



Master of Corporate Governance

Definitive Programme Document

Programme Code: 21047



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

School of
**ACCOUNTING
& FINANCE**
會計及金融學院



Faculty of
Business
工商管理學院

Discover · Design · Deliver

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MCG Programme Web Page

<http://www.af.polyu.edu.hk/pgprog/mcg>

PolyU Student Handbook Web Page

<http://www.polyu.edu.hk/as>

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FOREWORD

It is our pleasure to welcome you to the Master of Corporate Governance programme offered by the School of Accounting and Finance at The Hong Kong Polytechnic University.

This programme aims to equip corporate administrators with sound knowledge and competency in corporate governance. Successful completion of this programme leads to the Master of Corporate Governance degree widely recognized in Hong Kong and overseas.

This Programme Document contains important information that is of direct relevance to your studies. You are strongly advised to read it carefully and use it as a guide for working out your study plan.

We wish you an enjoyable and rewarding experience with the University.

With warmest regards





Professor C.S. Agnes Cheng
Head and Chair Professor of Accounting
School of Accounting and Finance

August 2015

The Hong Kong Polytechnic University
Revised Academic Calendar 2015-16 (by Semester Week)

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sem. Week	Notes
Aug 2015	--	24	25	26	27	28	29	30	--	Aug. 31: Sem. 1 commences (13 teaching weeks: 31 Aug - 28 Nov 2015) Aug. 31 - Sep. 12: Add/Drop Period for Sem. 1
Sep	1	31	1	2	3	4	5	6	1	Aug. 31 - Sep. 12: Add/Drop Period for Sem. 1
	2	7	8	9	10	11	12	13	2	Sep. 3: The 70th anniversary day of the victory of the Chinese people's war of resistance against Japanese aggression
	3	14	15	16	17	18	19	20	3	
	4	21	22	23	24	25	26	27	4	Sep. 27: Mid-Autumn Festival (all evening classes suspended)
Oct	5	28	29	30	1	2	3	4	5	Sep. 28: The day following Mid-Autumn Festival / Oct. 1: National Day
	6	5	6	7	8	9	10	11	6	Oct. 10: PolyU Education Info Day (all day-time and evening classes suspended)
	7	12	13	14	15	16	17	18	7	
	8	19	20	21	22	23	24	25	8	Oct. 21: Chung Yeung Festival
Nov	9	26	27	28	29	30	31	1	9	Oct. 24: Twenty-first Congregation (First conferment session)
	10	2	3	4	5	6	7	8	10	
	11	9	10	11	12	13	14	15	11	Nov. 14: Twenty-first Congregation (Main conferment session, also last session)
	12	16	17	18	19	20	21	22	12	
	13	23	24	25	26	27	28	29	13	Nov. 28: Sem. 1 teaching ends
Dec	14	30	1	2	3	4	5	6	Exam.	Nov. 30 - Dec. 3: Revision Days for Sem. 1
	15	7	8	9	10	11	12	13	Exam.	Dec. 4 - 19: Examination Period for Sem. 1
	16	14	15	16	17	18	19	20	Exam.	
	17	21	22	23	24	25	26	27		Dec. 25: Christmas Day / Dec. 26: The first weekday after Christmas Day
Jan 2016	18	28	29	30	31	1	2	3) Exam.) Result) Processing	Dec. 30: All subject assessment results finalised / Jan. 1: The First Day of January
	19	4	5	6	7	8	9	10		Jan. 8: Finalisation of overall assessment results / Jan. 9: Announcement of Sem. 1 overall assessment results
	20	11	12	13	14	15	16	17	1	Jan. 11: Sem. 2 commences (13 teaching weeks: 11 Jan - 16 Apr 2016)
	21	18	19	20	21	22	23	24	2	Jan. 11 - 23: Add/Drop Period for Sem. 2
Feb	22	25	26	27	28	29	30	31	3	
	23	1	2	3	4	5	6	7	4	Feb. 7: Lunar New Year's Eve (all evening classes suspended)
	24	8	9	10	11	12	13	14	Lunar New Year Break	Feb. 8 - 10: Lunar New Year Holidays / Feb. 11 - 13: Lunar New Year Break (all day-time and evening classes suspended)
	25	15	16	17	18	19	20	21	5	
Mar	26	22	23	24	25	26	27	28	6	
	27	29	1	2	3	4	5	6	7	
	28	7	8	9	10	11	12	13	8	
	29	14	15	16	17	18	19	20	9	
Apr	30	21	22	23	24	25	26	27	10	Mar. 25 - 28: Easter Holidays
	31	28	29	30	31	1	2	3	11	
	32	4	5	6	7	8	9	10	12	Apr. 4: Ching Ming Festival
	33	11	12	13	14	15	16	17	13	Apr. 16: Sem. 2 teaching ends
May	34	18	19	20	21	22	23	24	Exam.	Apr. 18 - 21: Revision Days for Sem. 2
	35	25	26	27	28	29	30	1	Exam.	Apr. 22 - May 9: Examination Period for Sem. 2
	36	2	3	4	5	6	7	8	Exam.	May 2: The day following Labour Day
	37	9	10	11	12	13	14	15) Exam. / Exam.) Result) Processing	May 14: The Buddha's Birthday
Jun	38	16	17	18	19	20	21	22		May 18: All subject assessment results finalised
	39	23	24	25	26	27	28	29	1	May 23: Summer Term commences (7 teaching weeks: 23 May - 9 Jul 2016)
	40	30	31	1	2	3	4	5	2	May 23 - 28: Add/Drop Period for Summer Term
	41	6	7	8	9	10	11	12	3	May 25: Finalisation of overall assessment results May 26: Announcement of Sem. 2 overall assessment results
Jul	42	13	14	15	16	17	18	19	4	Jun. 9: Tuen Ng Festival
	43	20	21	22	23	24	25	26	5	
	44	27	28	29	30	1	2	3	6	Jul. 1: HKSAR Establishment Day
	45	4	5	6	7	8	9	10	7	Jul. 9: Summer Term teaching ends
Aug	46	11	12	13	14	15	16	17	Exam.	Jul. 11 - 16: Examination Period for Summer Term
	47	18	19	20	21	22	23	24		
	48	25	26	27	28	29	30	31) Exam.) Result) Processing	Jul. 25: All subject assessment results finalised
	49	1	2	3	4	5	6	7		Aug. 1: Finalisation of overall assessment results Aug. 2: Announcement of Summer Term overall assessment results
Aug	50	8	9	10	11	12	13	14	--	
	51	15	16	17	18	19	20	21	--	
	52	22	23	24	25	26	27	28	--	Aug. 28: Academic Year 2015-16 ends

 General Holidays
 Dates of finalisation of examination results
 July 2015

PART I: GENERAL INFORMATION

1. THE PROGRAMME

Programme Code and Title:
21047 Master of Corporate Governance (MCG)

Award:
Master of Corporate Governance

Medium of Instruction:
English

Mode of Attendance:
Part-time mode

Normal Duration:
2 years (Maximum period is 4 years)

2. PROGRAMME AIMS AND OUTCOMES

The MCG programme aims to equip corporate administrators, including chief executive officers, directors, financial controllers, treasurers, company secretaries and holders of key corporate positions, with a sound knowledge of, and competency in corporate governance so that they can effectively participate in the planning, implementation and monitoring of corporate financial policies and strategies.

On completion of the MCG programme, graduates will be able to:

- (1) appreciate the importance of business ethics pertaining to various corporate governance issues;
- (2) comprehend best practices in respect of corporate governance, as required to achieve higher standards of corporate behaviour;
- (3) develop a critical law and regulation insight and appreciate the role of law and regulation in corporate governance;
- (4) apply the corporate accounting and finance concepts and financial reporting practices in accounting and financial planning, control and decision making;
- (5) comprehend and appreciate management accounting controls, information systems, principles of organization and strategy theories and their application to corporate management;
- (6) explain and apply current Hong Kong taxation law and practices to advise on tax implications in corporate management and decision making;
- (7) comprehend and appreciate the legal aspects involved in company matters and the corporate governance system of both Hong Kong and PRC companies; and
- (8) fulfil exemption requirements of relevant professional bodies, including The Institute of Chartered Secretaries and Administrators (ICSA), and The Hong Kong Institute of Chartered Secretaries (HKICS).

3. ENTRANCE REQUIREMENTS

The minimum entrance requirements for the MCG programme are:

- i. a Bachelor's or a higher degree in business or business-related disciplines awarded by a recognized university, or other qualifications considered equivalent by the Admissions Committee;
- ii. to meet the minimum entrance requirements, applicants should have studied basic accounting and law or business law at undergraduate level.

If you are not a native speaker of English, and your Bachelor's degree or equivalent qualification is awarded by institutions where the medium of instruction is not English, you are expected to fulfil the following minimum English language requirement for admission.

4. PROGRAMME STRUCTURE

The normal duration of MCG programme is 2 years with Semesters 1 and 2 (13 weeks each), and a compulsory Summer Term (7 weeks) in each year. Actual number of class meetings may vary in light of certain conditions in the offering semester, such as public holidays; or other pedagogical needs of subject lecturers. Students who have successfully completed this programme will be granted a Master of Corporate Governance that is well recognized in Hong Kong and overseas.

To be eligible for the Master of Corporate Governance award, students are required to complete 9 compulsory subjects and 1 elective subject (i.e. 30 credits). Normally, students will study 2 subjects in each of Semesters 1 and 2, and 1 subject in the Summer Term.

4.1 Subject Offerings

Year	Semester	Subjects
1	1	AF5141 Corporate Financial Accounting AF5520 Corporate Law
	2	AF5213 Corporate Taxation and Tax Planning MM533 Organisation Management and Strategy
	Summer	AF5231 Managerial Accounting and Information Systems
2	1	AF5510 Corporate Governance AF5930 Corporate Administration
	2	AF5337 Corporate Finance and Policies Elective Subjects* (any one): AF5220 Strategic China Tax Planning and Management AF5336 Business Risk Management AF5338 Securities Regulations and Practice AF5522 Economic Law and System of the PRC AF5931 Research Project
	Summer	AF5521 Contemporary Issues in Corporate Governance ⁺

**Subject to university's minimum enrolment requirement, not all subjects will be offered each year. And, registration is subject to the availability of quota.*

4.2 Common Pool Electives

Starting from 2010/11, MCG students are allowed in exceptional circumstances to choose 1 elective subject (i.e. 3 credits) from the Common Pool Electives to fulfil the **elective** requirements of the programme, subject to:

- i. Students have to justify their decisions to take the elective subject from the Common Pool Electives rather than from those in the list of MCG programme specific electives (i.e. those electives offered within the MCG curriculum); and
- ii. Prior approval must be obtained from the MCG Programme Director for such decisions.

Students may refer to the following web page for the list of subjects and subject syllabuses: <http://www.polyu.edu.hk/fb/pg/commonpool>.

Students who take any subject from the Common Pool Electives are required to take note of the following:

- i. students should strictly comply with the prescriptions of the programme curriculum when performing subject registration, those who fail to meet the programme requirements will not be allowed to graduate;
- ii. students are responsible to ensure pre-requisite requirement(s) is/are met before registering for any subject;
- iii. students are responsible to ensure subjects taken are fulfilling the requirement of particular professional bodies, if any;
- iv. credit transfer/ exemption will not be granted for subjects chosen from the Common Pool Electives;
- v. not all subjects will be offered each year/semester, and registration is subject to the availability of quota.

4.3 Professional Recognitions

Graduates of the programme may be eligible for full exemption from the examination requirements of The Institute of Chartered Secretaries & Administrators (ICSA), UK, and The Hong Kong Institute of Chartered Secretaries (HKICS).

However, for students who have registered with the HKICS on or after 1 November 2002 and have already attempted but failed any HKICS examination paper(s), they should check with these professional bodies about exemption from those failed paper(s) even if they successfully graduate from this Programme.

5. PROGRAMME MANAGEMENT AND OPERATION

A Programme Committee is formed to exercise the overall academic and operational responsibility for the Programme and its development within policies, procedures and regulations defined by the University. Its composition comprises academics and student representatives.

The Programme Director and/or Deputy Programme Director and/or Programme Manager are responsible for the day-to-day management and operation of the programme, student admissions, teaching and learning matters, quality assurance (QA) and programme development. Their prime role is to ensure the programme is delivered according to the established QA mechanism.

6. COMMUNICATIONS WITH STUDENTS

While we work to communicate clearly and in a timely manner with students according to University regulations and procedures, it is the **responsibility of students** to help maintain the effectiveness of the communication process. The main communication channel for disseminating information and notices to students within the University will be through e-mails and the University Portal. **Students should ensure that their up-**

to-date personal and correspondence details are provided to the University and the relevant departments (e.g. AS, subject offering departments, etc); and **check relevant correspondence channels regularly** to obtain the latest information regarding their studies and the status of any related applications (e.g. late assessment, appeal of subject results, add/drop of subjects, deferment, etc) lodged. Failure in doing so will not constitute any grounds for appeals/complaints against consequences / decisions of the relevant matters and applications.

7. SUBJECT REGISTRATION

7.1 Add/Drop of Subjects

In addition to programme registration, students need to register for subjects at specified period prior to the commencement of the semester.

If you wish to change the subjects enrolled, you may do so through the online add/drop system during the 2-week add/drop period (one week for summer term). You are advised not to make any changes to the subjects pre-assigned to you by the Department without consulting your Department/ Academic Advisor. In case you wish to drop all subjects for a semester, you must first seek approval from your Department for zero subject enrolment. Otherwise, you may be considered as having decided to withdraw from study on the programme concerned. Dropping of subjects after the add/drop period is not allowed. If you have a genuine need to do so, it will be handled as withdrawal of subject.

If you have taken more credits, you will receive a second debit note on the remaining tuition fee about 5 weeks after the commencement of the semester. If you have taken less credits, a refund will be made.

7.2 Withdrawal of Subjects

If you have a genuine need to withdraw a subject after the add/drop period, you should submit a written request for withdrawal of subject to your programme offering department. Such requests will be considered by both the programme leader and the subject lecturer concerned if there are strong justifications and when the tuition fee of the subject concerned has been settled. Requests for subject withdrawal will not be entertained after the commencement of the examination period for your programme.

For approved cases, a handling fee will be charged. The tuition fees paid for the withdrawn subject will be forfeited. The withdrawn subjects will still be reported in your Assessment Result Sheet and Transcript of Studies although they will not be counted in Grade Point Average (GPA) calculation. If the handling fee concerned is outstanding by the payment deadline, the approval given will be declared void and you are required to attend classes of this subject and complete its assessment(s) accordingly. A reinstatement fee of HK\$400 will be charged if you wish to reinstate the approval for the withdrawn subject.

8. CREDIT TRANSFER

You should submit an application for credit transfer upon your initial enrolment on the programme or before the end of the add/drop period of the first semester of your first year of study. For students whose tuition fees are charged by credits, a credit transfer fee will be charged.

Students may be granted credit transfer if they are *business or business-related Degree*

Holders.

According to the credit transfers policy of the programme, students may be granted credit transfers for a maximum of 3 Year-1 subjects, i.e. 9 credits.

