

# ADMS | Advanced Diploma in Management Studies Programme

## INFORMATION FOR CURRENT STUDENTS

2025-1(OS)

### A. Important Dates

The Spring Term 2025 will commence on 24 March 2025. The completed Enrolment Form should be returned together with a crossed cheque no later than 5 March 2025.

### 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](http://www.hkma.org.hk/trainingcentre)

#### Fees (each module) - payable by 3 instalments

Module Fee	1 <sup>st</sup> instalment (Settle on or before 5 March 2025)	2 <sup>nd</sup> instalment (Settle on or before 25 April 2025)	3 <sup>rd</sup> instalment (Settle on or before 23 May 2025)
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 17 March 2025. 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](http://www.hkma.org.hk/adms-CEF)

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

**HKMA/LINGNAN UNIVERSITY JOINT ADVANCED DIPLOMA IN MANAGEMENT STUDIES PROGRAMME**  
**TIMETABLE FOR SPRING TERM 2025**  
**24 MARCH - 9 JUNE 2025**

	<b>VENUE: (SS)</b> The HKMA, 3/F Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Tsui, Kowloon				
	<b>MONDAY</b> 7:15PM-10:15PM	<b>TUESDAY</b> 7:15PM-10:15PM	<b>WEDNESDAY</b> 7:15PM-10:15PM	<b>THURSDAY</b> 7:15PM-10:15PM	<b>FRIDAY</b> 7:15PM-10:15PM
Part I Module	1165SS Organizational Behaviour	2164SS Operations Management	/	/	5167SS Marketing
	<b>VENUE: (FC)</b> The HKMA, 1/F, First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong				
Part II Module	/	/	/	4173FC Financial Management	/
Part III Module	/	/	3181FC Business Strategy	/	/

The modules of Part I and II will be offered in different terms, as follow modules (subject to change):

Term	Modules Offered
Spring Term 2025	Marketing, Operations Management, Organizational Behaviour, Financial Management, Business Strategy
Summer Term 2025	Introduction to Management, Information Technology, Change and Quality Management, Business Strategy
Autumn Term 2025	The Economic Environment, Accounting for Managers, Business Law, Human Resources Management

"Management Project" will be offered in every term. 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:

- No class on public holidays. Make-up classes may be scheduled for weekday(s) or Sunday(s).
- 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](http://www.hkma.org.hk/adms).

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

**Remarks: 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 Spring Term 2025

Monday	24, 31 March 7, 14, 28 April 12, 19, 26 May 2, 9 June 2025
Tuesday	25 March 1, 8, 15, 22, 29 April 6, 13, 20, 27 May 2025
Wednesday	26 March 2, 9, 16, 23, 30 April 7, 14, 21, 28 May 2025
Thursday	27 March 3, 10, 17, 24 April 8, 15, 22, 29 May 5 June 2025
Friday	28 March 11, 18*, 25 April 2, 9, 16, 23, 30 May 6 June 2025

\* 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 Spring Term 2025

Date	Time	Module
Thursday, 19 June 2025	7:00 pm - 9:00 pm	Human Resources Management (Remedial Exam)
Friday, 20 June 2025	7:00 pm - 9:00 pm	Operations Management
Monday, 23 June 2025	7:00 pm - 9:30 pm	Accounting for Managers (Remedial Exam)
Tuesday, 24 June 2025	7:00 pm - 9:00 pm	Organizational Behaviour
Wednesday, 25 June 2025	7:00 pm - 9:00 pm	The Economic Environment (Remedial Exam)
Thursday, 26 June 2025	7:00 pm - 9:30 pm	Business Strategy
Friday, 27 June 2025	7:00 pm - 9:00 pm	Business Law (Remedial Exam)
Monday, 30 June 2025	7:00 pm - 9:00 pm	Marketing
Friday, 4 July 2025	7:00 pm - 9:00 pm	Financial Management

Students who failed in or were absent from a module in the Autumn Term 2025 will have to take the remedial examination according to the above examination time schedule. A remedial fee of \$600 per module will be charged.

### Examination Centre

HKMA Advanced Management Development Centre  
3/F Tower 2, South Seas Centre  
75 Mody Road, Tsim Sha Tsui,  
Kowloon

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**ENROLMENT FORM**  
2025-1(OS)

## 2025 SPRING 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 :** 19 & 21 March 2025 (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".