

PROFESSIONAL DIPLOMA IN HOUSING MANAGEMENT CERTIFICATE IN PROPERTY MANAGEMENT

Introduction

Since 1968, we have been Hong Kong's leading provider of professional training in housing management. To date, about 6268 students have successfully completed the three-year Professional Diploma in Housing Management programme (formerly known as Diploma in Housing Management), which receives full recognition from the Hong Kong Institute of Housing and the Chartered Institute of Housing in the U.K. Starting from September 2012, the Professional Diploma programme has been recalibrated to QF Level 5.

In order to cater for the changing needs of society, we have been revising our curriculum and at the same time adopting a block building approach in providing housing management programmes. This is evidenced by the introduction, in September 2004, of the Certificate in Property Management. The programme by itself is a self-contained programme, but it also serves as an access to the Professional Diploma in Housing Management.

Holders of the Certificate in Property Management (formerly known as Advanced Certificate in Property Management), who have achieved good academic results, may be allowed direct entry to the Year 1 of the Professional Diploma in Housing Management programme.

To make housing education more accessible, no Entrance Test is set for the graduates of the Certificate in Property Management. We hope that this programme will provide more education opportunities to young practitioners in the housing field.

As the number of places in each programme is limited, selection is based on individual's academic merit.

For further information, please contact:

Ms. Enid Ng
Programme Director
HKU SPACE
11/F., Fortress Tower
250 King's Road, North Point
Hong Kong

Tel.: 2508 8819 / 2508 8820 / 2508 8816

PROFESSIONAL DIPLOMA IN HOUSING MANAGEMENT

Aims of the Programme

The programme provides a professional qualification in housing management for people already working in the field. It provides a firm grounding in the theory and practice of housing management.

The standard and content of the programme and its examination are designed to be the equivalent of the Professional Qualification of the Chartered Institute of Housing, Asian Pacific Branch and the Hong Kong Institute of Housing. The curriculum reflects local needs.

Programme Structure

Year I

Term 1	Term 2
Communication Studies (27 hours) 9 credits; QF Level 4	Communication Block Course (35 hours) 6 credits; QF Level 5
Housing Studies: Concepts, Framework and Policy (27 hours) 9 credits; QF Level 4	Business Management in Housing Organizations (27 hours) 9 credits; QF Level 4
Marketing (27 hours) 9 credits; QF Level 4	Social Services and Public Administration (27 hours) 9 credits; QF Level 4
Applied Information Technology in Housing Management (27 hours) 9 credits; QF Level 4	Business Writing in Chinese 中文商務寫作 (27 hours) 9 credits; QF Level 4

Year II

Term 1	Term 2
Management Issues in Property Management (36 hours) 12 credits; QF Level 5	Housing Finance and Accounting (36 hours) 12 credits; QF Level 5
Building Maintenance Management (36 hours) 12 credits; QF Level 5	Building Technology (36 hours) 12 credits; QF Level 5
General Principles of Law (36 hours) 12 credits; QF Level 5	Land and Property Law (36 hours) 12 credits; QF Level 5
Introduction to Facilities Management (36 hours) 12 credits; QF Level 5	Human Resources Management (36 hours) 12 credits; QF Level 5

Year III

Term 1	Term 2
Research Project (21 hours lecture + 9 hours tutorial) 18 credits; QF Level 5	Property Management Issues and Practices (36 hours) 12 credits; QF Level 5
Customer Services and Relations (36 hours) 12 credits; QF Level 5	Shopping Centre Management (36 hours) 12 credits; QF Level 5
Financial Resource Management (36 hours) 12 credits; QF Level 5	Property Valuation (36 hours) 12 credits; QF Level 5
Property Law and Ordinance (36 hours) 12 credits; QF Level 5	Building Inspection and Contract Management (36 hours) 12 credits; QF Level 5

Professional Diploma in Housing Management is a three-year part-time programme. For candidates directly entered into Year II, they would grant one year exemption (Year I of the whole programme except the Communication Block Course). Students are required to attend about four lecture sessions a week. Lectures are mostly held in the evenings from 6:30 p.m. to 9:30 p.m. or during weekends from 2:00 p.m. to 5:00 p.m., with some might be held during office hours. Employer sponsorship/support is therefore essential.

Awards and Professional Membership

A HKU SPACE Professional Diploma in Housing Management is awarded to candidates who pass the Final Examination, complete the Communication Block Course and the Group Research Project.

As the Professional Diploma course is recognized by the U.K. Chartered Institute of Housing, and the Hong Kong Institute of Housing, graduates complete the Practical Experience Requirement (P.E.R.) with five years of working experience in housing management are eligible to apply for Corporate Membership of both Institutes. Graduates are also eligible to apply for admission to the Master's Degree in Housing Management offered by the University of Hong Kong and other higher degree courses offered by the tertiary education institutions in the U.K.

