

**RMIT UNIVERSITY**  
**BACHELOR OF BUSINESS (MANAGEMENT)**

**HONG KONG ENTRY**

**1. HOW TO APPLY**

Candidates should send the following:

- A. 3 sets of completed application forms with ALL parts completed (1 original and 2 photocopies)
- B. 3 copies of certificates and transcripts of ALL post-secondary qualifications mentioned in the application form
- C. Certificates / Documents showing proficiency in English language
- D. 3 passport size photos
- E. A cheque of HK\$250 payable to "THE HONG KONG MANAGEMENT ASSOCIATION" for the non-refundable application fee.
- F. Program brochure /list of subject studied + Detailed subject outlines (for programs studied at institutions other than HKMA)

**before Saturday, 26 January 2008:**

BY POST      The Local RMIT BBM Secretariat  
                  c/o The Hong Kong Management Association  
                  Top Floor Unit M Phase III  
                  Kaiser Estate  
                  11 Hok Yuen Street  
                  Hung Hom      KOWLOON

BY HAND	Central Head Office	Tel: 2526 6516
	Wanchai Centre	Tel: 2574 9346
	Pico Tower Centre	Tel: 2866 4551
	First Commercial Building Centre	Tel: 2574 2238
	Hung Hom Centre	Tel: 2766 3303

**2. PROGRAMME FEES**

The fee for the whole programme is HK\$79,200 to be collected in 4 instalments of HK\$19,800 each and is a composite fee including:

- |  |                                       |
|--|---------------------------------------|
| - Registration with the University                     | - Examination in Hong Kong            |
| - Induction Seminar                                    | - Access to Library Facilities        |
| - Intensive Seminars by lecturers from RMIT University | - Study Notes and Essential Textbooks |
| - Local Study Group                                    | - Local Administration Support        |

The programme fees are payable every 3 months prior to the commencement of the term. Students should note that all fees are subject to review and may be changed by the University.

**3. IMPORTANT DATES FOR 2008 MARCH INTAKE**

Deadline of Application	Saturday, 26 January 2008
Notification of Application Results	Late February 2008
English Test	Early February 2008
Payment of Programme Fees	Mid February 2008
Induction Seminar	Early March 2008

#### 4. CALENDAR FOR 2008 MARCH INTAKE\*\*

	Intensive Seminars	Exam
<b>TERM 1</b> Core 1 Specialization 1	7, 8, 9, 14, 15, 16 March 2008 4, 5, 6, 11, 12, 13 April 2008	15 May 2008 21 May 2008
<b>TERM 2</b> Core 2 Specialization 2	6, 7, 8, 13, 14, 15 June 2008 11, 12, 13, 18, 19, 20 July 2008	14 August 2008 20 August 2008
<b>TERM 3</b> Core 3 Specialization 3	5, 6, 7, 12, 3, 14 September 2008 10, 11, 12, 17, 18, 19 October 2008	13 November 2008 19 November 2008
<b>TERM 4</b> Core 4 Specialization 4	5, 6, 7, 12, 13, 14 December 2008 9, 10, 11, 16, 17, 18 January 2009	12 February 2009 18 February 2009

\*\* The above dates are correct at the time of publication. The University reserves the right to change the dates without prior notification.

#### 5. DETAILED TIME-TABLE FOR THE FIRST TERM OF 2008 MARCH INTAKE\*\*

Date & Time \ Subject	Intensive Seminar		
	Fri 6:30 pm - 9:30 pm	Sat 2:00 pm - 10:00 pm	Sun 9:00 am - 4:00 pm
Core 1	7, 8, 9, 14, 15, 16 March 2008		
Specialization 1	4, 5, 6, 11, 12, 13 April 2008		

Venue of the Hong Kong Management Association.

(Details to be confirmed)

#### 6. ENQUIRIES

For **detailed enquiries** and **application procedures**, please contact Ms Shella Tse on 2774 8591, Ms Vicky Chung on 2774 8501 Ext 306, Ms Toby Wan on 5804 2437 or Ms Sally Chau on 2774 8513.

# FREQUENTLY ASKED QUESTIONS

## I. APPLICATION FOR CEF



### 1. How can I apply for the CEF of the courses?

- Application form can be downloaded from website: <http://www.info.gov.hk/sfaa/cef/cnforms.htm>
- For Part B of the application form

Name of Institution: HKMA

CEF Institution Code: 300

CEF Course Title & Code:

- Organisation Theory (A module of the Bachelor of Business (Management) offered by the RMIT University (Course Code: 21Z03417-0)
- Leadership and Management Skills (A module of the Bachelor of Business (Management) offered by the RMIT University (Course Code: 21Z03419-7)
- Strategic Management (A module of the Bachelor of Business (Management) offered by the RMIT University (Course Code: 21Z03420-0)
- Managing Change (A module of the Bachelor of Business (Management) offered by the RMIT University (Course Code: 21Z03418-9)

Commencement Date: Starting date of the subject

Applications for the Continuing Education Fund (CEF) should be submitted directly to the Office of the CEF before the commencement of the subject. For details, please visit the website: [www.info.gov.hk/sfaa/cef](http://www.info.gov.hk/sfaa/cef) or call the CEF enquiry hotline on 3142 2277.