Specifically, credit transfers will be limited to *AF5141 Corporate Financial Accounting*, *AF5213 Corporate Taxation and Tax Planning*, and *MM533 Organisation Management and Strategy*, so as to align with the professional exemption arrangement. In practice, the Programme Management Team will consider granting credit transfers in the following situations:

- a. Credit transfers of these three subjects may be granted to students possessing graduate level (e.g. a Master degree) credits for the same (or very similar) subjects.
- b. Credit transfer of *AF5141 Corporate Financial Accounting* may be granted to students possessing the Hong Kong Institute of Certified Public Accountants (HKICPA) full membership via successful completion of Qualification Programme (QP), or the CPA Australia qualification with completion of the 2 electives, i.e. Financial Accounting and Financial Reporting & Disclosure of its CPA Program.

The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the department responsible for the content of the subject (e.g. the credit was earned in 2008-09, then the validity period should count from 2009 for eight years). Credits earned from previous studies should remain valid at the time when the student applies for transfer of credits.

9. RETAKING OF SUBJECTS

After the announcement of subject results in a semester, you should check whether you have failed any subject via the eStudent and arrange for retaking of the subject during subject registration.

In addition to retaking a subject due to failure, you may retake any subject for the purpose of improving your grades. These students will be accorded a lower priority for taking the concerned subjects and can do so if places are available. Students concerned can register for such subjects during the last 2 days of the add/drop period.

When you retake a subject, only the final subject grade after the retake will be included in the calculation of the Grade Point Average (GPA) and the Grade Point Average for award classification. Although the original grade will not be included in the calculation of GPAs, it will be shown on the transcript of studies. You should refer to this definitive programme document to ascertain the requirements, in particular for subjects offered in consecutive semesters, for retaking failed subjects or seek advice from the Department concerned.

Students paying credit fee will be charged for the subjects retaken.

10. ZERO SUBJECT ENROLMENT

If you do not wish to take any subject in a semester (including the summer term for those programmes having compulsory summer term specified in this document), you

must seek approval from your Department to retain your study place by submitting **Form AS112** before the start of the semester and in any case not later than the end of the add/drop period. Otherwise, your registration and student status with the University will be removed. The semesters during which you are allowed to take zero subject will be counted towards the maximum period of registration for the programme concerned.

You will receive notification from the Department normally within 2 weeks if your application is successful. Students who have been approved for zero subject enrolment are allowed to retain their student status and continue using campus facilities and library facilities. A fee of HK\$2,105 per semester for retention of study place will be charged.

For non-local students, if you need to apply for deferment of study/zero subject enrolment, it is necessary for you to seek approval from the Director of Immigration.

Procedures

- Seek approval from your programme offering department by submitting the relevant AS forms.
- Once the department approves your application, the Academic Secretariat will seek approval from the Director of Immigration on your behalf and advise you the outcome of your application by e-mail.

To resume study upon expiry of the approved period of deferred study, you must hold a valid visa. If your visa has expired, you need to apply to the Immigration Department for the visa via the Academic Secretariat.

Procedures

- Submit all the necessary documents for visa application to the Academic Secretariat by express post at least 6 weeks before you resume your study.

For details, please visit the AS homepage (<http://www.polyu.edu.hk/as> > For PolyU Students > Visa Matters for Non-local Students).

11. DEFERMENT OF STUDY

You may apply for deferment of study if you have a genuine need to do so, such as illness. The deferment period will not be counted as part of the maximum period of registration.

You are required to submit an application for deferment of study via **Form AS7** to the programme offering department. You will be informed of the result of your application in writing or via e-mail by the Department normally within three weeks from the date of application.

It is necessary for you to settle all the outstanding tuition fee and/or other fees in order to have your application for deferment processed if the application is submitted after the start of a semester. All fees paid are non-refundable. However, current students who apply for deferment of study before the commencement of the relevant semester will be eligible for refund of the tuition fee paid for that semester. Alternatively, you may apply for zero subject enrolment to reserve your study place.

Students who have been approved for deferment of study can retain their student identity card for use upon their resumption of study. You will be advised to settle the tuition fee and complete the subject registration procedures upon expiry of the deferment period. If you do not receive such notification one week before the commencement of the Semester, you should enquire at the Academic Secretariat.

The approval of deferment of study is not automatic; applications should be submitted to the Department before the commencement of the examination period of the semester concerned. Students must observe the procedures and timelines as stipulated by the University.

For non-local students, if you need to apply for deferment of study/zero subject enrolment, it is necessary for you to seek approval from the Director of Immigration.

Procedures

- Seek approval from your programme offering department by submitting the relevant AS forms.
- Once the department approves your application, the Academic Secretariat will seek approval from the Director of Immigration on your behalf and advise you the outcome of your application by e-mail.

To resume study upon expiry of the approved period of deferred study, you must hold a valid visa. If your visa has expired, you need to apply to the Immigration Department for the visa via the Academic Secretariat.

Procedures

- Submit all the necessary documents for visa application to the Academic Secretariat by express post at least 6 weeks before you resume your study.

For details, please visit the AS homepage (<http://www.polyu.edu.hk/as> > For PolyU Students > Visa Matters for Non-local Students).

12. WITHDRAWAL OF STUDY

12.1 Official Withdrawal

If you wish to discontinue your study at the University before completing your programme, it is necessary for you to complete the withdrawal procedure via **Form AS6**. Fees paid for the semester which you are studying will not be refunded.

Your application will not be processed if you have not returned your student identity card with the application form or have not cleared outstanding matters with the various departments/offices concerned, such as settling outstanding fees/fines and Library loans and clearing your locker provided by the Student Affairs Office.

The relevant Faculty/School Board Office will inform you in writing or via e-mail of the result of your application, normally within three weeks from the date of application.

Upon confirmation of your official withdrawal, you will be eligible for the refund of the caution money paid if you have no outstanding debts to the University.

All fees are non-refundable. However, current students who apply for withdrawal of study before the commencement of the relevant semester will be eligible for refund of the tuition fee paid for that semester.

If you discontinue your study at the University without completing proper withdrawal procedures, you will be regarded as having unofficially withdrawn and the caution money paid at first registration will be confiscated.

12.2 Discontinuation of Study

If you discontinue your study without following the proper procedures for official withdrawal, you will be regarded as having given up your study at the University. In such cases, you will not be eligible for the refund of caution money and shall not be considered for re-admission to the same programme in the following academic year.

12.3 De-registration

If you are de-registered on grounds of academic failure, you must return your student identity card to the Academic Secretariat within 3 weeks upon the official release of assessment result. Failure to return the student identity card may render you not eligible for any certification of your study nor for admission in subsequent years. The caution money paid will also be confiscated. Any subsequent request for the refund of caution money by returning the student identity card after the original deadline will not be entertained.

Students who have been de-registered shall not be considered for re-admission to the same programme in the following academic year.

For non-local students, once it is confirmed that you have discontinued, withdrawn your study at PolyU or have been de-registered from your programme, the University will inform the Immigration Department accordingly. According to Immigration Regulations, you must leave Hong Kong before the expiry of your limit of stay or within 4 weeks from the date of the termination of study, whichever is earlier; otherwise, you will be committing a criminal offence of breaching your conditions of stay.

13. **ASSESSMENT METHODS**

Students' performance in a subject can be assessed by continuous assessments and/or examinations, at the discretion of the individual subject offering department. Where both continuous assessment and examinations are used, the weighting of each in the overall subject grade shall be clearly stated in this document. Learning outcome should be assessed by continuous assessment and / or examination appropriately, in line with the outcome-based approach.

Continuous assessment may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. Continuous Assessment assignments which involve group work should nevertheless include some individual components therein. The contribution made by each student in continuous assessment involving a group effort shall be determined and assessed separately, and they can result in different grades being awarded to students in the same group.

14. **PASSING A SUBJECT**

In order to pass in a subject offered by the School/Departments in the Faculty of Business (i.e. subjects with prefix of AF/LGT/MM/FB), all students have to obtain **Grade D or above in both the continuous assessment and examination components** of the subject. If a subject is assessed by only one component (either by continuous assessment or examination), then the passing grade for the subject is D.

15. **ASSESSMENT OF PROJECT**

The project will be assessed by the Supervisor and a moderator appointed by the Project Coordinator. For details, please refer to the Project Manual distributed to students upon enrollment in AF5931.

16. GRADING

Assessment grades shall be awarded on a criterion-reference basis. Students' overall performance in a subject shall be graded as follows:

Grade	Description	Grade Point
A+	Exceptionally Outstanding	4.5
A	Outstanding	4
B+	Very Good	3.5
B	Good	3
C+	Wholly Satisfactory	2.5
C	Satisfactory	2
D+	Barely Satisfactory	1.5
D	Barely Adequate	1
F	Inadequate	0

'F' is a subject failure grade, whilst all others ('D' to 'A+') are subject passing grades. No credit will be earned if a subject is failed.

At the end of each semester/term, a Grade Point Average (GPA) will be computed as follows, and based on the numeral grade point of all the subjects:

$$\text{GPA} = \frac{\sum \text{Subject Grade Point} \times \text{Subject Credit Value}}{\sum \text{Subject Credit Value}}$$

where n = number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term. For subjects which have been retaken, only the grade point obtained in the final attempt will be included in the GPA calculation.

In addition, the following subjects will be excluded from the GPA calculation:

- i. Exempted subjects
- ii. Ungraded subjects
- iii. Incomplete subjects
- iv. Subjects for which credit transfer has been approved without any grade assigned
- v. Subjects from which a student has been allowed to withdraw

Subject which has been given an "S" code, i.e. absent from examination, will be included in the GPA calculation and will be counted as "zero" grade point. GPA is thus the unweighted cumulative average calculated for a student, for all relevant subjects taken from the start of the programme to a particular point of time. GPA is an indicator of overall performance and is capped at 4.0.

Any subject passed after the graduation requirement has been met or subjects taken on top of the prescribed credit requirements for award shall not be taken into account in the

grade point calculation for award classification.

17. PROGRESSION AND DE-REGISTRATION

A student will normally have "progressing" status unless he/she falls within the following categories, any one of which may be regarded as grounds for de-registration from the Programme:

- i. the student has exceeded the maximum period of registration of four years for the MCG programme; or
- ii. the student's GPA is lower than 2.0 for two consecutive semesters and his/her Semester GPA in the second semester is below 2.0; or
- iii. the student's GPA is lower than 2.0 for three consecutive semesters.

The progression of students to the following academic year will be affected by the GPA obtained in a compulsory Summer Term and that the Summer Term study constitutes a substantial requirement for graduation.

Notwithstanding the above, the Board of Examiners will have the discretion to de-register students with extremely poor academic performance before the time specified in (ii) and (iii) above. If there are good reasons, the Board of Examiners has the discretion to recommend, for approval by the respective Faculty/School Board, that students who fall into categories (ii) or (iii) be allowed to stay on the programme.

18. ACADEMIC PROBATION

The academic probation system is implemented to give prior warning to students who need to make improvement in order to fulfill the GPA requirement of the University. If your GPA is below 2.0, you will be put on academic probation in the following semester. If you are able to obtain a GPA of 2.0 or above by the end of the probation semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected on the web examination results and the Official Assessment Result Notifications. However, this status will not be displayed in the transcripts of studies.

19. ELIGIBILITY FOR AWARD

A student would be eligible for a Master of Corporate Governance award if he/she satisfies all the conditions listed below:

- i. accumulation of 30 credits as defined in this document;
- ii. satisfying all the compulsory and elective requirements as defined in this document; and
- iii. achieving a **GPA of 2.0** or above at the end of the programme.

A student is required to graduate as soon as he/she satisfies the above conditions for award. Upon confirmation of eligibility to graduate or leaving the University, registration for subjects (including the follow-on term of consecutive subjects) in the following semester/Summer Term will be nullified and removed.

Students who meet all the necessary requirements of the University and the programme concerned will be eligible for graduation. Students with graduation status confirmed on or before 15 March will receive the academic award parchment in late March/early April with the award parchment dated 15 March of the year concerned while students with graduation status confirmed after 15 March and before 1 October will receive their parchments in late October/early November with the award parchment dated 30

September of the year concerned. Please visit the Academic Secretariat homepage at www.polyu.edu.hk/as/web/dir/award_parchment.html for more updated information on the parchment collection arrangement in early March or early October with reference to your graduation timeline.

20. AWARD CLASSIFICATIONS

The following award classifications apply to your programme:

Award Classification	GPA
Distinction	3.7 ⁺ – 4.0
Credit	3.2 ⁺ – 3.7 ⁻
Pass	2.0 – 3.2 ⁻

The above ranges for different classifications are subject to BoE's individual discussions of marginal cases.

Note: "+" sign denotes 'equal to and more than'; "-" sign denotes 'less than'.

21. LATE ASSESSMENT

If you have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons, you may apply for a late assessment. Application in writing should be made to the Head of Department offering the subject **within five working days** from the date of the examination together with any supporting documents such as a medical certificate. Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the Subject Lecturer concerned, in consultation with the Programme Leader.

In case you are permitted to take a late assessment, that examination or other forms of assessment will be regarded as a first assessment and the actual grade attained will be awarded.

You are required to settle a late assessment fee before taking/completing the late assessment. If you fail to settle the fee, the result of your late assessment would be invalidated.

22. PROCEDURES FOR APPEAL

Students appealing against the decision on their assessment results shall pay a fee of HK\$125. Payment forms are obtainable from the Academic Secretariat Service Centre. If more than one examination paper is involved, an extra fee of HK\$125 shall be charged for each additional paper. This fee shall be refunded if the appeal is upheld.

A student should make his/her appeal in writing to his/her Head of Department within 7 working days upon the public announcement of his/her overall results, i.e. the date when the results are announced to students via the web. [For 2015-16, the announcement dates for overall results are 9 January 2016 (Semester 1), 26 May 2016 (Semester 2) and 2 August 2016 (Summer Term).] The Head of Department shall deal with the appeal if the student is studying in a department-based programme/scheme. If the student is studying in postgraduate schemes, the Head of Department shall refer the appeal to the Scheme Committee Chairman.

The appeal should be accompanied by a copy of the fee receipt, for inspection by the Department concerned. The student should give a complete account of the grounds for the appeal in the letter, and provide any supporting evidence.

Appeal may lead to a change in the subject grade, which may go upward as well as downward, upon completion of reviewing the appeal case. Departments should inform the student concerned of the appeal result within 7 working days after receipt of the letter of appeal.

If the appellant is dissatisfied with the decision, he/she may then appeal in writing to the Academic Secretary within 7 working days from the date of the post-mark of the Department's reply. He/She should provide the following information together with other relevant documents in support of the appeal:

- name in English and Chinese;
- student number;
- programme title, year and class of study;
- examination/subject results appealing against; and
- grounds for appeal

The Academic Secretary shall then refer the case to the Academic Appeals Committee, who shall determine whether there are prima facie grounds for a reconsideration of the Subject Lecturer's/SARP's/BoE's decision.

The decisions of the Academic Appeals Committee shall be final within the University.

23. DISMISSAL OF CLASS

If the subject lecturer does not show up after 30 minutes of the scheduled start time, the class is considered cancelled and appropriate follow up arrangements (e.g. rescheduled class, make-up class, etc) will be announced to students in due course.

24. PLAGIARISM AND BIBLIOGRAPHIC REFERENCING

Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc) in one's own work without proper acknowledge of the sources. Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit. The University/Faculty views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing what is required" or "not knowing how to do it" will not be accepted. Depending on the seriousness of the plagiarism cases, they may be referred to the Student Discipline Committee for investigation and decision. If a student is found guilty of the alleged offence, penalties considered appropriate by the Committee may be imposed. These may include:

- suspension of studies for a specified period of time;
- expulsion for a specified period or indefinitely; and
- any other penalties as considered appropriate.