Entry Requirements

1. An applicant for admission shall:-

- i) have satisfied the minimum University entrance requirement*; or
- ii) hold a post-secondary diploma awarded by a post secondary institution; or
- iii) hold a HKU SPACE Certificate in Property Management (previously known as Advanced Certificate in Property Management) with credit (grade C) or above in 3 or more modules;

Applicants hold a recognized degree will be considered for direct entry to Year II.

Applicants hold a HPSHCC Higher Diploma in Surveying and Property Management (previously known as HPSHCC Higher Diploma in Real Estate Management) will be considered for direct entry to Year II.

Applicants with 5 years of relevant working experience, including 2 years at the managerial level in the industry will be considered on individual merit.

Applicants with the necessary qualification will be required to take an Entrance Test.

- 2. The Chartered Institute of Housing and The Hong Kong Institute of Housing require all students enrolled in the course to be student members of either Institute during the duration of the course.
- 3. No student admitted to the course shall at the same time be registered for other courses of study without the specific authorization of the Director.
- 4. Applicants who are not working in the field will be considered on individual merit.

* *The minimum requirements for entrance to the University of Hong Kong vary from time to time. See General Regulations G3 (except where it refers to mature age applicants) in the most recent University of Hong Kong Calendar.*

Application Procedure

Application Code: 1845-HB001A

Applicants must apply for admission by the date prescribed. Applicants with the necessary qualifications will be required to take an Entrance Test, with selection based on academic merit. **The Entrance Test will be scheduled within June 2020.**

Completed application form, **SF26** (for applicants who apply Year I and direct entry to Year II), should be accompanied by:

1. copies of relevant certificates or diplomas;
2. letter(s) of recommendation from employers or academic personnel;
3. supplementary form D1 and D2 on page 16 – 17;
4. one non-refundable crossed cheque of HK\$200 payable to "HKU SPACE" as the application fee.

Applicants may choose to apply the programme through the School's online application system. Applicants are reminded to upload the required documents listed above if applying through the online application system.

The required forms, documents and application fee should reach the Programme Director, Professional Diploma in Housing Management, HKU SPACE, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. Application for the 2020/2021 intake is closed on: **May 8, 2020.**

Tuition Fee in 2020/2021:

Year I: HK\$27,500

Year II: HK\$38,620

Year III: HK\$38,620

Block Course: HK\$4,530

(For candidates directly entered into Year II, they are required to pay the Block Course fee.)

Application fee: HK\$200 (non-refundable)

Methods of Assessment

1. Candidates will be examined on each of the subject. To be eligible to sit the examination of any subject, candidates shall have attended at least 75% of the course meeting of that subject.
2. Communication Block Course - candidates are required to attend this 35-hour course in June, July or August after the Year I Examination. For those direct entry to Year II, candidates are required to attend the course after their Year II's examination. They are required to attend 90% of the course, participate actively in the sessions and satisfy the instructors and facilitators by achieving a reasonable standard in course assignments.
3. Project – candidates are required to attend a 21-hour lecture between May and June after the Year II examination. They are required to attend all the tutorials, an oral presentation and submit a group project of 10,000 words on an approved housing topic.
4. Course Assessment - candidates will be partially assessed by course assignments and tutorial performance in some papers.

Practical Experience Requirement (P.E.R.)

Candidates could get their P.E.R. booklet once they join as student member in either Chartered Institute of Housing, Asian Pacific Branch, and/or, The Hong Kong Institute of Housing. They are encouraged to complete their P.E.R. booklet during their course of study.

Graduates must complete the P.E.R. booklets for membership of the Chartered Institute of Housing, Asian Pacific Branch, and/or, The Hong Kong Institute of Housing.

Leave of Absence

Candidates who wish to take leave of absence and deferred enrolment should apply from the School. Students have to apply in writing to the Programme Director for approval. Permission for leave of absence and deferred enrolment, based on medical grounds or other reasons, will normally be granted for one year only. Admission to re-join the course will depend on the number of vacancies available.

Syllabus

Year I

Communication Studies (9 credits; QF Level 4)

This module aims to enrich students' English background generally and to improve their written proficiency in communicating with people inside and outside their organizations. (27 hours)

Housing Studies: Concepts, Framework and Policy (9 credits; QF Level 4)

This module introduces basic issues relating to housing. They include basic concepts, administrative framework, housing markets and housing policy. (27 hours)

Business Writing in Chinese 中文商務寫作 (9 credits; QF Level 4)

此課程介紹寫作常識及教授各公務及應用寫作之分類及格式。(27 hours)

Business Management in Housing Organizations (9 credits; QF Level 4)

The aims of this module are to provide students with the opportunity to learn, and to apply management knowledge and techniques to housing. Theory should be illustrated by practical examples and the application of theory to housing organizations should be emphasized. (27 hours)

Communication Block Course (6 credits; QF Level 5)

Students are required to attend a 35-hour communication block course that aims to improve their interpersonal communication skills. (35 hours)

Marketing (9 credits; QF Level 4)

This module enables students to acquire basic knowledge in marketing. The module aims to develop students' ability in analyzing market opportunities, preparing marketing plan and understanding the appropriate use of marketing research. (27 hours)

