

# ADMS | Advanced Diploma in Management Studies Programme

(2024-2/NS)

## INFORMATION FOR NEW APPLICANTS



2024 Susan Yuen Fellowship & Research  
Foundation Scholarships

<https://www2.hkma.org.hk/general/sy/>

### A. Important Dates

The Summer Term 2024 will commence on 15 July 2024 and the completed Application Form should be returned together with a crossed cheque no later than 5 July 2024.

### B. Enrolment

New applicants are required to enrol for not more than 4 modules for their first enrolment.

### C. 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 online, please visit the HKMA website at [www.hkma.org.hk/adms](http://www.hkma.org.hk/adms)
- 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

Application Fee:HK\$250

Module Fee	1 <sup>st</sup> instalment + application fee (Settle on or before 5 July 2024)	2 <sup>nd</sup> instalment (Settle on or before 12 August 2024)	3 <sup>rd</sup> instalment (Settle on or before 12 September 2024)
\$3,150 X 1 module	\$1,050 + \$250 Application Fee	\$1,050	\$1,050
\$3,150 X 2 modules	\$2,100 + \$250 Application Fee	\$2,100	\$2,100
\$3,150 X 3 modules	\$3,150 + \$250 Application Fee	\$3,150	\$3,150
\$3,150 X 4 modules	\$4,200 + \$250 Application Fee	\$4,200	\$4,200

- Return the completed form, with the
  - Module Fee** HK\$1,050 per module for the 1st instalment, and
  - Application Fee** (HK\$250, non-refundable) no later than 5 July 2024 to the ADMS Secretariat, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- Withdrawal
  - Full refund of module fee will be made for written withdrawal requests received prior to 5 July 2024 by the ADMS Secretariat.
  - 90% of the module fee will be refunded upon written requests received 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 charge of HK\$200 per module, subject to space availability. Thereafter no further changes will be allowed.

### D. Notes for Applicants

- Enrolment in respective classes will be accepted on a first come first served basis. Early application is advised because of the limited number of seats.
- All parts of the programme must be completed in sequence.
- Participant are allowed to enrol for a maximum of 4 modules per term.
- 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.
- Please photocopy for more application forms if necessary.
- Student must complete the diploma programme with 3 years. If a student has the need to extend the study period, please submit a written application to the Secretariat.
- Acceptance is Subject to the discretion of the Association.

- E.** For enquiries of Continuing Education Fund (CEF), please visit the following link: [www.hkma.org.hk/adms-CEF](http://www.hkma.org.hk/adms-CEF) or contact ADMS Secretariat Ms Winnie Sit on 2774 8573.

For enquiries of Qualifications Framework (QF), please visit the following link: [www.hkma.org.hk/adms-QF](http://www.hkma.org.hk/adms-QF) or contact ADMS Secretariat Winnie Sit on 2774 8573.

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

<b>VENUE: (SS) The HKMA, 3/F Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Tsui, Kowloon</b>					
	<b>MONDAY 7:30PM-10:00PM</b>	<b>TUESDAY 7:30PM-10:00PM</b>	<b>WEDNESDAY 7:30PM-10:00PM</b>	<b>THURSDAY 7:30PM-10:00PM</b>	<b>FRIDAY 7:30PM-10:00PM</b>
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:

- No class on public holidays. Make-up classes may be scheduled for weekday(s) or Sunday(s).
- "Accounting for Managers" in Part I is a prerequisite subject for "Financial Management" in Part II.
- 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
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)**

# ADMS | Advanced Diploma in Management Studies Programme

## 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.

### 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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APPLICATION FORM  
(2024-2/NS)

## 2024 SUMMER TERM (FOR NEW STUDENTS)

### PERSONAL DETAILS [As stated on HKID Card, your name will be printed on the diploma.]

NAME:  Mr/  Ms \_\_\_\_\_  
(Surname) (Other Names) (Chinese Name)