Students should comply with the University's policy on plagiarism in continuous assessment, bibliographic referencing and photocopying of copyright materials.

25. PREVENTION OF BRIBERY ORDINANCE

PolyU staff members may in no circumstances solicit or accept an advantage. For relevant details, please refer to the Prevention of Bribery Ordinance (Chapter 201) of the Laws of Hong Kong at <http://www.legislation.gov.hk>.

For details of all the regulations covered in this publication, please refer to the Student Handbook of the relevant year.

(accessible at https://www2.polyu.edu.hk/as/Polyu/STDHBK/Handbook1516/Student_Handbook_2015-16_Full_Version.pdf)

PART II: SUBJECT SYLLABUSES*

<u>Subject Code</u>	<u>Subject Title</u>	<u>Page No.</u>
<i>Compulsory Subjects</i>		
AF5141	Corporate Financial Accounting	19
AF5213	Corporate Taxation and Tax Planning	23
AF5231	Managerial Accounting and Information Systems	27
AF5337	Corporate Finance and Policies	31
AF5510	Corporate Governance	34
AF5520	Corporate Law	39
AF5521	Contemporary Issues in Corporate Governance	43
AF5930	Corporate Administration	49
MM533	Organisation Management and Strategy	55
<i>Elective Subjects:</i>		
AF5220	Strategic China Tax Planning and Management	59
AF5336	Business Risk Management	63
AF5338	Securities Regulations and Practice	66
AF5522	Economic Law and System of the PRC	69
AF5931	Research Project	72

***The subject syllabuses (including teaching pedagogy and assessment methods) contained in this Definitive Programme Document are subject to review and change from time to time. The School of Accounting and Finance reserves the right to revise or withdraw the offer of any subject contained in this document. For teaching and learning purposes, students should refer to the updated subject syllabuses (including teaching pedagogy and assessment methods) distributed to them by the relevant subject lecturers when they take the corresponding subjects.**

Subject Code	AF5141
Subject Title	Corporate Financial Accounting
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to introduce to the students the role of financial reporting in the field of corporate governance. It contributes to the achievement of the MCG Programme Outcomes by enabling students to <u>identify business ethics issues in financial reporting</u> (Outcome 1), <u>explain the relationship between agency theory and accounting concepts</u> in respect of the role of corporate accounting in corporate governance (Outcome 2), <u>develop a critical accounting insight through effectively interpret new developments in financial reporting</u> (Outcome 3) and <u>apply the knowledge of current reporting issues in the working environment</u> (Outcome 4). It will enable students to <u>critically evaluate financial statements</u> of listed companies (Outcome 4).
Subject Learning Outcomes	On successfully completing of this subject, the students will be able to: <ul style="list-style-type: none"> (a) <u>effectively interpret the latest development in financial reporting regulation and the role of corporate accounting in corporate governance and to link this role with agency theory and accounting concepts</u>; (b) <u>explain the significance of business ethics</u> pertaining to financial reporting issues; (c) <u>apply the accounting concepts and financial reporting practices of Hong Kong companies</u> with particular emphasis on listed companies; and (d) <u>critically evaluate financial statements of listed companies</u> in the context of earnings management and earnings quality using both traditional and contemporary approaches.
Subject Synopsis/ Indicative Syllabus	Role of Financial Reporting and Institutional Framework Issues in financial reporting. Agency theory (information asymmetry: moral hazard and adverse selection) and the role of financial accounting. General purpose financial reporting framework. Stakeholders demanding financial statement information. Regulatory forces affecting the supply of financial information in Hong Kong and PRC. An appreciation of current accounting issues and controversies including the latest Exposure Drafts. A comparative study of the HKFRS / HKAS with IFRS / IAS and China Accounting Standards.

	<p>Financial Statement Numbers and Alternative Accounting Methods Economic factors and ethical considerations affecting choice of alternative accounting methods. Ethical dilemmas and tradeoff between reliability and relevance. Accounting method diversity, uniformity and interfirm comparisons. Empirical evidence of systematic difference in accounting choice.</p> <p>Advanced Topics in Corporate Accounting Financial statement information and corporate restructuring - consolidation, acquisition, mergers and divestiture. Accounting issues related to foreign currency translation. Highlights the differences in disclosure requirements of Hong Kong and PRC companies.</p> <p>Financial Statements Analysis Basic techniques of financial analysis: ratio analysis, common-size analysis, cash flow analysis. International comparison of financial ratios. Cross-sectional and time series techniques. Correlations and co-movements between financial statement numbers.</p> <p>Earnings Management and The Related Ethical Issues Patterns of earnings management and the ethical considerations: income smoothing and big bath; instrument of earnings management. Loss avoidance. Cookies jar reserves. Forecasting financial statements and meeting analysts' expectation.</p> <p>Use of Accounting Information for Investment Decisions Information content of accounting reports. Association between security returns and accounting numbers. Equity valuation model and financial statements information. Use of price-to-earnings ratios and the price-to-book ratios for investment decisions.</p> <p>Earnings Quality Different definitions and measures of earnings quality.</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures and seminars are integrated so as to encourage students' participation in class discussion. Lectures cover the fundamental principles and concepts of the subject syllabus. Seminars are for problem solving, case presentation and discussion. Questions and short assignments are provided so as to provide timely feedback on the progress of each student. Students are expected to play an active role in seminars and are required to discuss ethical and corporate governance issues in financial reporting. Patterns of earnings management will be identified and the related ethical issues will be considered from different perspectives. The role of corporate administrators, accountants, auditors, directors and other stakeholders in controlling and detecting fraudulence and abuse of judgment will be discussed. Students are expected to apply their knowledge to the discussion of the current financial reporting issues faced by a corporate administrator in their working environment. Guided readings are provided to stimulate students' interest and attention.</p>

<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment comprises two assignments and a final examination. These components will require students to provide explanation of the <u>significance of business ethics and to identify ethical issues</u> in financial reporting (Programme Outcome 1), its concepts, together with its <u>relationship to agency theory</u> (Programme Outcome 2). Also, students will have to demonstrate their ability to <u>apply knowledge of current reporting developments and issues to realistic situations</u> (Programme Outcome 4) together with a sound <u>critical evaluation of financial statements</u> of listed companies (Programme Outcome 4) and <u>interpretation of new developments</u> (Programme Outcome 3).</p>																																								
	<table border="1"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="4">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>Individual Assignment 1</td> <td>20%</td> <td>√</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Individual Assignment 2</td> <td>25%</td> <td>√</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="4"></td> </tr> </tbody> </table>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	Participation	5%	√	√	√	√	Individual Assignment 1	20%	√		√		Individual Assignment 2	25%	√	√			Final Examination	50%	√	√	√	√	Total	100%				
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<p>Student Study Effort Required</p>	<p>Class contact:</p>																																								
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 		<p>39 Hrs.</p>																																						

	Other student study effort:	
	<ul style="list-style-type: none"> ▪ Students are expected to spend around 6 hours per week to revise and practice the accounting principles covered in class 	78 Hrs.
	Total student study effort	117 Hrs.
Reading List and References	<p>Elliott, B. and J. Elliott, <i>Financial Accounting and Reporting</i>, latest edition, FT Prentice Hall.</p> <p>Higson, Andrew, <i>Corporate Financial Reporting</i>, latest edition, SAGE Publications Limited.</p> <p>Tsui, Christina, Lynne Chow, D.W. Taylor and Sarala Panchapakesan, <i>Advanced Financial Accounting in Hong Kong</i>, latest edition, Longman.</p> <p>Revsine, Lawrence, Daniel W. Collins and W. Bruce Johnson, <i>Financial Reporting & Analysis</i>, latest edition, Prentice Hall.</p> <p>Taylor, Stephen and Norma Hall, <i>Hong Kong GAAP: A Practical Guide to Generally Accepted Accounting Practice</i>, latest edition, Sweet & Maxwell Asia.</p> <p>Beaver, William H., <i>Financial Reporting: an Accounting Revolution</i>, latest edition, Prentice Hall.</p> <p>Hong Kong Institute of Certified Public Accountants, <i>Hong Kong Financial Reporting Standards</i>.</p> <p>Accounting Horizons, Supplement 2003 (Volume 17).</p>	

Subject Code	AF5213
Subject Title	Corporate Taxation and Tax Planning
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to impart students with sound knowledge of Hong Kong tax framework, principles and practices for planning and decision making in corporate governance. It contributes to the achievement of MCG Programme Outcomes by enabling students to <u>explain current tax law and practice in Hong Kong (Outcome 6)</u> , <u>develop a critical tax insight through effectively interpret up-to-date tax statutes, case law principles and analyze practical tax issues (Outcome 3)</u> , <u>apply the tax knowledge in corporate governance and management decision making (Outcomes 2 and 6)</u> .
Subject Learning Outcomes	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> (a) <u>explain the current law and practice relating to taxation in Hong Kong;</u> (b) <u>effectively interpret tax statutes, case law principles and practical tax issues;</u> and (c) <u>apply the tax knowledge in corporate governance and decision making.</u>
Subject Synopsis/ Indicative Syllabus	<p>Hong Kong Tax Framework Overview of Hong Kong taxation system. Law and practices of different taxes applicable to individuals, body of persons and corporations. Interactions between different taxes in a range of situations or transactions. Tax treatments of different types of income and expenses. Tax depreciation allowances.</p> <p>Applications in Corporate Governance and Decision Making Ethics in tax management – taxpayer’s obligations and rights, offences and penalties, tax evasion and tax avoidance, tax field audit and tax investigations. Tax treatment for branch and subsidiary companies. Foreign borrowing and lending arrangements. Tax incentives. Anti-avoidance provisions. Tax planning for individuals and corporations. Cross-border transactions and double tax arrangements.</p> <p>Stamp Duty Scope of charge, assessment, exemptions and reliefs. Implications to corporate administrators. Duty planning opportunities in practical situations.</p>

	<p>Introduction To Taxation in the PRC General features of selected taxes in China concerning foreign investors, including enterprise income tax and individual income tax.</p>																																																						
<p>Teaching/Learning Methodology</p>	<p>Lectures cover the core principles and concepts of the subject syllabus. Seminars are for case studies, presentation and discussion. Students are expected to play an active role in seminars and are required to present tax problems/cases and articles. They are expected to apply subject knowledge to the discussion of the current tax issues faced by a corporate administrator in their working environment. A fair portion of guided reading will also be provided.</p>																																																						
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include term test, written tax problems/cases assignment, tutorial participation and subject final examination set with tax problems/cases. These assessment components require students to demonstrate their ability to <u>explain current tax law and practice</u> in Hong Kong (Programme Outcome 6), <u>effectively interpret up-to-date tax statutes, case law principles and analyze practical tax issues</u> (Programme Outcome 3), <u>apply the tax knowledge</u> to provide tax solutions/explanations of tax implications and tax advices in Corporate Governance and management decision making (Programme Outcomes 2 and 6). Their ability to identify ethical issues in tax management will be assessed in their presentation and class discussion.</p> <table border="1" data-bbox="486 1008 1449 1615"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Term Test</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Individual Assignment</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tutorial Participation and Discussion</td> <td>10%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Term test – Tax cases on individual income tax / property tax / tax administration that students are required to analyze the facts/tax issues and apply tax concepts/principles to provide tax solutions/explanations of tax implications/advices.</p> <p>Individual Assignment – A tax problem on business and/or individual taxation that students are required to analyze the facts/tax issues and apply tax concepts/principles to provide tax solutions/explanations of tax implications/advices.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Term Test	25%	√	√	√				Individual Assignment	15%	√	√	√				Tutorial Participation and Discussion	10%	√	√	√				Final Examination	50%	√	√	√				Total	100%						
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Total	100%																																																						

	<p>Tutorial Participation and Discussion – Students are required to participate actively in analyzing the facts/tax issues of problems/cases and apply tax concepts/principles to discuss tax implications both in the classroom and/or through subject Blackboard.</p> <p>Final Examination – 3 hours examination with tax problems/cases that students are required to analyze the facts/tax issues and apply tax concepts/principles to provide tax solutions/explanations of tax implications/advices.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depends on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials/textbook, preparing tutorial participation and doing discussion questions and assignments. 	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p>Reading List and References</p>	<p>Prescribed Texts Lee, Dora, <i>Advanced Taxation in Hong Kong</i>, latest edition, Pearson Education.</p> <p>Weekly reading materials recommended/supplied in the Course.</p> <p>References Ayesha Macpherson and Garry J. Laird, <i>Hong Kong Taxation: Law and Practice</i>, latest edition, The Chinese University Press.</p> <p>CCH Asia Pte Limited, <i>Hong Kong Master Tax Guide</i>, latest edition.</p> <p>CCH Asia Pte Limited, <i>Hong Kong Revenue Legislation</i> (updated).</p> <p>CCH Asia Pte Limited, <i>China Master Tax Guide</i>, latest edition.</p> <p>CCH Hong Kong Limited, <i>Taxation in Hong Kong: A Practical Guide</i>, latest edition.</p> <p>Halkyard, A., J. Vanderwolk and Wilson W.S. Chow, <i>Hong Kong Tax Law: Cases and Materials</i>, latest edition, LexisNexis Hong Kong.</p> <p>Ho, Patrick, <i>Hong Kong Taxation and Tax Planning</i>, latest edition, Pilot Publishing Co Ltd.</p>	

	<p>Willoughby, P. and A. J. Halkyard, <i>Encyclopaedia of Hong Kong Taxation</i> (updated): Volume 1-4, Butterworths.</p> <p>James, S. and C. Nobes, <i>The Economics of Taxation: principles, policy, and practice</i>, latest edition, Prentice Hall, New York.</p> <p>VanderWolk, J., <i>The Source of Income: Tax Law and Practice in Hong Kong</i>, Sweet & Maxwell Asia, latest edition.</p> <p>Inland Revenue Ordinance (Chapter 112) and Inland Revenue Rules, with amendments, Hong Kong Government.</p> <p>Stamp Duty Ordinance (Chapter 117), with amendments, Hong Kong Government.</p> <p>Articles</p> <p>Selected articles from journals include:</p> <p><i>Asia-Pacific Journal of Taxation</i> <i>Journal of International Taxation</i> <i>Tax Planning International Review</i> <i>International Tax Journal</i></p> <p>IRD – Departmental Interpretation and Practice Notes.</p> <p>Web sites</p> <p>Tax law : http://www.legislation.gov.hk</p> <p>IRD: http://www.ird.gov.hk</p>
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Subject Code	AF5231
Subject Title	Managerial Accounting and Information Systems
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to provide students with an understanding of the key issues in management accounting and information systems associated with corporate governance. It contributes to the achievement of MCG Programme Outcomes by enabling students to <u>identify the key issues in management accounting and information systems associated with corporate governance</u> (Outcome 2), <u>apply the knowledge and practical experience in solving problems of management accounting and information systems</u> (Outcome 5), <u>identify management accounting from a manager's perspective and the different forms of information systems as well as to manage and utilize information technologies</u> (Outcome 5), <u>apply management accounting information for improvement of decision making, planning and control and utilize information technologies to improve business processes and decision making in practice</u> (Outcome 5).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>apply managerial accounting information for improvement of decision making, planning and control;</u> (b) <u>identify the different forms of information systems and to manage and utilize information technologies to improve business processes, conduct electronic commerce, improve decision-making and gain competitive advantage; and</u> (c) <u>apply support tools for managers in decision-making, such as data-mining application software.</u>
Subject Synopsis/ Indicative Syllabus	<p>Managerial Accounting and the Business Environment Major differences and similarities between financial and managerial accounting. The role of management accountants in an organisation. The importance of upholding ethical standards: competence, confidentiality, integrity, objectivity and resolution of ethical conflict.</p> <p>Cost Concepts and Cost Accumulation Systems The nature of costs. Cost behaviour. Estimation and use of the cost function. Job-order and process costing systems.</p> <p>Information for Decision Making Information to support decision making. Variable Costing. Cost-Volume-Profit analysis. Relevant cost for decision making. Pricing decisions.</p>

