



The Hong Kong Management Association -
Lingnan University
Joint Diploma in Management Studies



INFORMATION FOR APPLICANTS

(2012-2/NS2)

A. Important Dates

The Summer Term 2012 will commence on 8 June 2012 and the completed Application Form should be returned together with a crossed cheque no later than 23 April 2012.

B. Enrolment

New applicants are required to enrol for at least 2 modules and not more than 4 modules for their first enrolment.

C. Payment

1. 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.
2. Return the completed form, with the
 - (i) **Module Fee** HK\$2,960 per module, and
 - (ii) **Application Fee** (HK\$300, non-refundable)no later than 23 April 2012 to the DMS Secretariat, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
3. **Withdrawal**
 - (i) Full refund of module fee will be made for written withdrawal requests received prior to 21 May 2012 by the DMS Secretariat.
 - (ii) 90% of the module fee will be refunded upon written requests received before 28 May 2012. Thereafter no refund will be made. For those applicants who are required to attend an interview, full refund of module fee will be made if they fail to pass the interview.
4. **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.
5. **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

1. Applicants may be required to attend an interview. The DMS Secretariat will inform the applicants of the interview schedule in due course.
2. 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.
3. All parts of the programme must be completed in sequence.
4. Examinations will be held in August 2012, please refer to the enclosed exam timetable for details. Remedial Examination will be scheduled for January 2013.
5. Not all modules will be offered at each centre and in each term, and the Secretariat reserves the right to make alterations regarding the details, such as dates, time and venues of the courses offered. Applicants will be notified when necessary.
6. Please photocopy for more application forms if necessary.
7. Personal data will be used for the purpose of market research, programme development and direct mailing. In the case of unsuccessful applications or course cancellation, all application forms and documents submitted will be destroyed.
8. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

E. Application for CEF

The full DMS programme is included in the CEF approved list.

- 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 :		Diploma in Management Studies	
Course Code:		21L04635-6	
Actual Tuition Fees Paid:		Please fill in the actual tuition fee paid for this course	
Commencement Date:		8 June 2012	

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

A. ACADEMIC ACHIEVEMENT

1. **Highest Educational Qualification** Master or above Bachelor HKMA Diploma Other Diploma
 Matriculation Secondary Others (Please specify) _____

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

Name of Institute	Qualification Attained	Year
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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)

Company Name	Position	No. of Years
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- Are you currently required to work shifts? Y/N

C. SPONSORSHIP & CHANNEL OF INFORMATION

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Sponsored by: Self Company Name & Title of Nominator: _____

From where did you first learn about this programme?

Mail Newspaper/Magazine (please specify) _____ HKMA email

E mail 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) Jobmarket Career & Education (EJEX)

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 DMS Information Session? Yes No

Declaration: I consent that if registered, I will conform the Statutes and Regulations of DMS and the rules in the student handbook.
The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.

Please enclose i. one set of photocopies of the certificates of educational qualifications quoted in the application form
ii. two passport size photographs

Signature: _____ Date: _____

Examination Time Schedule for 2012 Summer Term

Date	Time	Module
Friday, 24 August 2012	7:00 pm – 9:00 pm	Business Strategy
Saturday, 25 August 2012	2:30 pm – 4:30 pm	International Business
Sunday, 26 August 2012	10:00 am - 12:00 noon	Human Resources Management
Monday, 27 August 2012	7:00 pm - 9:00 pm	Management Accounting
Tuesday, 28 August 2012	7:00 pm - 9:00 pm	Marketing Management
Wednesday, 29 August 2012	7:00 pm – 9:00 pm	Operations Management
Thursday, 30 August 2012	7:00 pm - 9:00 pm	Accounting for Managers
Friday, 31 August 2012	7:00 pm - 9:00 pm	Introduction to Management
Saturday, 1 September 2012	2:30 pm – 4:30 pm	Financial Management
Sunday, 2 September 2012	10:00 am - 12:00 noon	Change and Quality Management
Monday, 3 September 2012	7:00 pm - 9:00 pm	Marketing
Tuesday, 4 September 2012	7:00 pm – 9:00 pm	The Economic Environment
Wednesday, 5 September 2012	7:00 pm - 9:00 pm	Business Law
Thursday, 6 September 2012	7:00 pm - 9:00 pm	Information Technology
Friday, 7 September 2012	7:00 pm – 9:00 pm	Organizational Behaviour
Saturday, 8 September 2012	2:30 pm – 4:30 pm	Business Communication

Examination Centres

- Examinations for all classes except the Tin Shui Wai classes, will be held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**
- Examination for the Tin Shui Wai classes (G), will be held in the Tin Shui Wai Centre, **HKMA K S Lo College, 26 Tin Pak Road, Tin Shui Wai, New Territories**
- All remedial examinations will be held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**



