

# **REGULATIONS FOR THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)**

*These regulations apply to students admitted to the Master of Business Administration in the academic year 2012-2013 and thereafter.*

*(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**

**MBA1** To be eligible for admission to the courses leading to the degree of Master of Business Administration, candidates shall

- (a) comply with the General Regulations;
- (b) hold a bachelor's degree of this University or another qualification of equivalent standard from this University or from another University or comparable institution accepted for this purpose; or
- (c) have attained a satisfactory level of performance in the Graduate Management Admissions Test (GMAT);
- (d) provide evidence of post-graduate full-time work experience of at least three years duration for entry to the full-time and part-time streams; or possess at least five years of experience at managerial level on top of prior experience in reaching management ranks for entry to the part-time Executive stream;
- (e) have attained a satisfactory score on TOEFL or IELTS if their qualifications from a university or comparable institution outside Hong Kong where the language of teaching or examination is not English; and
- (f) satisfy the examiners in a qualifying examination, if required.

**MBA1A** Candidates who do not satisfy the requirements of MBA 1(b) and/or (c) above may in exceptional circumstances be admitted if they

- (a) demonstrate adequate preparation for studies at this level;
  - (b) hold a professional qualification and membership of a professional body accepted for this purpose; or have demonstrated to the Admissions Committee with more than 7 years of exceptional business experience (applicable to part-time stream and full-time (China Track) students only); and
  - (c) satisfy the examiners in a qualifying examination, if required.
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## **Qualifying examination**

### **MBA2**

- (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 in the curriculum until they have satisfied the examiners in the examination.

## **Course exemption and advanced standing**

**MBA3** Exemption of up to four required courses may be granted (normally by examination) if candidates

- (a) can produce evidence, such as transcript and course syllabus, that a course is equivalent in content to another course taken elsewhere for which a satisfactory grade has been obtained; or
- (b) are holding relevant professional qualifications.

No credits will be given for the exempted course and candidates shall be required to take an approved alternative course.

**MBA4** Advanced standing of up to two required courses may be granted (normally by examination) if candidates

- (a)
  - (i) can produce evidence, such as transcript and course syllabus, that a course is equivalent in content to another course taken elsewhere for which a satisfactory grade has been obtained where exemption of two courses has already been granted according to MBA 3; or
  - (ii) are holding relevant professional qualifications where exemption of two courses has already been granted according to MBA 3; or
  - (iii) have completed comparable courses for which a satisfactory grade has been obtained at postgraduate level; and / or
- (b) demonstrate satisfactory overall performance in their MBA study.

Advanced standing will be granted on a case-by-case basis at the discretion of the Programme Director. Being exempted in two courses does not imply the granting of advanced standing. No credits will be given for the advanced standing granted.

**MBA5** The total number of course exemption and advanced standing to be granted according to MBA 3 and MBA 4 shall not exceed four for the full-time and part-time streams. No course exemption and advanced standing will be granted for the part-time Executive stream.

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## **Award of degree**

**MBA6** To be eligible for the award of the degree of Master of Business Administration, candidates shall

- (a) comply with the General Regulations; and
- (b) complete the curriculum and satisfy the examiners in accordance with the regulations set out below.

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## **Length of curriculum**

**MBA7** The curriculum shall extend over a minimum of two academic years and a maximum of four academic years of part-time study, or a minimum of fourteen months and a maximum of twenty-six months of full-time study. Candidates who have been granted advanced standing under Regulation MBA 4 are permitted to complete the curriculum in less than two academic years of part-time study, or not less than one academic year of full-time study. Candidates who

have been granted leave of absence under Regulation 8 are also required to complete their study within the specified maximum period.

**MBA7A** The curriculum of the part-time Executive stream shall normally extend over a period of two to three academic years. In exceptional circumstances, candidates may complete all programme requirements within a maximum period of forty-eight months from the initial matriculation date of the programme.

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### **Leave of absence**

**MBA8** A candidate who wishes to be absent from a full-time term/ three part-time modules or more shall be required to submit a written application for leave of absence for personal, health, or other reasons to have time away from his/her academic responsibilities. Under no circumstances shall the leave of absence be granted on each occasion for a period of more than twelve months.

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### **Completion of the curriculum**

**MBA9** To complete the curriculum, candidates shall

- (a) follow instruction on the syllabuses prescribed, participate in activities which form part of the curriculum, and complete all written and practical work as may be required; and
  - (b) satisfy the examiners in the written presentations and practical work prescribed for each course.
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### **Examinations**

**MBA10** Candidates shall satisfy the examiners in all the prescribed courses as required in the syllabuses. Examinations shall normally be held at the end of each course, unless otherwise specified.