	<p>Standard Costing and Budgetary Control Setting standards. Flexible budgets, variance analysis and investigation. Master budget and operations budgets. Behavioural aspects of budgeting.</p> <p>Performance Evaluation and Transfer Pricing Incentive conflicts and contracts. Incentive compensation. Responsibility accounting. Operating performance measures. Transfer pricing and its effects on performance evaluation.</p> <p>Current Management Accounting Practices Activity-based costing. Just-in-time. Total quality management. Process reengineering; Balanced Scorecard.</p> <p>Overview of Information System (IS) Introduction to information systems. Introduction to E-business. Electronic data interchange. Importance of IS in assisting companies to achieve competitive advantages. Ethical issues in the use of computer.</p> <p>Information Technologies and Security Database systems. Networking and wireless technologies. Information systems control and security.</p> <p>Information System Development and Management Stages and techniques involved in information system development and management. The role of accountants or corporate administrators throughout the process.</p> <p>Enterprise Systems Enterprise resource planning systems. Decision Support Systems. Customer Relationship Management Systems. Supply Chain Management Systems.</p> <p>Applications of Information Systems to Accounting The revenue cycle: sales and cash collections. The expenditure cycle: purchasing and cash disbursements. The production cycle. Accounting reports and XBRL.</p>
<p>Teaching/Learning Methodology</p>	<p>The subject will use a combination of teaching and learning approaches including lectures, case studies, computer hands-on sessions and group discussion and presentation. Lectures are intended to highlight the concepts relating to management accounting and information systems. Real world cases from the textbook and other sources enable students to apply their knowledge, practical experience and ethical reasoning in solving problems.</p>
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include management accounting and information systems problems/cases assignments, tests, class participation and subject final examination. These assessment components require students to <u>apply their knowledge and practical experience in identifying the key issues in management accounting and information systems associated with corporate governance and solving real world problems of management accounting and information systems</u> (Programme Outcomes 2 and 5). Their ability to identify ethical issues in management accounting and information systems will be assessed in</p>

		their presentation and class discussion.					
Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
		a	b	c			
Term Test	20%	√	√				
Class Participation	15%	√	√	√			
In-class Exercises	15%	√	√	√			
Final Examination	50%	√	√				
Total	100%						
		<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The Term Test assesses the students' understanding of management accounting concepts.</p> <p>Class Participation stimulates students' critical thinking in issues related to management planning, control and decision making. Case discussion on information systems will allow students to understand how information systems can be used in solve strategic and operational management problems.</p> <p>In-class Exercises require students to complete a problem/mini-case by applying the management accounting or information systems concepts presented in class.</p> <p>Final Examination – Students are required to solve problems/cases related to both management accounting and information systems by analyzing the facts given and apply the principles/concepts learned in class.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>					
Student Study Effort Required	Class contact:						
	▪ 13 weeks of 3 hours seminar each						39 Hrs.
	Other student study effort:						
	▪ Students are expected to spend, on average, 5 hours for every 3-hour seminar to read textbook/supplementary material and to do review problems.						65 Hrs.

	Total student study effort	104 Hrs.
Reading List and References	<p>Romney, M.B. and P.J. Steinbart, <i>Accounting Information Systems</i>, latest edition, Prentice Hall.</p> <p>Garrison, R.H. and E.W. Noreen, <i>Managerial Accounting</i>, latest edition, McGraw Hill.</p> <p>Laudon K.C. & Laudon J.P., <i>Essentials of Management Information Systems: Organization and Technology</i>, latest edition, Prentice Hall.</p> <p>Selected articles from relevant journals.</p>	

Subject Code	AF5337
Subject Title	Corporate Finance and Policies
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to equip students with the modern theories and practice of corporate finance. It contributes to the achievement of the MCG Programme Outcomes by developing students' ability to <u>think critically in resolving corporate finance issues</u> (Outcome 4), to <u>establish the linkage between financial policies and corporate governance</u> (Outcome 2), and to <u>apply their understanding of financial concepts and models to company analysis</u> (Outcome 4).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>demonstrate how corporate financial policies are related to corporate governance;</u> (b) <u>identify the sources of risk and assess its impact on corporate financial decisions;</u> and (c) <u>apply the corporate finance knowledge in financial decision making.</u>
Subject Synopsis/ Indicative Syllabus	<p>Goals of the Firm Corporate goals. Stakeholders in a company and agency problems. Market incentives for ethical behavior. Corporate governance and financial performance.</p> <p>Foundation of Corporation Finance Time value of money. Annuity and perpetuity. Valuation of bonds. Interest rate risk. Valuation of stocks. Dividend Growth Model.</p> <p>Capital Investment Decisions Capital budgeting criteria: Payback, NPV and IRR methods. Cash flow estimation. Projects with uneven lives. Real option.</p> <p>Risk and Return Trade-off Risk premium based on historical returns. Portfolio theory. Diversification benefit. Systematic risk and firm-specific risk. Capital Asset Pricing Model.</p> <p>Cost of Capital Weighted average cost of capital. Divisional cost of capital and pure play approach.</p>

	<p>Sources of Financing Long-term financing. Changing environment of capital markets. Initial public offerings. Rights offering.</p> <p>Capital Structure Effect of financial leverage. MM Theory. Optimal capital structure and trade-off model. Financial distress. Agency costs. Asymmetric information. Pecking Order theory.</p> <p>Dividend Policies Factors affecting dividend policies. Signalling effects. Share repurchases.</p> <p>Corporate Restructuring Types of mergers and acquisitions. Merger analysis. Defensive tactics. Empirical evidence on M&A.</p>																																																														
<p>Teaching/Learning Methodology</p>	<p>Key issues related to each topic are covered in lectures. Interpretation and application of concepts and techniques are discussed and elaborated. The lectures are supplemented with case studies, in the form of either assignments or in-class discussion. A group project and individual writing assignments are designed to provide students with hands-on experiences for company analysis.</p>																																																														
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include mid-term test, group projects with individual writing assignments, and subject final examination. Mid-term test and final examination will assess students' <u>application of concepts and theoretical framework</u> (Programme Outcome 4). Group projects and individual writing assignments will assess students' <u>ability of conducting corporate financial planning in line with corporate strategies and analyzing the financial aspects of business problem</u> (Programme Outcomes 2 and 4).</p> <table border="1" data-bbox="486 1310 1449 1928"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Class Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Group Project</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Essay Writing</td> <td>5%</td> <td>√</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mid-term Test</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes: Class Participation – Students are encouraged to ask questions and</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Class Participation	5%	√	√	√				Group Project	15%	√	√	√				Essay Writing	5%	√						Mid-term Test	25%	√	√	√				Final Examination	50%	√	√	√				Total	100%						
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	<p>participate in class discussion.</p> <p>Group Project – Students are required to perform an analysis of a company listed on the Hong Kong Exchange. The project covers three integrated areas: profitability analysis, corporate financial planning and diagnosing financial policy.</p> <p>Essay Writing – Each student is required to write a critique of a newspaper article. The topic can be related to any corporate finance issues that are covered in this class. Alternatively, the essay can also be related to the topic of group project.</p> <p>Mid-term Test – 2 hour mid-term test with short questions and multiple choice questions are designed to cover the foundation of corporate finance.</p> <p>Final Examination – 3 hour final examination with short/long questions and cases are designed for students to analyze corporate finance issues and to apply corporate finance concepts and principles to solve real world financial management problems.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depends on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials/textbook, preparing tutorial participation and doing discussion questions and assignments. 	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p>Reading List and References</p>	<p>Berk, Jonathan, Peter DeMarzo and Jarrad Harford, <i>Fundamentals of Corporate Finance</i>, latest edition, Pearson.</p> <p>Ross, Stephen A., Randolph W. Westerfield, Jeffery F. Jaffe and Bradford D. Jordan, <i>Corporate Finance: Core Principles and Applications</i>, latest edition, McGraw-Hill.</p> <p>Bruner, Robert F., <i>Case Studies in Finance: Managing for Corporate Value Creation</i>. latest edition, McGraw-Hill.</p>	

Subject Code	AF5510
Subject Title	Corporate Governance
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject provides students with an understanding and application of all aspects, and the related nature, of best practices in corporate governance. It contributes to the achievement of the MCG Programme Outcomes by enabling students to <u>identify and analyze business ethics issues pertaining to corporate governance (Outcome 1), explain the theoretical basis for corporate governance and apply the concepts and principles of corporate governance to current corporate governance practices in the working environment (Outcome 2), and evaluate corporate governance systems of Hong Kong and PRC listed companies (Outcomes 3 and 7).</u>
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>explain the theoretical basis for corporate governance;</u> (b) <u>identify and analyse business ethics issues pertaining to corporate governance;</u> (c) <u>interpret the corporate governance system and best practices of Hong Kong companies especially the listed companies;</u> (d) <u>identify the features of and evaluate the corporate governance system of PRC companies by reference to corporate governance systems of other developed jurisdictions; and</u> (e) <u>critically evaluate the effectiveness of the Hong Kong corporate governance system in protecting the interests of the investing public, the members and the creditors of Hong Kong companies.</u>
Subject Synopsis/ Indicative Syllabus	<p>General Historical development of the system of corporate governance. Corporate governance reports/principles/codes. Agency framework for evaluation of alternative corporate governance system. The role of the Companies Registry, the Stock Exchange and the Securities and Futures Commission in the corporate governance system of Hong Kong and PRC companies. Relationship between accounting quality, auditing and corporate governance.</p> <p>Business Ethics Ethical principles in business. Corporate and individual responsibilities. Ethical dilemmas. Whistle blowing. Individual and corporate standards of</p>

	<p>behaviour. Corporate codes of conduct. Professional ethics. Ethics and environment. Social responsibility. Stakeholders' interests. Insider trading. Conflict of interests. Disclosure of interests in securities. Disclosure of corporate information. Ethics and international business.</p> <p>Directors The position, power, responsibilities and ethical issues of directors, non-executive directors and independent non-executive directors. Duties under the Companies Ordinance, the Listing Rules, the Securities and Futures Ordinance and the Codes of Takeovers and Mergers and Share Repurchases. Qualification and disqualification of directors. Appointment and vacation of office. Remuneration, loans and compensation for loss of office. Restrictions on securities dealings. Insider dealing. CEO duality.</p> <p>Board Committees The roles of audit committee, remuneration committee and nomination committee.</p> <p>Secretary Qualifications, appointment and vacation of office. Duties, responsibilities and ethical issues. The role of the secretary in the corporate governance system.</p> <p>Auditor The position, duties, responsibilities and ethical issues of auditors. Appointment, termination and vacation of office. Access to corporate information. The role of the auditor in the corporate governance system. Audit quality. Auditors' independence and non-audit services. Role of Financial Reporting Council.</p> <p>Disclosure of Information Disclosure of information in interim accounts and annual reports. Contents of director's report. Notifiable and connected transactions. Disclosure of interests in shares and debentures. Disclosure of directors' dealings in securities. Voluntary disclosures.</p> <p>Rights of Shareholders Access to corporate information. The law relating to meetings of shareholders. The conduct and management of general meetings: notice, agenda, quorum, ordinary and special resolutions, voting, polls, proxies, adjournment, powers and duties of chairman. Appointment and removal of directors. Protection of minority interests.</p> <p>Corporate Governance in the PRC The position, power, duties, responsibilities and ethical issues of directors, managers and the supervisory committee. The role of the directors, independent directors, managers, secretaries and the supervisory committee in the corporate governance system of the PRC. Qualification and disqualification of directors, managers, secretaries and members of the supervisory committee. The role and functions of China Securities Regulatory Commission.</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures emphasize concepts and key principles of corporate governance with reference to the practical application in the workplace. Seminars provide students with a forum for discussion on the application of</p>

	<p>concepts to current corporate governance practices in their working environment. Students are required to present cases, problems or articles in seminars. Guest speakers from professional bodies will be invited to provide students with workshops that can enhance students' technical skills in the corporate secretaryship and corporate administration.</p>																																																						
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include class discussions, presentations, written assignment/test and final examination. These components will require students to demonstrate their ability to <u>identify and analyse business ethics issues and practices (Programme Outcome 1), explain the corporate governance theories and apply concepts and principles of corporate governance to current corporate governance practices in the working environment (Programme Outcome 2) and critically evaluate the effectiveness of both Hong Kong and PRC corporate governance systems (Programme Outcomes 3 and 7).</u></p> <table border="1" data-bbox="488 734 1457 1312"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.Participation in discussion</td> <td>10%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>2. Test</td> <td>20%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>3. Presentation</td> <td>20%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>4. Final examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Participation in discussion allows students to freely share their views and experiences in achieving good corporate governance practices in the workplace.</p> <p>Test/Presentation/Final examination requires students to: (a) understand and to apply the statutory and non-statutory regulations; (b) identify and to analyze business ethics issues and practices, (c) apply the concepts and principles of corporate governance to best practices with reference to other countries' best corporate governance practices and (d) critically evaluate the effectiveness of the Hong Kong/PRC corporate governance system.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e		1.Participation in discussion	10%	√	√	√	√	√		2. Test	20%	√	√	√		√		3. Presentation	20%	√	√	√		√		4. Final examination	50%	√	√	√	√	√		Total	100 %						
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Effort Required	▪ 13 weeks of 3 hours seminar each	39 Hrs.
	Other student study effort:	
	Students are expected to prepare for the lectures/seminars, test, pre-assigned readings for discussion in class, group presentations and written report.	78 Hrs.
	Total student study effort	117 Hrs.
Reading List and References	<p><i>Business Ethics, European Review</i>, Blackwell Publishing (updated).</p> <p>Fisher C. and Lovell A., <i>Business Ethics and Values – Individual, Corporate and International Perspectives</i>, latest edition, Prentice Hall.</p> <p>Crone A., and Matten D., <i>Business Ethics</i>, latest edition, Oxford University Press.</p> <p>De George, Richard T., <i>Business Ethics</i>, latest edition, Prentice Hall.</p> <p>Velasquez, Manuel G., <i>Business Ethics - Concepts and Cases</i>, latest edition, Prentice Hall.</p> <p>De Jonge, A., <i>Corporate Governance and China’s H-Share Market</i>, latest edition, Edward Elgar.</p> <p>Erismann-Peyer,G., Steger, U., and Salzmann, O., <i>The Insider’s view on Corporate Governance: The Role of the Company Secretary</i>, latest edition, Palgrave Macmillan.</p> <p>Ferrell, O.C., Fraedrich, J. and Ferrell L., <i>Business Ethics: Ethical Decision Making and Cases</i>, latest edition, Houghton Mifflin Company.</p> <p>Gul, F.A. and Tsui, S.L. Judy, <i>The Governance of East Asian Corporations: Post Asian Financial Crisis</i>, Palgrave Macmillan 2004.</p> <p><i>Corporate Governance – An International Review</i>, Blackwell.</p> <p>Cheng, P.W., H.S. Sum and K.T. Yuen, <i>The Hong Kong Company Secretary’s Handbook: Practice & Procedure</i>, latest edition, Longman.</p> <p>Stott, V., <i>Hong Kong Company Law</i>, latest edition, Longman.</p> <p>Gu Minkang, <i>Understanding Chinese Company Law</i>, Hong Kong University Press, 2006.</p> <p>Hong Kong Ethics Development Centre, <i>Ethics in Management: A Resource Portfolio for Hong Kong Universities</i>.</p> <p><i>Journal of Business Ethics</i>, Kluwer Academic Publishers.</p> <p><i>Companies Ordinance</i>, Cap. 622 and all related rules, regulations &</p>	

