
- 2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
- 3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
- 4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
- 5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.

- 7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
- 8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

General Notes to Applicants

- 1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "The Programme Director, Advanced Diploma in Corporate Administration and Governance, HKU SPACE" 34/F, United Centre, 95 Queensway, Hong Kong.
- 2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE" $\,$
- 3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
- 4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
- 5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
- 6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
- 7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
- 8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

Declaration

- 1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- 2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
- 3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
- 4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

Signature	Date	