HKMA/LINGNAN UNIVERSITY JOINT DIPLOMA IN MANAGEMENT STUDIES
TIMETABLE FOR SUMMER TERM 2012
8 June - 16 August 2012



VENUE: (F) W Haking Management Development Centre 14/F Fairmont House, 8 Cotton Drive, Central, HK		
TIME	MONDAY	WEDNESDAY
7:00 PM - 10:00 PM	1161F Introduction to Management 1165F Organizational Behaviour	3168F Information Technology 3169F Business Law

VENUE: (TS) Shing Kung Hiu Tang Shiu Kin Secondary School 9 Oi Kwan Road, Wanchai, HK			
TIME	TUESDAY	THURSDAY	FRIDAY
7:00 PM - 10:00 PM	2163TS Accounting for Managers * 2171TS Human Resources Management	4164TS Operations Management 4167TS Marketing	5161TS Introduction to Management 5162TS Economic Environment

VENUE: (L) Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road, Mongkok (West)							
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY
7:00 PM - 10:00 PM	1162L The Economic Environment 1163L Accounting for Managers 1167L Marketing # 1181L Business Strategy	2161L Introduction to Management 2167L Marketing 2169L Business Law	3164L Operations Management * 3172L Change and Quality Management * 3173L Financial Management * 3179L Business Communication	4163L Accounting for Managers 4165L Organizational Behaviour 4168L Information Technology * 4171L Human Resources Management * 4178L Management Accounting	5169L Business Law * 5175L International Business * 5176L Marketing Management # 5181L Business Strategy	2:00 PM - 5:00 PM 5:15 pm - 8:15 pm	6265L Organizational Behaviour 6364L Operations Management

VENUE: (G) Johnson Electric Tin Shui Wai Management Development Centre The HKMA K S Lo College, Kenswood Court, Kingswood Villas, Tin Shui Wai							
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY
6:45PM - 9:45PM	1161G Introduction to Management 1163G Accounting for Managers	2162G The Economic Environment	3164G Operations Management 3168G Information Technology	4169G Business Law	5167G Marketing	2:30PM - 5:30PM	

- Notes:
- No class will be held on public holidays. Make-up sessions will normally be scheduled for Saturdays or Sundays.
 - 10 three-hour lectures for each module. For "Management Project", the duration is 15 weeks (8 June - 20 September 2012).
 - "Accounting for Managers" in Part I is a prerequisite subject for "Financial Management" and "Management Accounting" in Part II.
 - "Marketing" in Part I is a prerequisite subject for "Marketing Management" in Part II.
 - "Information Technology" in Part I is a prerequisite subject for "Management of Information Technology" in Part II.

- Remarks:
- * Part II module
 - # Part III module

Venues

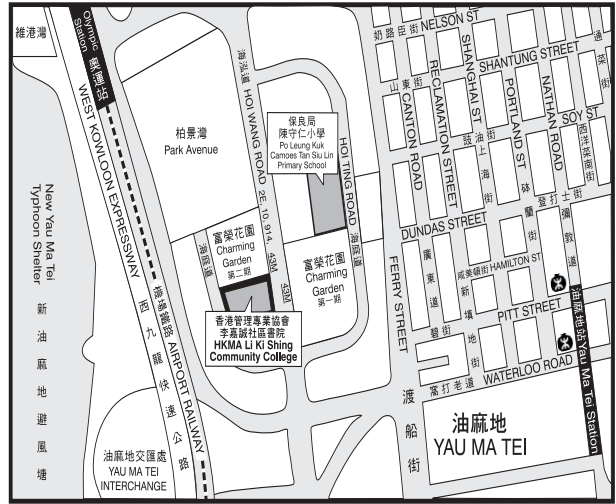
TS Centre (TS)

聖公會鄧肇堅中學
 香港灣仔愛群道9號
 Shing Kung Hui Tang Shiu Kin Secondary School
 9 Oi Kwan Road, Wanchai, Hong Kong
 (15 minutes' walk from MTR Causeway Bay Station Exit A
 15 minutes' walk from MTR Wanchai Station Exit A3)



LKS Centre (L)

香港李嘉誠專業進修書院 (即李國寶中學)
 九龍旺角西海泓道8號
 HKMA Li Ka-shing College of Professional &
 Continuing Education (i.e. HKMA Li Kwok Po College)
 8 Hoi Wang Road, Mongkok (West), Kowloon
 (8-10 minutes' walk from Olympic MTR Station exit D3 or take
 van 43M from exit B2 of Yau Ma Tei MTR Station)



Tin Shui Wai Centre (G)

香港管理專業協會羅桂祥中學
 新界天水圍天柏路26號
 HKMA K S Lo College
 26 Tin Pak Road, Tin Shui Wai, New Territories
 (4 minutes' walk from Ginza LRT Station)



Fairmont Centre (F)

黃克競管理發展中心
 香港中環紅棉路8號東昌大廈14樓
 W Haking Management Development Centre
 14/F Fairmont House, 8 Cotton Tree Drive,
 Central, Hong Kong