	<p>orders.</p> <p><i>Electronic Transactions Ordinance, Cap. 553.</i></p> <p><i>Financial Reporting Council Ordinance, Cap. 588.</i></p> <p><i>Guide for Directors of Listed Companies</i>, the latest edition, The Stock Exchange of Hong Kong Limited.</p> <p><i>Rules governing the Listing of Securities</i>, The Stock Exchange of Hong Kong Limited.</p> <p><i>Securities and Futures Ordinance, Cap. 571.</i></p> <p><i>Hong Kong Codes on Takeovers and Mergers and Share Repurchases.</i></p>
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Subject Code	AF5520
Subject Title	Corporate Law
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject focuses on business associations in the form of registered companies (Hong Kong incorporated companies and companies registered here as non-Hong Kong companies). This subject contributes to the achievement of MCG Programme Outcomes by enabling students to <u>identify the legal aspects involved in company matters and the corporate governance system of Hong Kong companies</u> (Outcome 7), <u>critically evaluate the rights and responsibilities of corporate officers, develop a critical corporate law insight through application of the laws and best practices in corporate decision making process and governance</u> (Outcomes 2 and 3).
Subject Learning Outcomes	On successfully completing of this subject, the students will be able to: <ul style="list-style-type: none"> (a) <u>identify and compare the laws govern different types of companies registered in Hong Kong, whether incorporated here or overseas;</u> (b) <u>critically evaluate the rights and responsibilities of officers of the company (directors, managers, company secretary and auditor) and also of the shareholders;</u> (c) <u>effectively interpret and apply the governing laws and regulations on various means by which a company may raise capital through equity and / or debt finance;</u> (d) <u>apply the laws and best practices in corporate decision making process, critically evaluate the latest legal reforms in promoting better corporate governance, especially for listed companies; and</u> (e) <u>compare and apply the procedures in the event of restructuring and winding up solvent and insolvent companies; their implications on stakeholders and corporate governance.</u>
Subject Synopsis/ Indicative Syllabus	Legal Differences, Globalization and Ethical Aspects of Company Regulation Institutional differences between civil law and common law countries and how these may impinge on the rights and duties of investors and directors. Corporate governance models and trends in the world and in Hong Kong, Multinational corporations as conveyors of globalization, International regulatory framework of multinational corporations, Corporate social responsibility.

	<p>Formation and Constitution Determinants of organizational form and effect of incorporation. Types of company. Comparison of registered companies with other forms of business organization. Companies registered in Hong Kong as 'non-Hong Kong' companies. Corporate groups and associated companies. Formation Procedures, Contents and effect of Articles of Association.</p> <p>Corporate Transactions Capacity of companies and the concept of agency as applied to companies. Promotion & Pre-incorporation contracts, Lifting the Corporate Veil, Protection of Outsiders, Maintenance of Capital: Buy Back, Capital Reduction & Financial Assistance.</p> <p>Corporate Finance and Protection of Investors Nature and types of shares. Methods of raising share capital. Flotation. Liabilities with respect to prospectuses. Allotment of shares. Underwriting and commission. Debt finance. Secured creditors. Creditors rights. Registration of charges. Priority of charges. Statutory devices for protection of investors.</p> <p>Dealings with Shares and Dividends Share transfers and transmission. Mortgages of shares. Redemption and purchase of own shares. Financial assistance for acquisition of shares. Variation of class rights. Disclosure of substantial shareholding. Declaration and payment of dividends. Capitalizing profits. Reserves.</p> <p>Corporate Management Appointment of directors. Removal, retirement and disqualification of directors. Authority and liabilities of directors and corporate officers. Duties of directors. Conflict of interests. Avoidance. Insider dealing. Appointment and functions of the company secretary. Appointment, powers and duties of auditors. Corporate liabilities.</p> <p>Meetings and Majority Control Conduct of general meetings and meetings of directors. Majority control. Duties of controlling shareholders. Protection of minority shareholders. Shareholders remedies.</p> <p>Restructuring, Receivership and Liquidation Reconstructions. Amalgamation. Schemes of Arrangement. Take-overs. Receivership. Functions of receivers and receiver-managers. Compulsory winding up. Voluntary winding up. Order of application of assets of insolvent companies. Preferential creditors: avoidance of transactions. Fraudulent trading. Dissolution.</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures will emphasize the concepts and the key issues and seminars will provide a forum for discussing applications of the concepts and the key issues. Cases/problems will therefore be used extensively. In addition to the application of concepts emphasis will be given to the identification of legal issues and the development of legal argument. While the doctrine of precedent may be familiar to the students taking this programme (from their earlier law studies), its application is, very often, not appreciated and students often have difficulty applying previous cases to the problems they are faced with.</p> <p>The cases/problems will also focus on the adequacy or otherwise of Hong</p>

	Kong's existing regulatory regime, law reform, corporate governance and ethical issues. Comparisons will also be made with other jurisdictions.																																																						
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include written legal problems/cases assignments, tutorial participation and class presentation of legal problems/cases and mid-term test based on imaginary (but realistic) factual situations in corporate law, and subject final examination set with legal problems/cases. These assessment components require students to demonstrate their ability to <u>identify the legal issues involved in company matters and the corporate governance system of both Hong Kong and PRC companies</u> (Programme Outcome 7), <u>reflect their legal knowledge (statutes and case laws) on the rights and duties of company officers</u> (Programme Outcome 2), <u>apply the relevant legal principle to deal with corporate internal and external conflict</u> (Programme Outcome 2), <u>and to critically evaluate the ongoing legal reform in corporate governance</u> (Programme Outcome 3). Their ability to identify the ethical dimensions of corporate regulation will be assessed in their discussion/presentation of cases/problems.</p> <table border="1" data-bbox="488 831 1449 1373"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th></th> </tr> </thead> <tbody> <tr> <td>Class Exercises</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>Class Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>Mid-term Test</td> <td>20%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Weekly class exercise is to train the student's ability to <u>identify the legal issues involved in company matters and the corporate governance system of both Hong Kong and PRC companies</u> (Programme Outcome 7), <u>reflect their legal knowledge (statutes and case laws) on the rights and duties of company officers</u>, <u>apply the relevant legal principle to deal with corporate internal and external conflict</u> (Programme Outcome 2), <u>and to critically evaluate the ongoing legal reform in corporate governance</u> (Programme Outcome 3). Students' ability to identify the ethical dimensions of corporate regulation will also be assessed in class exercises.</p> <p>Mid-term Test and Final Examination will provide assurance of the above learning outcomes.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e		Class Exercises	25%	√	√	√	√	√		Class Participation	5%	√	√	√	√	√		Mid-term Test	20%	√	√	√	√			Final Examination	50%	√	√	√	√	√		Total	100%						
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Student Study Effort Required	Class contact:	
	▪ 13 weeks of 3 hours seminar each	39 Hrs.
	Other student study effort:	
	▪ Textbook reading	39 Hrs.
	▪ Preparation for presentation & exams	39 Hrs.
	Total student study effort	117 Hrs.
Reading List and References	<p>Lo, Stefan HC & Qu, Charles Z, Law of Companies in Hong Kong. Latest edition, Sweet & Maxwell.</p> <p>Stott, Vanessa, <i>Hong Kong Company Law</i>, latest edition, Pearson.</p> <p>Cheng, Po Wah, et al, <i>The Hong Kong Company Secretary's Handbook: Practice & Procedure</i>, latest edition, Longman.</p> <p><i>Butterworths Hong Kong Company Law Handbook</i>, Lexis Nexis, Butterworths, latest edition.</p> <p>Smart, P., et al, <i>Hong Kong Company Law Cases, Materials and Comments</i>, Butterworths, latest edition.</p> <p><i>Companies Ordinance (CO)</i>, Chapter 622 of the Laws of Hong Kong.</p> <p><i>Companies (Winding Up & Miscellaneous Provisions) Ordinance (C(WUMP)O)</i>, Chapter 32 of the Laws of Hong Kong.</p> <p><i>Securities and Futures Ordinance (SFO)</i>, Chapter 571 of the Laws of Hong Kong.</p> <p>Selected articles.</p> <p>Web sites: Bilingual Laws Information System (http://www.legislation.gov.hk) Companies Registry (http://www.cr.gov.hk) Department of Justice (http://www.doj.gov.hk) Securities and Futures Commission (http://www.sfc.hk) Hong Kong Exchange (http://www.hkex.com.hk) David Webb-Corporate Governance HK (http://www.webb-site.com)</p>	

Subject Code	AF5521
Subject Title	Contemporary Issues in Corporate Governance
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to instill students with the latest and most controversial aspects of corporate governance since corporate governance is a rapidly evolving area as a result of changes in regulation and economic conditions. It contributes to the achievement of the MCG Programme Outcomes by enabling students to <u>identify the latest and most controversial aspects of corporate governance system, including business ethics issues</u> (Outcome 1), <u>comprehend and analyse research findings on corporate governance system</u> (Outcome 7) and <u>explain and interpret the advanced corporate governance theories and current issues in the corporate governance system</u> (Outcomes 2 and 3).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>interpret advanced aspects of corporate governance theory;</u> (b) <u>identify the controversial aspects of corporate governance system, including business ethics issues; and</u> (c) <u>analyse the latest research findings on corporate governance system.</u>
Subject Synopsis/ Indicative Syllabus	In order to effectively achieve the three subject learning outcomes, the course is flexible in terms of contents. Both advanced theories of corporate governance and relevant corporate governance research issues will be studied. Topics for presentation in lectures and discussion in seminars will be selected by lecturers with reference to topics of contemporary significance every year. These may include comparative perspectives of contemporary corporate governance issues, matters of public debate or controversy, and theoretical or empirical studies.
Teaching/Learning Methodology	This subject is a readings course designed to provide students with up-to-date knowledge of the major issues in corporate governance. The subject is also designed to assist students in developing their critical thinking and sharpening their analytical skills. Before each classroom session, students will read two to three research papers and prepare themselves (via outlines, notes, etc.) for subsequent classroom discussions related to the main issues contained in the readings. Students will be encouraged to discuss the application and implications

	<p>of business ethics in each of the readings. In addition to analyzing each set of weekly readings, students will be required to integrate their knowledge of corporate governance across the various topics. Seminars are for case studies, presentation and discussion. Students are expected to play an active role in seminars and are required to present real-life cases, share working experience and apply subject knowledge to the discussion.</p>																																																						
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include class discussions, presentations, written assignment and final examination. These assessment components require students to demonstrate their ability to <u>identify controversial aspects of corporate governance system and business ethics practices</u> (Programme Outcome 1), <u>analyse findings on corporate governance issues</u> in research papers (Programme Outcome 7) and explain and interpret the advanced <u>theories and current issues in the corporate governance system</u> (Programme Outcomes 2 and 3).</p> <table border="1" data-bbox="488 775 1445 1379"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Seminar Class Presentation</td> <td>20%</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facilitating Discussion</td> <td>5%</td> <td>√</td> <td></td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Seminar Class Presentation – Students will be assigned to group of 5 or 6 persons and allocated an issue or question to present. These questions are related to the materials presented in the relevant lectures and require collective work in preparing appropriate materials. Final product will be a PowerPoint presentation which is limited to 10 slides. Each group shall nominate a representative or more than one person (three is the best), for presentation purpose.</p> <p>Facilitating Discussion – Tutors will allocate questions and selected groups are to prepare seminar questions handout. The delivery and content of the presentation in class will account for 20% of the total marks with 5% being awarded specifically for students’ ability to provoke and lead a discussion of the topic by the non-presenting members of the seminar class.</p> <p>Project – Each student individually will write an analytical report examining and analyzing a corporate governance topic. This can either be one that is relevant to the organization that student works for or one</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Seminar Class Presentation	20%	√	√					Facilitating Discussion	5%	√		√				Project	25%	√	√	√				Final Examination	50%	√	√	√				Total	100%						
Specific assessment methods/tasks	% weighting			Intended subject learning outcomes to be assessed (Please tick as appropriate)																																																			
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Project	25%	√	√	√																																																			
Final Examination	50%	√	√	√																																																			
Total	100%																																																						

	<p>that is currently topical in Hong Kong, China or overseas. The report must refer to appropriate academic theory relevant to the topic, apply and assess the importance of the theoretical perspective in the light of the issue discussed in the report and consider relevant academic literature</p> <p>Final Examination – The examination shall be a 3-hour closed-book examination.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ Mass Lecture 	<p>21 Hrs.</p>
	<ul style="list-style-type: none"> ▪ Tutorial sessions/Presentations 	<p>21 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Reading academic papers 	<p>70 Hrs.</p>
	<ul style="list-style-type: none"> ▪ Writing an individual project 	<p>70 Hrs.</p>
	<p>Total student study effort</p>	<p>182 Hrs.</p>
<p>Reading List and References</p>	<p>Craig Doidge, G. Andrew Karolyi and Rene M. Stulz, “<i>Why do countries matter so much for corporate governance?</i>”, Journal of Financial Economics, 2007.</p> <p>Ellen Engel, Rachel M. Hayes and Xue Wang, “<i>The Sarbanes-Oxley Act and firms’ going-private decisions</i>”, Journal of Accounting and Economics, 2006.</p> <p>Hermalin, Benjamin E., “<i>Trends in Corporate Governance</i>”, Journal of Finance, 2005, Vol. 60 Issue 5, p2351-2384, 34p.</p> <p>Dahya, J. and J.J. McConnell, “<i>Outside directors and corporate board decisions</i>”, Journal of Corporate Finance”, Issue 11, pp. 37-60, 2005.</p> <p>Joseph P. H. Fan and T.J. Wong, “<i>Do External Auditors Perform a Corporate Governance Role in Emerging Markets? Evidence from East Asia</i>”, Journal of Accounting Research, Volume 43.1, pp. 36-72, 2005.</p> <p>Raheja, Charu, “<i>Determinants of board size and composition. A theory of corporate boards</i>”, Journal of Financial and Quantitative Analysis, Volume 40, 283-306, 2005.</p> <p>Bedard, J., S.M. Chtorrou, and L. Courteau, “<i>The effect of audit committee expertise, independence and activity on aggressive earnings management</i>”, Auditing: A Journal of Practice & Theory, Volume 23(2): pp.13-35, 2004.</p> <p>William B. Kinney, Zoe-Vonna Palmrose, Suzan Scholz, “<i>Auditor</i></p>	

