

## **REGULATIONS FOR THE DEGREE OF MASTER OF SOCIAL SERVICE MANAGEMENT (MSSM)**

*(See also General Regulations)*

Any publication based on work approved for a higher degree should contain a reference to the effect that the work was submitted to the University of Hong Kong for the award of the degree.

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### **Admission requirements**

**MSSMC1.** To be eligible for admission to the courses leading to the Master of Social Service Management, candidates:

- (a) shall comply with the General Regulations;
- (b) shall hold a Bachelor's degree from this University or another qualification of equivalent standard from this University or from another university or comparable institution accepted for this purpose; and
- (c) shall satisfy the examiners in a qualifying examination, if required.

Candidates for admission who hold a recognized postgraduate diploma in social service management, or an equivalent qualification, may be considered for admission to the second or third year of curriculum.

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### **Qualifying examination**

**MSSMC2.**

- (a) A qualifying examination may be set to test the candidates' formal academic ability or their ability to follow the courses of study prescribed. It shall consist of one or more written papers or their equivalent and may include a project report.
  - (b) Candidates who are required to satisfy the examiners in a qualifying examination shall not be permitted to register until they have satisfied the examiners in the examination.
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### **Award of degree**

**MSSMC3.** To be eligible to be awarded of the Master of Social Service Management, candidates shall:

- (a) comply with the General Regulations; and
  - (b) complete the curriculum as prescribed in the syllabuses and satisfy the examiners in accordance with the regulations set out below.
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### **Length of curriculum**

**MSSMC4.** The curriculum shall extend over not less than two academic years of full-time or three academic years of part-time study with a minimum of 350 hours of prescribed work.

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### **Completion of curriculum**

**MSSMC5.** To complete the curriculum, candidates shall:

- (a) follow courses of instruction and complete satisfactorily all prescribed written work;
- (b) where so provided in the syllabuses, complete and present a satisfactory dissertation on an approved topic related to their approved fields of study, or to take alternative assignments subject to the approval of the Head of Department in accordance with MSSMC6(b) below, and;
- (c) satisfy the examiners in all prescribed courses and in any prescribed form of examination.

### **Title of Dissertation**

- MSSMC6.** Subject to the provision of Regulation MSSMC5(b),
- (a) the title of the dissertation shall be submitted for approval in the first semester of the final academic year of study and the dissertation shall be presented not later than June 30 of the final academic year of study. Candidates shall submit a statement that the dissertation represents their own work undertaken after registration as candidates for the degree.
  - (b) Candidates who prefer not to complete a dissertation shall apply for approval from the Head of Department to complete alternative assignments by taking two additional elective courses of the MSocSc. and MSW. programmes of the Department of Social Work and Social Administration. The application must be made by a date to be specified for the purpose.
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### **Examinations**

- MSSMC7.**
- (a) Where so prescribed in the syllabuses, coursework, a dissertation shall constitute part or whole of the examination for one or more courses.
  - (b) Assessments of the candidates' coursework during their studies may be taken into account in determining their result in each written examination paper; or, where so prescribed in the syllabuses, may constitute the examination of one or more courses.
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**MSSMC8.** Candidates who have failed to satisfy the examiners at their first attempt in not more than half of the number of courses to be examined, whether by means of written examination papers or coursework assessment, during any study period, may be permitted to present themselves for re-examination in the failed course or courses, with or without repeating any part of the curriculum.

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**MSSMC9.** Subject to the provision of Regulation MSSM5C(b), candidates who have failed to present a satisfactory dissertation but otherwise completed the course requirement of the curriculum may be permitted to submit a new or revised dissertation within a specified period. If the candidates fail again, they should be required to discontinue their studies.

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**MSSMC10.** Candidates who are unable because of illness to be present in one or more papers in any written examination may apply for permission to present themselves at a supplementary examination. Any such application shall be made on the form prescribed within two weeks of the first day of the candidates' absence from the examination.

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- MSSMC11.** Candidates who
- (a) are not permitted to present themselves for re-examination in any written paper or any course examined by means of coursework assessment in which they have failed to satisfy the examiners under the provision of Regulation MSSMC8; or
  - (b) have failed to satisfy the examiners in any written paper, or any course examined by means of coursework assessment at a second attempt; or
  - (c) are not permitted to submit a new or revised dissertation under the provision of Regulation MSSMC9; or
  - (d) have failed to submit a satisfactory new or revised dissertation under the provision of Regulation MSSMC9
- may be required to discontinue their studies.