## II. ENTRANCE REQUIREMENTS

### 2. What is the admission requirement of the programme?

To be considered for DIRECT ENTRY into the Year 3, applicants must fulfill the following admission requirements:

#### A. Working Experience and English Language Requirement

- Completed 3 years work experience
- English language proficiency: HKCEE English Language (Syll B) – E; TOEFL – 580; IELTS – 6.5 or above

#### B. Academic Qualification Requirement

- Applicants with TWO years post-secondary studies of at least 16 modules in business-related area may be eligible for direct entry. Among the 16 modules, the University requires that all students to be admitted for direct entry MUST have done previous studies in the following 8 subject areas:
  - ◆ Accounting
  - ◆ Economics
  - ◆ Law
  - ◆ Business Research Methods
  - ◆ Organization Behaviour
  - ◆ Prices and Markets
  - ◆ Information System
  - ◆ Marketing
- Applicants who lack certain pre-requisite subjects listed above or two years equivalent post-secondary qualifications will be required to take up some bridging courses before admission to the program.

### 3. Can I apply with HKMA DMS/DBM qualifications?

Graduates of the Diploma in Management Studies (DMS) or Diploma in Business Management (DBM) jointly organized by the HKMA/HKPolyU or HKMA/Lingnan University without additional qualification are required to take up the following 4 bridging courses:

- Business Research Methods
- Prices and Markets
- Ethics
- Employment Relations

DMS/DBM Graduates with additional qualifications may be exempted from the above bridging courses in a case-by-case basis.

### 4. Can I apply if I don't have formal qualifications but substantial work experience?

No. The B.Bus (Mgt) Program in Hong Kong gives exemption to students from the first two years of studies based on academic qualifications, not work experience. As such, applicants must have a recognized diploma to qualify for entry.

### 5. How do I know if I have to take any bridging courses before admitted to the programme?

Students may be required to take up bridging courses before admitted to the Bachelor program if their previous studies do not meet any of the following requirements:

- TWO years post-secondary studies of at least 16 modules in business-related area
- Previous studies covering the 8 core areas listed above in II-2B.

## III. BRIDGING COURSE

### 6. What is 'bridging course'?

- The Bridging course is designed for applicants to the B. Bus (Mgt) who have a diploma but lack the pre-requisites for the 2/3 exemptions given by the programme

### 7. How long does the bridging course take?

- Each subject takes 3 months to complete
- Number of subjects taken in a 3-month period decided by applicants
- Students with 6 subjects or more may take 1 year to complete

### 8. How much is the bridging course?

- Member rate: HK\$620 per subject
- Non-member rate: HK\$680 per subject

#### **9. What is the format of study?**

- Distance learning, a set of materials and study schedule will be sent to students
- Students have to hand in one assignment for each subject every month
- Altogether 3 assignments per subject

#### **10. How will I be assessed?**

- Students have to hand in all 3 assignments and get a pass in at least two of them in order to complete a subject  
Upon completion of the bridging subjects required by the University, notification to register for the B. Bus (Mgt) programme will be sent to students. Students do not have to submit application to the B. Bus (Mgt) programme again

### **IV. FURTHER EXEMPTIONS**

#### **11. Will there be any further exemptions beyond the 16 subjects?**

- Successful applicants are already given exemption from 2/3 of the programme, therefore no further exemptions will be allowed

### **V. ADMISSION TEST**

#### **12. Will I be asked to take any tests/ attend interviews?**

- Normally there will be no interviews, but the University reserves the right to interview selected candidates should the need arises
- Applicants whose diploma programmes were conducted in Chinese, and those who fail to achieve the English proficiency requirements will be asked to take an English test

#### **13. What is the format of the English test?**

- 1 hour 30 minutes, comprehension and composition, on general topics only
- The Secretariat will notify individual applicants who are required to take the test

### **VI. APPLICATION PROCEDURES**

#### **14. Where can I get an application form?**

- Download it from the HKMA web page ([www.hkma.org.hk/rmit/bbm](http://www.hkma.org.hk/rmit/bbm))
- HKMA centres in Wanchai, Central and Hunghom

#### **15. What if I do not have my final result ready before the deadline?**

- You can submit the form first and send in result documentation as soon as available
- RMIT will process your application, and as long as the result is ready before the programme starts and if places are available, applicants will be able to join the intake for which he/she applies

#### **16. When and how will I know my application result?**

- Application result will be notified by post to individual applicant 6 to 8 weeks after the application deadline

#### **17. If I am admitted to the programme, when should I pay the fee?**

- The applicants will be informed to pay the first instalment of programme fee when they receive the application result notification from the Local Secretariat. Usually 4 to 6 weeks before commencement of the programme.

### **VII. CLASS AND ADMINISTRATIVE MATTERS**

#### **18. How many classes do I have to attend every week?**

- Students in this programme do not attend classes every week
- Lectures are held in form of intensive weekend seminars
- Within a 12-week term, students have to attend classes on Friday evenings, Saturdays 2pm – 10pm and Sundays 9am – 5pm for four weeks. (see P.7 of the brochure)

#### **19. What if I cannot attend all the lectures?**

- There is an attendance requirement of 80% of total lecture hours
- Students who do not meet this requirement may be barred from taking the examination
- If a student cannot attend, he/she should write in to apply for exemption from this requirement

#### **20. Can I defer a particular subject / term?**

- Yes, students can apply to stop the programme temporarily provided that they apply in advance
- The maximum duration to complete the programme is 2 years

#### **21. Is there an assignment / examination for each subject?**

- Assessment is based on assignments (group / individual) and examination
- Students will be assigned to different groups and will be required to stay within the same group throughout the programme

#### **22. What is the average passing rate of the programme?**

- On average, over 90% achieve a pass grade or above in each subject

#### **23. What happens if I fail the subject?**

- Students who fail a subject have to repeat the subject altogether: i.e. attending lectures, submitting assignments and sitting examinations again
- Full fee for the subject will apply