<p><i>Independence, Non-audit services, and Restatements. Was the US Government right?</i>, Journal of Accounting Research, Vol. 42. 3, p.61, 2004.</p> <p>Francis, Jere R., Inder K. Khurana and Raynolde Pereira, <i>“The Role of Accounting and Auditing in Corporate Governance and the Development of Financial Markets Around the World”</i>, Asia-Pacific Journal of Accounting and Economics, Volume 10, No. 1, pp. 1-30, June 2003.</p> <p>Leuz, Christian, Dhananjay Nanda and Peter D. Wysocki, <i>“Earnings Management and Investor Protection: An International Comparison”</i>, Journal of Financial Economics, 69, pp. 505-527, 2003.</p> <p>Hutchinson, Marion and Ferdinand A. Gul, <i>“Investment Opportunity Set, Corporate Governance Practices and Firm Performance”</i>, Journal of Corporate Finance, 182, pp. 1-20, 2003.</p> <p>Perel, Mel, <i>“An Ethical Perspective on CEO Compensation,”</i> Journal of Business Ethics, 48, pp. 381-391, 2003.</p> <p>Lere, J.C., Gaumnitz, B.R., <i>“The Impact of Codes of Ethics on Decision Making: Some Insights from Information Economics,”</i> Journal of Business Ethics, 48(4), pp. 365-379, 2003.</p> <p>Johnson, S. and T. Mitton, <i>“Cronyism and Capital Controls: Evidence from Malaysia”</i>, Journal of Financial Economics, 67, pp. 351-382, 2003.</p> <p>Felo, A.J., <i>“Ethics Programs, Board Involvement, and Potential Conflicts of Interest in Corporate Governance,”</i> Journal of Business Ethics 32(3), pp. 205-218, 2001.</p> <p>Johnson, S., P. Boone, A. Breach, and E. Friedman, <i>“Corporate Governance in the Asian Financial Crisis,”</i> 1997-1998, Journal of Financial Economics, 58: pp. 141-186, 2000.</p> <p>Chen, Charles J.P. and Bikki Jaggi, <i>“Association between Independent Non-executive Directors, Family Control and Financial Disclosures in Hong Kong”</i>, Journal of Accounting and Public Policy, 19, pp. 285-310, 2000.</p> <p>Hill, Charles W.L. and Scott A. Snell, <i>“External Control, Corporate Strategy, and Firm Performance in Research-Incentive Industries”</i>, Strategic Management Journal, Vol. 9, pp. 577-590, 1998.</p> <p>La Porta, R., F. Lopez-de-Silanes, A. Shleifer, R. Vishny, <i>“Law and Finance”</i>, The Journal of Political Economy, 106, pp. 1113-1115, 1998.</p> <p>Shleifer, Andrei and Robert W. Vishny, <i>“A Survey of Corporate Governance”</i>, The Journal of Finance 35, pp. 737-783, June 1997.</p> <p>Shleifer, Andrei and Robert W. Vishny, <i>“A Survey of Corporate Governance”</i>, The Journal of Finance 35, pp. 737-783, June 1997.</p> <p>Zahra, Shaker A., <i>“Governance, Ownership, and Corporate Entrepreneurship: The Moderation Impact of Industry Technological Opportunities”</i>, Academy of Management Journal, Vol. 39, No. 6, pp. 1713-1735, 1996.</p>

<p>Rediker, Kenneth J. and Anju Seth, "Boards of Directors and Substitution Effects of Alternative Governance Mechanisms", <i>Strategic Management Journal</i>, Vol. 16, pp. 85-99, 1995.</p> <p>Jensen, Michael C., "The Modern Industrial Revolution, Exit, and the Failure of Internal Control Systems", <i>The Journal of Finance</i>, Vol. XLVIII, No. 3, July 1993.</p> <p>Franks, Julian and Colin Mayer, "Capital Markets and Corporate Control: A Study of France, Germany and the UK", <i>The Journal of Finance</i>, Vol. XLVIII, No. 3, July 1993.</p> <p>Baysinger, Barry D., Rita D. Kosnik and Thomas A. Turk, "Effects of Board and Ownership Structure on Corporate R&D Strategy", <i>Academy of Management Journal</i>, Vol. 34, No. 1, pp. 205-214, 1991.</p> <p>Baysinger, Barry and Robert E. Hoskisson, "The Composition of Boards of Directors and Strategic Control: Effects on Corporate Strategy", <i>Academy of Management Review</i>, Vol. 15, No. 1, 72-87, 1990.</p> <p>Baker, George P., Michael C. Jensen and Kevin J. Murphy, "Compensation and Incentives: Practice vs. Theory", <i>The Journal of Finance</i>, Vol. XLIII, No. 3, July 1988.</p> <p>Jensen, Michael C., "Agency Costs of Free Cash Flow, Corporate Finance, and Takeovers", <i>The American Economic Review</i>, Vol. 76, Issue 2, pp. 323-329, May 1986.</p> <p>Morck, R., B. Yeung and M Zhao "China's Lucky Corporate Governance", Peking University Business Forum</p> <p>Murphy, Kevin J., "Corporate Performance and Managerial Remuneration", <i>Journal of Accounting and Economics</i>, 7, 11-42, North-Holland, 1985.</p> <p>Hart, Oliver, "Corporate Governance: Some Theory and Implications", <i>The Economic Journal</i>, 105 (May), pp. 678-689.</p> <p>Weston, J. Fred, Mark L. Mitchell and J. Harold Mulherin, "Corporate Governance and Performance", <i>Takeovers, Restructuring, and Corporate Governance</i>, latest edition, Chapter 20.</p> <p>N M Wijnberg, Normative Stakeholder theory and Aristotle: The Link Between Ethics and Politics, <i>Journal of Business Ethics</i> 25:329-342, 2000.</p> <p>Joseph Heath, Business Ethics without Stakeholders, <i>Business Ethics Quarterly</i>, Vol.16, Issue 3 pp.533-557.</p> <p>Po Keung Ip, Is Confucianism Good for Business Ethics in China? <i>Journal of Business Ethics</i> 88:463-476, 2009.</p> <p>Po Keung Ip, The Challenge of Developing a Business Ethics in China, <i>Journal of Business Ethics</i>, 88:211-224, 2009.</p> <p>Young, Li and Chu, In the Interest of Minority shareholders in Hong Kong:</p>

	<p>case study on the privatization of PCCW, (2011) 32 The Company Lawyer Issue 1 28 and (2011) 32 The Company Lawyer 51.</p> <p>Selected journal articles for each lecture.</p> <p><u>Books</u></p> <p>De Jonge A. <i>Corporate Governance and China's H-Share Market</i>, latest edition, Edward Elgar.</p> <p>Huang Y., <i>Capitalism with Chinese Characteristics: Entrepreneurship and The State</i>, latest edition, Cambridge University Press.</p> <p>Brockett, A. and Z. Rezaee <i>Corporate Sustainability</i>, John Wiley & Sons, Inc.</p> <p><u>Report</u></p> <p>Kirkpatrick, G., 'The Corporate Governance Lessons from the Financial Crisis', OECD, 2009.</p>
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Subject Code	AF5930
Subject Title	Corporate Administration
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to impart students with a practical and theoretical understanding of the knowledge and skills required in corporate administration. It contributes to the achievement of the MCG Programme Outcomes by enabling students to analyze the implications of various corporate governance issues in corporate administration (Programme Outcomes 1, 2 and 3), to take responsibility for the administration of corporate resources in compliance with external and internal regulations (Programme Outcome 7), to apply core skills in corporate management and to effectively manage corporate resources (Programme Outcomes 1, 2 and 3).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>analyse the implications of various corporate governance issues in organizations in Hong Kong and PRC companies</u> (b) <u>apply the knowledge, concepts and legal principles required for effective corporate management including, compliance with external and internal regulation procedures;</u> (c) <u>apply the core skills for responsible corporate management in both the strategic and functional contexts, including how to advise the Board, to lead teams and committees, and to devise, implement and carry out best administrative practices and measures; and</u> (d) <u>take responsibility for the administration of corporate knowledge and information, the human resource, pension schemes, insurance and risk, and physical corporate assets.</u>
Subject Synopsis/ Indicative Syllabus	<p>Role & Functions of Corporate Administrator and Business Ethics The role, functions and compliance perspective of the corporate administrator. Administration as a support service in organisations. Operation of an organisation within a framework of corporate governance. The concept of best practice. The sources and application of guides to best practice. Corporate social responsibility. Benefits of managing business ethics. Role of ethics committee. Guidelines for developing corporate ethics. Sources of ethical tools and methods to resolve ethical dilemmas.</p> <p>Knowledge and Information The sources of information on law, regulation and administrative best</p>

practice. Information, data and technology as a corporate resource. Technological change and innovation: e-commerce, internet and website applications and management. Registration of domain name. Security and integrity of information; control of access. Electronic Transactions: legislation and practice.

Intellectual property rights: legislation and practice. The effective management and protection of trademarks, patents, registered designs and copyrights. Strategies to protect IP rights in both Hong Kong and PRC.

Personal data privacy protection: legislation and practice. Six data protection principles. Update on new provisions of personal data privacy law. Code of Practice on Human Resource Management: recruitment, current employment and former employees' matters. Confidentiality. Unsolicited Electronic Messages: legislation and practice.

The Human Resource

Hong Kong employment law, regulation and legislation. Securing and monitoring the people resource: human resource & succession planning, recruitment and selection, job descriptions and person specifications. Concepts of added value and continuous improvement. Conclusion of an employment contract and job offer procedures.

Vicarious liability of employer. Form and terms of employment contracts. Employer and employee relationship. Contract of service and contract for service. Continuous contract of employment. Rights and duties of employer and employee under the law. Employment rights, benefits & protection: legislation and practice. Minimum wage legislation. Equal opportunities at employment: legislation and practice.

Lawful and unlawful dismissal. Summary dismissal and constructive dismissal. Disciplinary action and termination of employment: best practice. Grievance procedure: best practice. Redundancy, severance payments and long service payments. Maximising performance through job redesign; motivation, job enrichment; job enlargement; job rotation; job empowerment; reward & recognition systems; and job evaluation. Training and development. Coaching and counselling. Performance appraisal. Working with consultants and volunteers.

Occupational safety and health: legislation and practice. Health and safety at work: duties of employers, employees and occupiers, legislative compliance and practice. Employee Compensation: legislation and practice. Environmental protection: legislation and practice.

Legal framework of the PRC Labour Law and PRC Labour Contract Law. General features of employment rights under PRC law. Liability of Hong Kong employers for Hong Kong employees seconded to work in the PRC. Health and safety at work in PRC: legislation and practice.

Pensions, Insurance and Risk

Pensions: their relevance and purposes. Scheme types: occupational, government, personal. Stakeholder pensions and group personal pensions. The management and proper control of pension schemes. The impact of legislation. Funds and their management. Principles and

	<p>practice of trusteeship; administrative secretaryship and support. The duties of trustees in law. Trust deeds and rules. Regulatory framework of Mandatory Provident Fund and legislative requirements for effective implementation and management. Interface arrangements for ORSO schemes and MPF schemes. MPF intermediaries. MPF schemes: legislation and practice.</p> <p>The nature of corporate and business risks: management and control. Risk management process and risk implementation & management. Risk and corporate governance. Strategies for dealing with risks. Contingency plan, disaster planning and business continuity programme. Principles of insurance. Insurance contract. Corporate liability and insurance: classes and types. The insurance market in Hong Kong; brokers and intermediaries. The use of consultants and advisers. Co-insurance and re-insurance. Captive insurance company. Anti-money laundering: importance of AML in corporate administration and methods of money laundering. Suspicious transaction reports and best practices in AML.</p> <p>Corporate Assets Acquisition, management and disposal of physical assets. Effective purchasing practice. Internal control. Role and functions of facilities management. Business property location and relocation, accommodation and space planning, office layout, outsourcing as a method of corporate asset management in Hong Kong. Principles of security management, application, and control of security systems. Management of risks and Security and the application of systems.</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures will explain and emphasize the key principles and concepts and will assist students in the assimilation of basic theory, together with its practical application to the workplace. Lectures will be conducted in an interactive manner requiring prior preparation. Lectures promote student participation in the learning process through discussion, case analysis and problem solving. Students are expected to apply subject knowledge to their administration of business ethics, corporate knowledge and information, human resource, pension schemes, insurance and risk, and physical corporate assets.</p>
<p>Assessment Methods in Alignment with Programme Learning Outcomes</p>	<p>Assessment components include class participation, group presentation, test and final examination. These assessment components require students to demonstrate their ability <u>to identify various corporate governance issues in organizations and comprehend best practices, resolve ethical dilemma, recommend information management policy, intellectual property rights protection policy, personal data privacy protection policy, human resource policy, develop a risk management and business continuity plan, implement corporate asset management policy (Programme Outcomes 1, 2 and 3) and apply legal knowledge to provide advice on proper corporate practices and standards in business ethics, corporate information and knowledge, pension schemes, risk and insurance and corporate assets management and in HR including employment policies and procedures relating to disciplinary actions, grievance, salary revision, promotion policy, equal opportunities, discrimination, sexual harassment policy and data privacy policy (Programme Outcome 7).</u></p>

	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b	c	d	
	1. Class participation	10%	√	√	√	√	
	2. Group presentation	20%	√	√	√	√	
	3. Test	20%	√	√	√	√	
	4. Final examination	50%	√	√	√	√	
	Total	100%					
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:-</p> <p>Class participation and group presentation allows students to freely share their views & practical experiences, critically evaluate the key issues, make recommendation and create their own independent thinking in achieving good corporate administration in governance best practices at the workplace.</p> <p>Test and final examination require students to: identify various corporate governance issues in organizations in Hong Kong and PRC companies and resolve ethical dilemma, apply knowledge to provide advice on best practices, internal procedures and policies (for example, information management policy, intellectual property rights protection policy, personal data privacy protection policy, risk management procedures, various human resource policies and procedures relating to disciplinary actions, grievance procedures, employees' conduct, dismissal, promotion, performance appraisal, equal opportunities, occupational safety and health, etc.), to manage pension scheme administration, to develop business continuity plan, to implement risk management planning and to manage corporate assets.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of the subject lecturer.</p>							
Student Study Effort Required	Class contact:						
	▪ 13 weeks of 3 hours lecture each						39 Hrs.
	Other student study effort:						
	▪ Students are expected to prepare for the lectures, pre-assigned readings and cases, class participation, group presentation, test and final						78 Hrs.