## **Examination results**

**MSSMC12.** A list of candidates who have successfully completed all the degree requirements and are to be awarded the Master of Social Service Management shall be published. Candidates who have shown exceptional merit in the whole examination may be awarded a mark of distinction, and this mark shall be recorded in the candidates' degree diplomas.

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## **SYLLABUSES FOR THE DEGREE OF MASTER OF SOCIAL SERVICE MANAGEMENT**

### **PURPOSE**

The master programme in social service management is aimed to provide management training for people who are working in social service organizations in Mainland China. It is designed for those who intend to develop their potential in planning and resource management, research, policy analysis and decision making, staff management and leadership. The programme is targeted at mid-management and directorate level staff of social service organizations as well as those who are prepared to take up administrative positions of increasing responsibility. The programme consists of eight courses, an independent study and a dissertation or alternative assignments subject to the approval of the Head of Department in accordance with MSSMC6(b).

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### **SYLLABUSES**

#### **MSSM7001. Dissertation**

The dissertation shall be a critical study that demonstrates the application of research methodology to the investigation of problems in the field of study, and shall not exceed 20,000 words in length. Students are required to finish the dissertation under supervision.

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#### **MSSM9001. Theoretical foundations of social service practice**

The knowledge base of social service practice comes from a wide spectrum of social science disciplines including psychology, sociology and political science. This course will provide the philosophical and conceptual basis for analyzing social problems and issues and translating these theoretical constructs into social service practices.

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#### **MSSM9002. Organizational analysis and human resource management in social service organizations**

This course introduces concepts and principles in organizational theory for the understanding of organizational behaviors. Emphasis will be given to the application of these concepts in human resources. Topics include motivation, leadership, social competence, group dynamics, morale, communication, control and organizational climate.

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#### **MSSM9003. Social policy, planning and legal issues**

This course will introduce a variety of conceptual frameworks for the analysis and formulation of social policies. Students will also become familiar with the roles of different organizations in the formulation and implementation of public policy and legislation. Seminars will be arranged to examine critically policy and legal issues related to selected target groups.

**MSSM9004. Information and communication technology for social service organizations**

Information and communication technology is becoming indispensable machinery in any organization. This course examines the utilization of information technology and computers in social service organizations. Major areas of study include: (1) a review of the trends in the social service agencies' use of computerized information; (2) an exploration of software frequently used in the social services; and (3) the ethics of using information technology and computers in the human services.

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**MSSM9005. Social service research and evaluation**

The objective is to enable students to apply research methodologies and various methods of data analysis for studies contributing to the development, implementation, and evaluation of social services. Emphasis will be given to such evaluation techniques as: assessing a program's effectiveness, designing meaningful goals and objectives, choosing an evaluation approach and developing process and outcome measures. Through the course materials, students come to understand the methodological and practical issues that arise while implementing research and using research results.

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**MSSM9006. Economic analysis and social development**

This course aims to help students examine the use of concepts and theories from the economics discipline in analyzing social policies. As working knowledge of economic concepts and theories is essential for most professional roles in social administration, this course seeks both to convey the framework and concepts with which economists approach issues and to increase the likelihood that students will incorporate these in their own thinking about policy. Topics discussed will include the relationship between economic growth and social development, the role of the public sector in social service, the financing of social services, and the economic effects of social spending.

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**MSSM9007. Management and supervision in social service organizations**

This course introduces a broad framework for staff development. Focus will be placed on the assessment of an organization's internal and external environment as it relates to staff development and the relationship between organizational structure and staff development. Five critical areas will also be considered: personnel administration; conflict resolution; team building; workforce diversity and supervision. Special emphasis will be placed on understanding and acquisition of skills in conducting clinical supervision and on the importance of in-service training in social service agencies.

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**MSSM9008. Financial planning and management in social service organizations**

The course introduces and examines concepts and practices critical to good financial planning and management. The objective is to enable students to learn skills and strategies for budgeting. Emphasis will be given to the understanding of the financial activities and reports essential to management, as well as analysis and use of financial information in planning, budgeting and measuring results to promote the organization's mission and goals.

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**MSSM9009. Independent study**

This course provides students with the opportunity to carry out independent study in a specialized area of social service management with support from resource teachers. Each student will be assessed on the major paper he or she produces at the end of the training period.