HKID CARD NO. (For verification of the applicant's identity): \_\_\_\_\_ DATE OF BIRTH (YY/MM/DD): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

TELEPHONE: (COMPANY) \_\_\_\_\_ (MOBILE) \_\_\_\_\_ (HOME) \_\_\_\_\_

PRESENT POSITION: \_\_\_\_\_

JOB RESPONSIBILITIES (E.G. ACCOUNTING), PLEASE SPECIFY: \_\_\_\_\_

NATURE OF BUSINESS (E.G. RETAIL), PLEASE SPECIFY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CHEQUE NUMBER: \_\_\_\_\_ CHEQUE AMOUNT.: \_\_\_\_\_

MAILING ADDRESS:  COMPANY ADDRESS  HOME ADDRESS

### ENROLMENT (Please specify class codes)

- \_\_\_\_\_ Total Amount: \_\_\_\_\_
- \_\_\_\_\_ Cheque No.: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MODULE FEE AND APPLICATION FEE

- Instalment (HK\$1,050 per module + HK\$250 application fee)  Full payment (NOT applicable to CEF Applicants)

### PAYMENT

Fees (each module) - payable by 3 instalments

Module Fee	1 <sup>st</sup> instalment + application fee (Settle on or before 5 July 2024)	2 <sup>nd</sup> instalment (Settle on or before 12 August 2024)	3 <sup>rd</sup> instalment (Settle on or before 12 September 2024)
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\$3,150 X 4 modules	\$4,200 + \$250 Application Fee	\$4,200	\$4,200

**A. ACADEMIC ACHIEVEMENT**

**1. Highest Educational Qualification**     Bachelor's degree     HKMA Diploma     Other Diploma     Matriculation  
 Secondary / HKDSE     Others (Please specify) \_\_\_\_\_

**2. Academic Background** (In chronological order)

<u>Name of Institute</u>	<u>Qualification Attained</u>	<u>Year</u>

Please enclose one set of photocopies of the academic certificates.

**B. WORK EXPERIENCE**

**1. Total Years of Work Experience:** \_\_\_\_\_

**2. Employment History** (In chronological order)

<u>Name of Institute</u>	<u>Qualification Attained</u>	<u>Year</u>

• Are you currently required to work shifts?     Y /  N

**C. SPONSORSHIP & CHANNEL OF INFORMATION**

Sponsored by:     Self     Company    Name & Title of Nominator: \_\_\_\_\_

From where did you first learn about this programme?

Mail     Newspaper/Magazine (please specify): \_\_\_\_\_     HKMA email

Email promotion from other websites (please specify): \_\_\_\_\_

Websites Advertisement (please specify): \_\_\_\_\_

HKMA Website (From where did you learn about, please specify): \_\_\_\_\_

MTR Exhibitions (please specify): \_\_\_\_\_

Exhibition     Education & Careers Expo (EEX)     Career & Education Exhibition (EEX)  
 Other Exhibitions (please specify): \_\_\_\_\_

Advertisements at **MTRC / KCRC** Stations (please specify): \_\_\_\_\_

Roadshow     Cinema Advertisements     Bus Body Advertisements     Bus Station Light Box

Display at the HKMA centres     Others: \_\_\_\_\_

Have you attended the ADMS Information Session?     Yes     No

**Please enclose**

- one set of photocopied certificates of educational qualifications quoted in the application form.
- two passport size photographs

**PERSONAL DATA COLLECTION STATEMENT:**

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- Please tick the box to indicate your consent.                       Please tick the box to indicate your objection.

**APPLICANT'S DECLARATION**

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.
- A cheque of balance should be attached if the subsequent module fee is adjusted.

**NOTES**

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR CEF**

I will apply for CEF and aware that I shall submit application directly to CEF Office of the programme. I consent to the disclosure of my personal data, any other information and records in relation to the programme to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for the purposes of fees reimbursement under the CEF and audit inspection.

I will not apply for fee reimbursement under the CEF for the course and do not consent to the disclosure of my personal data to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_