	examination.	
	Total student study effort	117 Hrs.
Reading List and References	<p><u>Prescribed Texts:</u></p> <p>Wong, K. & Lee, A., <i>A Practical Approach to Intellectual Property Law in Hong Kong</i>, latest edition, Sweet & Maxwell Asia.</p> <p>Mondy, Noe, and Premeaux, <i>Human Resource Management: Gaining a Competitive Advantage</i>, latest edition, McGraw Hill.</p> <p>Michael J. Downey (ed), <i>Hong Kong Employment Law Manual</i>, Hong Kong Institute of Human Resource Management and Employment Law International (HK) Ltd., latest edition.</p> <p>Rejda George, <i>Principles of Risk Management and Insurance</i>, latest edition, Addison Wesley.</p> <p><i>The Company Secretary's Manual</i>, Hong Kong: Asia Business Law IMP Ltd., latest edition.</p> <p><u>References:</u></p> <p><u>I. Books</u></p> <p>Chan, Andy W., Bannister, Barry J. and Mak, Wai-ming, <i>Managing Human Resources in Hong Kong</i>, latest edition, Sweet & Maxwell Asia.</p> <p>Lee, Alice., Butterworths <i>Hong Kong copyright handbook</i>, Hong Kong, latest edition, Butterworths.</p> <p>Berthold, Mark., <i>Hong Kong data privacy law : territorial regulation in a borderless world / Mark Berthold and Raymond Wacks</i>, Hong Kong, latest edition, Sweet & Maxwell Asia.</p> <p>Halvey, John K., <i>Business process outsourcing: process, strategies, and contracts</i>, New York, latest edition, John Wiley.</p> <p>Pattie Walsh and Alison Hern of DLA Piper's <i>Asia Employment, Pensions and Benefits practice, Hong Kong Employment Law: A Practice Guide</i>, latest edition.</p> <p>Todd, P, <i>Textbook on trusts</i>, latest edition, Oxford</p> <p><i>Code of Practice on Human Resource Management: compliance guide for employers and HRM practitioners, Hong Kong: Office of the Privacy Commissioner for Personal Data, 2001.</i></p> <p>Gustin, F., <i>The facility manager's handbook</i>, Lilburn, Ga.: Fairmont Press; New York: M. Dekker, latest edition.</p> <p><u>II. Legislation</u></p> <p>Cap 57 Employment Ordinance http://www.legislation.gov.hk</p> <p>PRC Labour Law http://www.acftu.org.cn/template/10002/file.jsp?cid=56&aid=31</p> <p>PRC Labour Contract Law http://www.12333sh.gov.cn/200912333/2009english/laws/200911/P020091105359417211156.pdf</p>	

III. Websites

Department of Justice Bilingual Laws Information System
<http://www.legislation.gov.hk>

Independent Commission Against Corruption
<http://www.icac.org.hk>

Intellectual Property Department
<http://www.ipd.gov.hk>

Hong Kong Domain Name Registration Limited
<http://www.hkdnr.hk>

Office of the Privacy Commissioner for Personal Data
<http://www.pcpd.org.hk>

Office of the Communications Authority
<http://www.ofca.gov.hk>

Labour Department
<http://www.labour.gov.hk>

Equal Opportunities Commission
<http://www.eoc.org.hk>

Mandatory Provident Fund Schemes Authority
<http://www.mpfa.org.hk>

Mandatory Provident Fund Schemes Examination/MPF Intermediaries Examination, latest edition
http://www.mpfa.org.hk/eng/supervision/mpf_intermediaries/intermediaries_examination/index.jsp

Insurance Intermediaries Qualifying Examination Study Notes: Principles and Practice of Insurance, General Insurance, latest edition.
http://www.oci.gov.hk/press/index_04_02.html

The Hong Kong Federation of Insurers
<http://www.hkfi.org.hk>

Office of the Commissioner of Insurance
<http://www.oci.gov.hk>

Subject Code	MM533
Subject Title	Organisation Management and Strategy
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite/ Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to equip students with sound knowledge and understanding of key principles and practices in management. It contributes to the achievement of MCG Programme Outcomes by enabling students to <u>apply concepts from strategy and organisational development in strategic management process</u> (Outcome 5), and <u>explain various corporate governance issues in organisations</u> (Outcome 2). It also requires students to <u>identify ethical practices of strategic leaders</u> (Outcome 1).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (e) <u>apply strategy theories, models and language to contribute to boardroom decision making, which includes the issues of corporate governance, ethical and political consideration;</u> (f) <u>explain the principles of organisational development to contribute to corporate management; and</u> (g) <u>identify and evaluate leadership theories and best practices in the functional role and leadership of teams.</u>
Subject Synopsis/ Indicative Syllabus	<p><u>Strategic Management Inputs</u> The nature of strategy. Industrial organisation model. Resource-based model. Vision and mission. Stakeholders. External environmental analysis. Strategic group analysis. Competitor analysis. Internal environmental analysis. Value chain analysis.</p> <p><u>Strategy Formulation</u> Corporate-level strategy. Diversification. Business-level strategy. Competitive strategy. Cooperative strategy. Strategic choice.</p> <p><u>Strategy Implementation</u> Relationship between strategy and structure. Strategic and financial control. Corporate governance. Corporate social responsibility. Ethical practices. Strategic leadership. Balanced scorecard.</p> <p><u>Organisational Development</u> The management of organisational change and development. The management and mobilization of organisational culture.</p> <p><u>Team Leadership</u></p>

	Leadership theories. Emotional intelligence. Motivation. Team building.																																																						
Teaching/Learning Methodology	Lectures cover the core principles and concepts of the subject syllabus. Seminars are for case studies, presentation and discussion. Students are expected to play an active role in seminars and are required to present real-life cases, share working experience and apply subject knowledge to the discussion.																																																						
Assessment Methods in Alignment with Intended Learning Outcomes	<p>Assessment components include case report and presentation, written assignment, and final examination. These assessment components require students to demonstrate their abilities to <u>apply concepts from strategy and organisational development in strategic management process</u> (MCG Programme Outcome 5), <u>explain various corporate governance issues in organisations</u> (MCG Programme Outcome 2), <u>identify ethical practices of strategic leaders</u> (MCG Programme Outcome 1), and <u>apply subject knowledge</u> to provide recommendations for improving organisational performance (MCG Programme Outcomes 1, 2, and 5).</p> <table border="1" data-bbox="491 808 1406 1518"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="5">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a.</th> <th>b.</th> <th>c.</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Continuous Assessment*</td> <td>50%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1. Group presentation and report</td> <td>25%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>2. Individual essay</td> <td>15%</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>3. Attendance and participation</td> <td>10%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Examination</td> <td>50%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Group presentation and report – Students are required to prepare a strategic audit report on a Hong Kong listed company, and present their analyses and recommendations by applying concepts from strategic management, organisational development and leadership.</p> <p>Individual essay – Students are required to write an essay in respect of an organisational change that happened to them in their workplaces by addressing organisational development and leadership concepts and principles.</p> <p>Attendance and participation – Students are expected to actively participate in discussion in respect of their understandings of strategic management, organisational development and leadership.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a.	b.	c.			Continuous Assessment*	50%						1. Group presentation and report	25%	✓	✓	✓			2. Individual essay	15%		✓	✓			3. Attendance and participation	10%	✓	✓	✓			Examination	50%	✓	✓	✓			Total	100 %					
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	<p>Final examination – A three-hour examination with five questions that assess students’ abilities to apply concepts/theories of strategic management, organisational development and leadership.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Expected</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ Lectures and seminars 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depending on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials/textbook, preparing tutorial participation and doing group projects and assignments. 	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p>Reading List and References</p>	<p>Recommended Textbooks French, W. L., Bell, C. H. & Zawacki, R. A. (2005). <i>Organisational Development and Transformation: Managing Effective Change</i> (6th ed.). NY: McGraw-Hill.</p> <p>Ko, S. (Ed.) (2014). <i>Organization Management and Strategy</i>. Hong Kong: Pearson Education Asia Limited.</p> <p>Reading materials will be supplied in the course.</p> <p>References Cummings, T. G. & Worley, C. G. (2015). <i>Organisation Development and Change</i> (10th ed.). OH: South-Western Cengage Learning.</p> <p>Dess, G. G., Lumpkin, G. T., Eisner, A. B. & McNamara, G. (2014). <i>Strategic Management: Text and Cases</i> (7th ed.). NY: McGraw-Hill.</p> <p>Hrebiniak, L. G. (2013). <i>Making Strategy Work</i> (2nd ed.). Upper Saddle River, NJ: Pearson.</p> <p>Hunger, J. D. & Wheelen, T. L. (2011). <i>Essentials of Strategic Management</i> (5th ed.). Upper Saddle River, NJ: Pearson.</p> <p>Mosley, D. C., Pietri, P. H. & Megginson, L. C. (2000). <i>Management: Leadership in Action</i>. NY: Harper Collins.</p> <p>Pearce, J. A. & Robinson, R. B. (2011). <i>Strategic Management: Formulation, Implementation and Control</i> (12th ed.). NY: McGraw-Hill.</p>	

Stringer, R. (2002). *Leadership and Organisation Climate: The Cloud Chamber Effect*. Upper Saddle River, NJ: Pearson.

Thompson, A. A., Gamble, J. E. & Strickland, A. J. (2006). *Strategy: Winning in the Marketplace: Core Concepts, Analytical Tools, Cases* (2nd ed.). NY: McGraw-Hill.

Yukl, G. A. (2013). *Leadership in Organisations* (8th ed.). Upper Saddle River, NJ: Pearson.

Subject Code	AF5220
Subject Title	Strategic China Tax Planning and Management
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to impart students with sound knowledge of China tax framework, principles and practices for planning and decision making in corporate governance. It contributes to the achievement of MCG Programme Outcomes by enabling students to <u>explain current tax laws, and apply established tax principles and practices to analyze business situations and problems</u> in the specific business setting of the mainland China, <u>develop a critical insight and appreciation through effectively interpret up-to-date tax legislations, rules, and guidelines and analyze practical tax issues relating to their business operation</u> (Outcome 3), and <u>apply the current tax law and practices on taxation implications in corporate governance and corporate management decision making</u> (Outcomes 2, 3 and 6).
Subject Learning Outcomes	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> (a) <u>explain the current laws and apply the principles and practices</u> relating to taxation for individual and foreign-invested entities operating business in the mainland China; (b) <u>effectively interpret tax legislations, rules, and guidelines and analyse practical tax issues</u> through critically evaluate the tax consequences of various types of structure of business transactions and provide professional advices on the China tax system and its operation as well as tax implications on individuals and business entities; and (c) <u>apply the tax knowledge in corporate governance and management decision</u> making through strategically formulate and carry out China tax planning ideas and policies in relation to individual and business transactions in order to minimize their explicit tax liabilities or enhance their tax efficiency and effectiveness.
Subject Synopsis/ Indicative Syllabus	Overview of China Taxation System and Tax Administration Forms of business establishment in the mainland China. Current tax structure and types of tax. Structure of China tax laws and regulations. Structure of China tax administrative system. Tax collection and administration law and implementing rules.

	<p>Turnover Tax System Scope of taxation – value added tax, business tax and consumption tax. Exemption and reliefs. Determination of taxable amount. Calculation of tax liabilities. Applicable tax rates. Turnover tax administration. Tax refunds on export. Tax reforms. B2V pilot programme.</p> <p>Corporate Income Tax Planning and Management <u>Corporate Income Tax and Tax Incentives</u> Forms of business presence of foreign investment in China. Scope of charge – foreign invested enterprises and domestic enterprises. Assessment and exemptions. Applicable tax rates. Preferential tax treatments. Tax incentives – location and industry. Tax holidays. Cross-border transactions. Double taxation arrangement. Mergers and acquisitions. Reforms of corporate income taxes.</p> <p><u>Anti-avoidance Provisions</u> Rules and regulations. General and specific provisions. Special tax adjustments. Taxation of indirect transfer of assets.</p> <p><u>Transfer Pricing Rules</u> Transfer pricing audits. Rules and regulations. Target transactions and target enterprises. Audit adjustments and methods. Contemporaneous documentation. Corresponding adjustments. Defense pricing strategy. Advance pricing arrangement. BEPS and recent developments.</p> <p><u>Double Taxation Arrangement</u> Application of Memorandum of Understanding between the Mainland China and Hong Kong for the Avoidance of Double Taxation. Comprehensive agreement and protocols. Treaty benefits. Beneficial ownership. Taxation of capital gains. Implementation issues.</p> <p><u>Other Special Forms of Investment</u> Representative offices. Contract manufacturing vs. import processing. Chinese holding companies. Investment headquarters. Investments in free trade zones and bonded areas. Export processing zones.</p> <p><u>Tax Planning</u> Tax minimization and tax avoidance. Tax audits and penalty. Trade-off between tax factors and non-tax factors. Planning opportunities for foreign invested enterprises. Anti-treaty shopping.</p> <p>Individual Income Tax Planning and Management Scope of charge. Types of income. Non-taxable benefits. Deductions. Applicable tax rates. Cross-border transactions. Double taxation arrangement. Tax reforms. Planning opportunities for expatriates.</p> <p>Other Types of Taxes and Issues Land value appreciation tax. Real estate tax. Urban land and house tax. Vehicle and vessel license tax. Stamp tax. Deed tax. Motor vehicle acquisition tax. Resource tax. New proposed taxes and their feasibility – fuel tax, property tax, social security tax, share transaction tax and estate duty.</p>
<p>Teaching/Learning</p>	<p>Lectures cover the core principles and concepts of the subject syllabus.</p>

Methodology	Seminars are for case studies, presentation and discussion. Students are expected to play an active role in seminars and are required to present tax problems/cases and articles. They are expected to apply subject knowledge to the discussion of the current tax issues faced by a corporate administrator in their working environment. A fair portion of guided reading will also be provided.																																																														
Assessment Methods in Alignment with Subject Learning Outcomes	<p>Assessment components include three assignment tasks of continuous assessment: group project report, individual strategic case and tutorial participation and subject final examination set with tax problems/cases. These assessment components require students to demonstrate their ability to <u>explain current tax laws and apply established tax principles and practices to analyze business situations and problems</u> in the specific business setting of the mainland China, effectively <u>interpret up-to-date tax legislations, rules and guidelines and analyze practical tax issues arising from their business arrangement and structure</u> (Outcome 3), and <u>apply the tax knowledge to provide tax solutions/explanations of tax implications and tax advices in corporate governance and management decision making</u> (Outcomes 2, 3 and 6). Their ability to identify ethical issues in tax management will be assessed in their presentation and class discussion.</p> <table border="1" data-bbox="486 940 1444 1579"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Group Project Report</td> <td>25%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Individual Strategic Case</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tutorial Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Class Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Group Project Report – The objectives of the project are: (i) To enable students to develop a better understanding of some important issues in China tax which they are interested in; (ii) To widen students’ perspective on issues in China tax; and (iii) To stimulate students’ interest in searching and reading articles/ materials of related tax issues.</p> <p>Individual Strategic Case – The objectives of the case study write-up are: (i) To enable students to analyze the China tax framework of the case; (ii) To apply the related tax knowledge to solve the issues; (iii) To identify the China tax planning ideas and their constraints in the real-life business situation; and (iv) To formulate the sound judgment on the business</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Group Project Report	25%	√	√	√				Individual Strategic Case	15%	√	√	√				Tutorial Participation	5%	√	√	√				Class Participation	5%	√	√	√				Final Examination	50%	√	√	√				Total	100 %						
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	<p>decision.</p> <p>Tutorial Participation – Students are required to present tax problems/cases (on group basis) by analyzing the facts/tax issues and apply tax concepts/principles to provide tax solutions/explanations of tax implications.</p> <p>Class Participation – Students are encouraged to speak and active in class discussion for various issues in the subject.</p> <p>Final Examination – 3 hours open book examination with four to five tax problems/cases that students are required to analyze the facts/tax issues and apply tax concepts/principles to provide tax solutions/explanations of tax implications/advice in respect of any chosen problems/cases.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depends on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials/textbook, preparing tutorial participation and doing discussion questions and assignments. 	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p>Reading List and References</p>	<p><i>Weekly reading materials recommended/supplied in the subject.</i></p> <p>Textbooks and References</p> <p>CCH, <i>China Master Tax Guide</i>, latest edition, Hong Kong, Wolters Kluwer Hong Kong Limited</p> <p>OECD, <i>Model Tax Convention on Income and on Capital</i>, condensed version, Paris, Organization for Economic Co-operation and Development</p> <p>《中華人民共和國稅法基本法規》（最新版） 出版社：中國稅務出版社</p> <p>《稅法》(Taxation Laws) (CICPA教材最新版) 作者：中國註冊會計師協會 出版社：經濟科學出版社</p> <p>國家稅務總局網頁：www.chinatax.gov.cn/n8136506/index.html</p>	

