

ADMS | Advanced Diploma in Management Studies Programme

INFORMATION FOR CURRENT STUDENTS

2024-2(OS)

A. Important Dates

The Summer Term 2024 will commence on 15 July 2024. The completed Enrolment Form should be returned together with a crossed cheque no later than 25 June 2024.

B. Payment

- All payment must be made by a crossed cheque in favour of The Hong Kong Management Association. Please write your full name and HKID Card No. on the back of the cheque. An acknowledgement of receipt will be issued against payment. No post-dated cheque will be accepted. Your cheque will be banked in at anytime without prior notice.
- Applicants may enrol the programme in any HKMA Training Centres. For more details of venue and opening hours, please visit the HKMA website at www.hkma.org.hk/trainingcentre

Fees (each module) - payable by 3 instalments

Module Fee	1 st instalment (Settle on or before 25 June 2024)	2 nd instalment (Settle on or before 12 August 2024)	3 rd instalment (Settle on or before 12 September 2024)
HK\$3,150 X 1 module	HK\$1,050	HK\$1,050	HK\$1,050
HK\$3,150 X 2 modules	HK\$2,100	HK\$2,100	HK\$2,100
HK\$3,150 X 3 modules	HK\$3,150	HK\$3,150	HK\$3,150
HK\$3,150 X 4 modules	HK\$4,200	HK\$4,200	HK\$4,200

- Withdrawal
90% of the module fee will be refunded upon written withdrawal requests received by the Secretariat before 8 July 2024. Thereafter no refund will be made.
- Retention
Retention of module fee will only be allowed under special circumstances before the commencement of the term at a cost of HK\$100 for each module. After the commencement of the term, no retention will be allowed.
- Change of Class
Written request for change of class is allowed before the commencement of the term with an administration fee of HK\$200 for each module, subject to space availability. Thereafter no further changes will be allowed.

C. Notes for Applicants

- Enrolment in respective classes will be accepted on a first come first served basis. Late applications may only be accepted subject to seats availability.
- All parts of the course should be completed in sequence.
- Participants are allowed to enrol for a maximum of 4 modules per term.
- An Optional Module will be offered only if there are sufficient enrolments.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue, tuition fee and other particulars without prior notice.
- The maximum course duration which a student can enrol is three years.

D. For enquiries of Continuing Education Fund (CEF) reimbursement, please refer to the following link: www.hkma.org.hk/adms-CEF

For enquiries of Qualifications Framework (QF), please refer to the following link:
www.hkma.org.hk/adms-QF

**HKMA/LINGNAN UNIVERSITY JOINT ADVANCED DIPLOMA IN MANAGEMENT STUDIES PROGRAMME
TIMETABLE FOR SUMMER TERM 2024
15 JULY - 6 OCTOBER 2024**

VENUE: (SS) The HKMA, 3/F Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Tsui, Kowloon					
	MONDAY 7:30PM-10:00PM	TUESDAY 7:30PM-10:00PM	WEDNESDAY 7:30PM-10:00PM	THURSDAY 7:30PM-10:00PM	FRIDAY 7:30PM-10:00PM
Part I Module	1165SS Organizational Behaviour	2164SS Operations Management	3168SS Information Technology	/	5167SS Marketing
Part II Module	/	/	/	4173SS Financial Management	5172SS Change and Quality Management
Part III Module	1181SS Business Strategy	/	/	/	/

The 8 Compulsory Modules of Part One will be offered in two clusters in alternate terms, as follow modules:

Term	Modules Offered
Summer Term 2024 (Cluster B)	Operations Management, Organizational Behaviour, Information Technology, Marketing
Autumn Term 2024 (Cluster A)	Introduction to Management, The Economic Environment, Accounting for Managers, Business Law
Spring Term 2025 (Cluster B)	Operations Management, Organizational Behaviour, Information Technology, Marketing
The same pattern will apply for future terms until further notice.	

The Secretariat reserves the right to cancel classes with insufficient enrollment. In case of the above situation, students have to choose other modules or change to another class.

Notes:

1. No class on public holidays. Make-up classes may be scheduled for weekday(s) or Sunday(s).
2. "Accounting for Managers" in Part I is a prerequisite subject for "Financial Management" in Part II.
3. Application for exemption should be submitted to ADMS Secretariat before the commencement of courses. No exemption will be granted to Part II and Part III modules. Maximum of 3 modules could be granted exemption. For details and application form downloading, please visit the website: www.hkma.org.hk/adms.