**MBA11** Candidates who have failed a course shall be required to sit for re-examination or retake the course. Candidates may take another course as substitution if the failure is an elective course.

**MBA12** Candidates who have failed a total of more than three examinations or re-examinations during the entire period of study of the curriculum shall be recommended for discontinuation under the provisions of the General Regulations G 12.

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### **Examination results**

**MBA13** At the conclusion of the examinations, a pass list shall be published. Candidates who have shown exceptional merit at the whole examination may be awarded a mark of distinction, and this mark shall be recorded in the candidate's degree diploma.

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# **SYLLABUSES FOR THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA)**

*These syllabuses apply to students admitted to the Master of Business Administration in the academic year 2012-2013 and thereafter.*

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## **PROGRAMME STRUCTURE**

### **FULL-TIME PROGRAMME**

The curriculum consists of eleven required courses (including one capstone course), and nine electives.

#### **REQUIRED COURSES**

- Accounting for Business Decisions
- Business Communications, Ethics and Practice
- Competitive Strategy (Capstone Course)
- Corporate Finance
- Creativity and Business Innovation
- Decision and Risk Analysis
- Global Economy
- Information and Operations Management
- Managerial Economics
- Organizational Leadership
- Strategic Marketing Management

#### **ELECTIVE AND CAPSTONE COURSES**

A list of elective courses will be announced at the beginning of each year. Candidates may take the courses in designated overseas institutions and may also take other electives from the MBA (International), the Master of Economics and the Master of Finance programmes offered by the Faculty of Business and Economics under the advice and approval of the Programme Directors concerned. The capstone course will be conducted in the form of lecture, field trip, case study, and/or project under supervision.

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### **PART-TIME PROGRAMME**

The curriculum consists of eleven required courses and seven electives.

#### **REQUIRED COURSES**

- Accounting for Business Decisions
- Business Communications, Ethics and Practice
- Competitive Strategy
- Corporate Finance
- Creativity and Business Innovation
- Decision and Risk Analysis
- Global Economy
- Information and Operations Management
- Managerial Economics

- Organizational Leadership
- Strategic Marketing Management

## **ELECTIVE COURSES**

A list of electives will be announced at the beginning of each year. Candidates may also take other electives from the MBA (International), the Master of Economics and the Master of Finance programmes offered by the Faculty of Business and Economics under the advice and approval of the Programme Directors concerned.

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## **ASSESSMENT**

Candidates shall normally be examined at the end of each course, unless otherwise specified. Examinations may include any combination of written assignments, project reports, written papers, or any other assignment which may be required as part of a course. In order to successfully complete a particular course, besides fulfilling the assignment and examination requirements of respective lecturers, candidates will also have to attain a minimum attendance requirement of 70% for each course.

## **PART-TIME PROGRAMME (EXECUTIVE STREAM) EMBA-Global Asia**

The curriculum consists of fourteen required courses (including four half-courses), seven electives and one International Seminar or International Assignment.

## **REQUIRED COURSES**

- Capital Markets and Investments
- Corporate Finance
- Decision Models (half-course)
- Executive Leadership (half-course)
- Financial Accounting
- Global Economic Environment
- Leadership and Organisational Change
- Managerial Accounting (half-course)
- Managerial Economics (half-course)
- Managerial Negotiations
- Managerial Statistics
- Marketing Strategy
- Operations Management
- Strategic Management

## **ELECTIVE AND INTERNATIONAL SEMINAR/ ASSIGNMENT**

Elective courses may vary in each intake. A full list of elective options will be announced at the beginning of each intake.

Candidates may take the courses in designated overseas institutions and electives offered by the Faculty of Business and Economics for the part-time executive stream of MBA programme. They may also choose to work on an optional independent research course with a faculty from either one of the collaborating institutions as one of the seven electives. Candidates are required to take an International Seminar or International Assignment offered by respective designated overseas institutions which will be conducted in the form of seminar, lecture, field trip, case study, and/or project under supervision.

## **ASSESSMENT**

Candidates shall normally be examined at the end of each course, unless otherwise specified. Examinations may include any combination of written assignments, project reports, written papers, or any other assignment which may be required as part of a course. In order to successfully complete a particular course, besides fulfilling the assignment and examination requirements of respective lecturers, candidates will also have to attain a minimum attendance requirement of 70% for each course.

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