Social Services and Public Administration (9 credits; QF Level 4)

Students will examine the scope of social services and understand the processes involved in the formation and implementation. They will discuss the problems and difficulties concerning the implementation and co-ordination of the major social services, in particular in relation to housing. They will be able to use case studies and practical examples to illustrate these points. (27 hours)

Applied Information Technology in Housing Management (9 credits; QF Level 4)

The syllabus introduces learners to the basic concepts of information technology system and information system and enables learners to apply IT knowledge. (27 hours)

Year II

Housing Finance and Accounting (12 credits; QF Level 5)

This module enables students to acquire a sound, functional grasp of the basic concepts and terminology of housing finance, as well as a broad familiarity with the key issues and problems which are currently relevant to housing finance and accounting. (36 hours)

Building Maintenance Management (12 credits; QF Level 5)

This module is about building services and utilities of high rise buildings. The first part of the syllabus covers the technical part of building services. Students will have an appreciation of the function, operation, structure and relevant regulations of various building services and utilities in Hong Kong. The second part discusses the housing manager's role in repairs, maintenance and rehabilitation and introduces students to relevant concepts, techniques and systems. (36 hours)

General Principles of Law (12 credits; QF Level 5)

This module is to provide a foundation in legal studies. It intends to help students acquire basic legal knowledge and a solid foundation for study of other law related subjects. (36 hours)

Introduction to Facilities Management (12 credits; QF Level 5)

This module aims to equip students with knowledge in facilities management. Major focus will be placed on applying the knowledge to current practices in housing management. (36 hours)

Management Issues in Property Management (12 credits; QF Level 5)

The syllabus reviews problems and issues encountered in the practice of property management. It encourages students to make maximum use of their own experiences to critically evaluate property management. (36 hours)

Building Technology (12 credits; QF Level 5)

This module provides training on basic concepts in building technology and maintenance. It equips students with technical knowledge required for managing buildings. (36 hours)

Land and Property Law (12 credits; QF Level 5)

This module introduces the concepts and general principles of land law. (36 hours)

Human Resources Management (12 credits; QF Level 5)

This module provides an insight into the development of human resource function, the role it plays within a housing organization, and the practices to contribute more to the management of the human resource. (36 hours)

Year III

Research Project (18 credits; QF Level 5)

The main aim of the project is to provide practical relevance to the students' course of study by relating the theoretical aspect of the Course to practical problems and issues in the housing field. Students will be expected to select a topic in the housing field. An analysis of the topic or problem should result in the students drawing conclusions supported by sound arguments. The project should be a combination of library and field-based work. (21 hours lecture + 9 hours tutorial)

Customer Services and Relations (12 credits; QF Level 5)

This module enables students to understand key components of customer services management. It trains students to apply communication and negotiation techniques to enhance customer services. Also, it trains students to utilize relationship marketing theories and concepts in housing services provision. (36 hours)

Financial Resource Management (12 credits; QF Level 5)

This module is designed as an introduction to the study of financial resource management. It intends to help students understand the basic concepts, strategies and practices in financial resource management. (36 hours)

Property Law and Ordinance (12 credits; QF Level 5)

This module aims to provide students with a comprehensive overview of the law and ordinance of landlord and tenant and their applications. (36 hours)

Property Management Issues and Practices (12 credits; QF Level 5)

This module discusses the concepts and issues that are related to the practices of various types of property management including residential, commercial buildings and leisure facilities. (36 hours)

Shopping Centre Management

(12 credits; QF Level 5)

This module provides specialized training for those who are interested in shopping centre management. It covers basic concepts as well as application in shopping centre management. (36 hours)

Property Valuation

(12 credits; QF Level 5)

The module provides a general coverage of topics relating to valuation. It enables students to acquire knowledge of valuation in relation to housing management. (36 hours)

Building Inspection and Contract Management

(12 credits; QF Level 5)

This module aims to train housing managers to perform effectively their roles in building maintenance. This module reviews the common building defects and regulations for building inspection. It helps students to be familiar with the Mandatory Building Inspection Scheme and related procedures. It also helps the students to master the knowledge and technique in contract management. (36 hours)

Enquiries

For further information, please contact our office at 2508 8819 / 2508 8820 / 2508 8816. Written enquiries may be addressed to the Programme Director, Professional Diploma in Housing Management, HKU SPACE, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong.



Application Code : 1845-HB001A

Programme Title : Professional Diploma in Housing Management

2020/2021

Supplementary Form

PERSONAL PARTICULARS

Name in Full (surname first): _____
 (name as appeared on H.K.I.D. card or passport)

Name in Chinese Characters

H.K.I.D. Card No.: _____

Home Tel. No.: _____

Office Tel. No.: _____

Mobile Phone: _____

E-mail Address: _____

Years of Housing Working Experience: _____

Have you applied before? No Yes and Year _____



ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Professional Diploma in Housing Management (2020/2021)

Name : _____	Name : _____	Name : _____
Address : _____	Address : _____	Address : _____
_____	_____	_____
_____	_____	_____



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