Term	No. of Periods	Commencement	Examination	Result Announcement	Remedial Exam
2024 Summer	12 (2.5 hours each, total 30 hours)	July	October	December / January	Autumn Term
2024 Autumn	10 (3 hours each, total 30 hours)	November	February	April / May	Spring Term
2025 Spring	10 (3 hours each, total 30 hours)	March	June	August / September	Summer Term

Remarks: Starting from the 2024 Autumn term, each session will be 3 hours long, 7:15pm-10:15pm(weekday lessons) / 10am-1pm or 2pm-5pm (Saturdays lessons)

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Time Schedule for Summer Term 2024

Monday	15, 22, 29 July 5, 12, 19, 26 August 2, 9, 16, 23, 30 September 2024
Tuesday	16, 23, 30 July 6, 13, 20, 27 August 3, 10, 17*, 24 September 1* October 2024
Wednesday	17, 24, 31 July 7, 14, 21, 28 August 4, 11, 18*, 25 September 2 October 2024
Thursday	18, 25 July 1, 8, 15, 22, 29 August 5, 12, 19, 26 September 3 October 2024
Friday	19, 26 July 2, 9, 16, 23, 30 August 6, 13, 20, 27 September 4 October 2024

* No class on public holidays. Make-up classes may be scheduled for weekday(s) or Sunday(s).

** The Association reserves the right to change course details such as date, time, location and lecturer. Changes will be notified to students when necessary.

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Examination Time Schedule for Summer Term 2024

Date	Time	Module
Monday, 14 October 2024	7:00 pm - 9:00 pm	Financial Management
Tuesday, 15 October 2024	7:00 pm - 9:00 pm	Information Technology
Wednesday, 16 October 2024	7:00 pm - 9:00 pm	Introduction to Management (Remedial Exam)
Thursday, 17 October 2024	7:00 pm - 9:00 pm	Human Resources Management (Remedial Exam)
Friday, 18 October 2024	7:00 pm - 9:30 pm	Accounting for Managers (Remedial Exam)
Monday, 21 October 2024	7:00 pm - 9:00 pm	Operations Management
Tuesday, 22 October 2024	7:00 pm - 9:00 pm	The Economic Environment (Remedial Exam)
Wednesday, 23 October 2024	7:00 pm - 9:00 pm	Marketing
Thursday, 24 October 2024	7:00 pm - 9:30 pm	Business Strategy
Friday, 25 October 2024	7:00 pm - 9:00 pm	Business Law (Remedial Exam)
Monday, 28 October 2024	7:00 pm - 9:00 pm	Organizational Behaviour
Tuesday, 29 October 2024	2:00 pm - 4:00 pm	Change and Quality Management

Students who failed in or were absent from a module in the Spring Term 2024 will have to take the remedial examination according to the above examination time schedule. A remedial fee of \$600 per module will be charged.

Examinations and Centres

To be confirmed

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ENROLMENT FORM
2024-2(OS)

2024 SUMMER TERM (FOR CURRENT STUDENTS)

Name: _____

Amendment (if any)

Name (in English) _____ Position: _____

Address (Home): _____

(Company): _____

Company Name: _____

Tel: (Office) _____ (Home) _____ (Mobile/Pager) _____

Fax: (Office) _____ E-mail: _____

Correspondence Address: Home Company Sponsored by: Company Self

ENROLMENT (Please specify class codes)

• Participants of Management Project will be notified for their designated supervisors and detailed guidelines by mail in due course.

1. Module in Part _____ (I, II or III?) _____

2. Module in Part _____ (I, II or III?) _____

3. Module in Part _____ (I, II or III?) _____

4. Module in Part _____ (I, II or III?) _____

Account Name: _____ Cheque No.: _____ Total Amount: _____

module on "Management Project" (Please tick in the box to enrol in this module and select one of the following subject areas)

General Management 7182NL

Human Resources 7282NL

Marketing 7382NL

It is compulsory for the students who study the "Management Project" to attend the following lessons:

Date : 10 & 12 July 2024 (Wednesday & Friday), 7:00 – 10:00 pm

"How to Complete the Report Effectively"

Venue : The HKMA, 3/F Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Tsui, Kowloon

MODULE FEE: HK\$3,150 per module

Instalment (HK\$1,050 per module)

Full payment (NOT applicable to CEF applicants)

IMPORTANT NOTES:

1. If the outstanding payment has not been settled, you are not allowed to enrol in this term. You are also not allowed to attend any remedial examination and course of HKMA, and the diploma will not be issued.
2. A cheque of balance should be attached if the subsequent module fee is adjusted.

Signature: _____ Date: _____

HKID No. (Must fill in): _____ Mobile: _____

DECLARATION: I consent that if registered, I will conform the Statutes and Regulations of ADMS and the rules in the student handbook. I have understood all the listed items of "Enrolment information".