Subject Code	AF5336
Subject Title	Business Risk Management
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	<p>This subject builds on materials in Economics, Quantitative Methods, Managerial Economics and Business Law. It contributes to the achievement of MCG Programme Outcomes by enabling students to evaluate how a business can identify and measure its loss exposures and select appropriate tools for the management of that exposure.</p> <p>In this subject, students would be given opportunities to <u>interpret the ethical implications</u> of relevant corporate governance issues (Outcome 1), and also to <u>evaluate the financial risk management functions</u> of a firm, such as management of the risks when planning and implementing the related company policies (Outcome 2). This aims to prepare the students to establish the body of knowledge necessary for independent risk management analysis and decision-making.</p>
Subject Learning Outcomes	<p>On successfully completing this subject, students will be able to:</p> <p>(a) <u>identify the role of risk management in business firms;</u></p> <p>(b) <u>apply a variety of tools to identify, measure and control a firm's risk exposure related to its operation, financing and investment in a global market environment;</u> and</p> <p>(c) <u>identify and evaluate issues related to the financial risk management functions of a firm.</u></p>
Subject Synopsis/ Indicative Syllabus	<p>Basic Concepts of Risk Management Concept of risk. Classifications of Risk. Meaning of risk management. Objectives of risk management. Evolution of risk management. Utility Theory and Risk management decisions.</p> <p>Risk Management Process Steps in the risk management process. Identification of loss exposures. Risk measurement. Value at risk (VaR). Risk control tools.</p> <p>Financial Risk Management Understanding of derivatives. Identifying, measuring and monitoring market risk. Applications of VaR. Credit exposure of different financial instruments. Credit derivatives. Identifying, measuring and monitoring operational risk.</p>

<p>Teaching/Learning Methodology</p>	<p>Lectures will be used to provide theoretical concepts and approaches of the subject. Seminars will be used for case studies, presentation and discussion. Students are required to discuss real-world cases in seminars. They are expected to apply subject knowledge to the discussion of the current corporate risk management issues faced by a corporate administrator in their working environment. Ethical issue will also be discussed since the manager's unethical behavior will increase the risk for the company. Students are expected to actively participate in the seminars and to share their experience and learn from each other.</p>																																																														
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include written assignments, discussion, participation and presentation of issues related to risk management and subject final examination set with risk management problems. These assessment components require students to demonstrate their ability <u>to identify and evaluate various issues in financial risk management including but not limited to ethical issues</u>, which is important particularly because manager's unethical behavior will increase the risk for the company (Programme Outcomes 1 and 2).</p> <p>Students are expected <u>to apply subject knowledge to the discussion of the current corporate risk management issues faced by a corporate administrator</u> in their working environment (Programme Outcome 2). Their application of such knowledge will be assessed in their presentation and class discussion.</p> <table border="1" data-bbox="488 1057 1445 1664"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Mid-term Test</td> <td>10%</td> <td>√</td> <td></td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Individual Essay</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Presentation</td> <td>15%</td> <td></td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Participation</td> <td>10%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Mid-term Test – questions about the role of risk management in business firms and the tools about risk identification and evaluation will be tested.</p> <p>Individual Essay – students are required to write an essay on a risk management issue in a corporate environment.</p> <p>Project Presentation – students present a study of how a business firm identifies, measures and controls its different types of risk.</p> <p>Participation – students are required to discuss concepts, issues,</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				Mid-term Test	10%	√		√				Individual Essay	15%	√	√	√				Project Presentation	15%		√	√				Participation	10%	√	√	√				Final Examination	50%	√	√	√				Total	100%						
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	<p>problems and cases in business risk management.</p> <p>Final Examination – 3-hour examination with questions, problems and cases that students are required to apply concepts/principles to analyze how firms can identify, measure and control their risks.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depends on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials and preparing/doing coursework assignments. 	<p>78 Hrs.</p>
<p>Reading List and References</p>	<p>Jorion, P., <i>Value at risk: the new benchmark for managing financial risk</i>, latest edition, McGraw-Hill.</p> <p>Field, Peter, <i>Modern Risk Management: A History</i>, Risk Books, 2003.</p> <p>Chance, D., <i>An Introduction to Derivatives and Risk Management</i>, latest edition, South-Western.</p> <p>Culp, Christopher L., <i>The Risk Management Process: Business Strategy and Tactics</i>, latest edition, John Wiley & Sons.</p> <p>Fink, Steven, <i>Crisis Management, Planning for the Inevitable</i>, American Management Association, 1986.</p> <p>Vaughan, Emmett J., <i>Risk Management</i>, the latest edition, John Wiley & Sons.</p> <p>Jorion, P., <i>Financial Risk Manager Handbook</i>, latest edition, Wiley.</p> <p>Saunders, A. and L. Allen, <i>Credit Risk Measurement: New Approaches to Value at Risk and Other Paradigms</i>, latest edition, Wiley.</p> <p>Lam, James, <i>Enterprise Risk Management</i>, Wiley, 2003.</p> <p>Crouhy, M, D. Galai and R. Mark, <i>The Essentials of Risk Management</i>, McGraw Hill, 2006.</p>	

Subject Code	AF5338
Subject Title	Securities Regulations and Practice
Credit Value	3
Level	5
Pre-requisite / Co-requisite/ Exclusion	Recommended background knowledge: Company Law
Role and Purposes	This subject aims to provide students with a core knowledge base in securities law and regulation in Hong Kong as well as in the enforcement of these rules by Hong Kong authorities and courts. It contributes to the achievement of the MCG Programme Outcomes in different ways: by enabling students to analyse systematically and theoretically the underlying factors and reasons that lead to regulatory issues; by interpreting effectively the core provisions of the Securities and Futures Ordinance, other relevant regulations and case law; by analysing practical regulatory issues and the effectiveness of securities rules (Outcome 3). It also requires students to identify ethical issues involved in securities regulation (Outcome 1).
Subject Learning Outcomes	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> a. <u>explain the legal/regulatory framework governing the financial and securities markets in the Hong Kong.</u> b. <u>interpret the Securities and Futures Ordinance (SFO) and other relevant regulations, and analyse legal cases on securities and the practical issues arising from those cases.</u> c. <u>critically evaluate the effectiveness and efficiency of the legal / regulatory framework in promoting and maintaining a financially sound, honest and fair capital market in Hong Kong; and</u> d. <u>conduct elementary research to support the student's own analysis and reasoning under Hong Kong securities law regime.</u>
Subject Synopsis/ Indicative Syllabus	<p>Introduction to the legal framework and regulators of the securities industry in Hong Kong</p> <p>The concept and theories of regulation. How these theories are applied in the context of Hong Kong securities market.</p> <p>The legal nature and roles of the Companies Ordinance, Securities and Futures Ordinance, Listing Rules and Takeovers Code, as well as the Competition Ordinance.</p> <p>The roles, powers and functions of the regulators: the Securities and Futures Commission, Hong Kong Monetary Authority and the Hong Kong Exchange Clearing Ltd.</p> <p>Regulation of Market Intermediaries under the SFO</p> <p>The function of dealers, investment advisers and representatives in the capital market. Statutory control on dealers, investment advisers and</p>

	<p>representatives. Common law and statutory liabilities for malpractice.</p> <p>How the SFO regulates intermediaries: licensing and discipline, prevention of market misconduct: market manipulation and insider dealing.</p> <p>Regulations for Market Entry and Exit</p> <p>The legal process of Initial Public Offering, Introduction and Reverse Takeover. The legal process of privatisation.</p> <p>Core Prohibitions in the SFO and their enforcement</p> <p>Prohibitions listed in Part XIII of the SFO including, among others, false trading and stock market manipulation. The enforcement of these prohibitions as conducted by the Securities and Futures Commission, the Market Misconduct Tribunal and the Courts. More specifically, the focus rests on the powers granted to these institutions to investigate the infringements and impose sanctions on violators.</p> <p>Aspects of Investors' Protection in the Capital Markets</p> <p>The functions and purposes of a prospectus. Investors' remedies for misrepresentation in prospectus. The power of shareholders to veto management's proposals and their effectiveness in the context of HKSE listing rules.</p>																																																						
<p>Teaching/Learning Methodology</p>	<p>Seminars provide a forum for discussion on the application of concepts to current issues and cases. Students are expected to play an active role in seminars and are required to present problems/cases. They are expected to apply their knowledge and experience in discussing current legal and regulatory issues faced by an executive of a firm in the financial services industry in Hong Kong.</p>																																																						
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>The following assessment components require students to demonstrate their ability to explain the current legal and regulatory framework of the securities and futures industry in Hong Kong (Outcome 3), interpret effectively up-to-date statutes and regulations relating to this industry and comply with relevant regulatory requirements (Outcome 3), appreciate ethical issues in relation to securities regulation (Outcome 1).</p> <table border="1" data-bbox="488 1469 1445 2002"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Group Work</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Individual Assignment</td> <td>30%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Seminar Participation</td> <td>5%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Examination</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d			Group Work	15%	√	√	√				Individual Assignment	30%	√	√	√	√			Seminar Participation	5%	√	√	√				Final Examination	50%	√	√	√				Total	100%						
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	<p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>	
<p>Student Study Effort Required</p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> ▪ Depends on their backgrounds, on average students are expected to spend around 2 more hours for each contact hour for reading subject materials/textbook, preparing tutorial participation and doing discussion questions and assignments. 	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p>Reading List and References</p>	<p>Recommended Readings:</p> <p>B Fong, DW Arner, MKS Tse and S Johnstone, <i>Financial Markets In Hong Kong – Law & Practice</i> (2006)</p> <p>M Hsiao, <i>International Banking and Finance Law, Principles and Regulations</i> (2011)</p> <p>B Mak and Da Roza AM (eds), <i>Butterworths Hong Kong Securities Handbook, 2nd edn</i> (2009)</p> <p>HC Lo and Z Qu, <i>Law of Companies in Hong Kong</i> (2013)</p> <p>Cheang Loh Siew and Wong William MF, <i>Company Law: Powers and Accountability</i>, Lexis Nexis Butterworths (2003)</p> <p>Pinto Amanda and Evans Martin, <i>Corporate Criminal Liability, 3rd ed</i> Sweet and Maxwell (2013)</p>	

Subject Code	AF5522
Subject Title	Economic Law and System of the PRC
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject provides students with up-to-date knowledge of Chinese Economic Law and an understanding of China's legal system and the legal environment of business operations in China. It contributes to the achievement of the MCG Programme Outcomes by enabling students to <u>interpret up-to-date knowledge of Chinese Economic Law and the China's legal system and the legal environment of business operations in China (Outcome 3), critically appraise the success of law and system in the current business environment which poses significant ethical challenges (Outcome 1), and effectively compare the corporate governance systems of both Hong Kong and PRC companies (Outcome 7).</u>
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>identify and explain the main features of China's legal system;</u> (b) <u>critically evaluate China's ongoing legal reform and substantive laws relevant to the country's market-based economic development and "Open Door" policy; and</u> (c) <u>Effectively compare China's legal system with Hong Kong's legal system, and be able to suggest improvements and reform of both the existing legal system and specific substantive laws and to suggest the nature of new laws necessary to fill lacunae in China's existing legal framework.</u>
Subject Synopsis/ Indicative Syllabus	<p>The Chinese Legal System Organs and process of law-making at central and local levels, the court structure, the trial system, legal and judicial personnel and relevant constitutional provisions with comparisons to Hong Kong's legal system as appropriate. Defects in the system including the ethical standards of legal personnel who may have conflicts of interest, or be subject to bribery and corruption. Ethical considerations faced by business operators when dealing with the legal and administrative systems.</p> <p>Domestic Business Organisations Sole traders, partnerships, public and private companies, state-owned and collective enterprises. Problems with administrative approvals especially corruption, conflicts of interest especially with regard to minority shareholder protection and good corporate governance processes.</p>

	<p>Basic Economic Laws Contract law, consumer and product quality law, anti-unfair competition law, labour law.</p> <p>Laws Relating to Foreign Investment Forms of foreign investment: equity joint ventures, contractual joint ventures, wholly-owned foreign enterprises, impact of WTO membership of foreign investment in China. Establishment procedures, organizational structures, capital contributions, profit distribution.</p> <p>Legal Aspects of China's Foreign Trade Administration of foreign trade, imports and exports of goods and services, impact of WTO membership and opening of China's domestic market.</p> <p>Law Relating to Banking and Finance China's banking system, banks with foreign investment and the impact of WTO membership. Problem of the interconnection of non-performing loans and corruption in the banking system. Ethical issues concerning the maintenance of good corporate governance and ethical standards in capital markets.</p> <p>Taxation Taxation and preferential treatments for foreign invested firms, taxation Laws and tax reform.</p> <p>Intellectual Property Laws Patents, copyrights, trade marks and passing-off, substantive law and enforcement, impact of WTO membership. Ethical and practical issues concerning use of fake or pirated goods and software.</p> <p>Dispute Resolution Adjudication/litigation, mediation, conciliation, arbitration involving foreign parties, arbitration organs, hearings and preceding, enforcement of arbitral and court awards.</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures will cover the core principles and concepts contained in the subject syllabus. Seminars will be utilised for examination of legal case studies, presentation and discussion. Students are expected to play an active role in seminars and are required to present their opinions on the various topics contained in the syllabus. Students will be given appropriate reading lists but will be required to undertake their own active research via paper based or electronic resources and to share ideas and information.</p>
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment components include legal cases assignments, presentation, discussion and final examination. These assessment components will require students to <u>interpret up-to-date knowledge of Chinese Economic Law and the China's legal system and the legal environment of business operations in China</u> (Programme Outcome 3), <u>critically appraise the success of law and system in the current business environment which posses significant ethical challenges</u> (Programme Outcome 1), and <u>effectively compare the corporate governance systems of both Hong Kong and PRC companies</u> (Outcome 7).</p>

	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
			a	b	c			
	1. Group presentation	10%	√	√	√			
	2. Individual essay	20%	√	√	√			
	3. Mid-term test	20%	√	√	√			
	Final Examination	50%	√	√	√			
	Total	100%						
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The Presentation/Individual essay allows students to critically appraise the success (or failure) of specific areas of law as well as related ethical issues. The Mid-term Test and Final Examination will test students' up-to-date knowledge on and critical understanding of the Chinese economic law.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>								
Student Study Effort Required	Class contact:							
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours seminar each 		39 Hrs.					
	Other student study effort:							
	<ul style="list-style-type: none"> ▪ On average students are expected to spend around 2 more hours for each contact hour for reading and subject materials / textbook, doing discussion questions and assignments. 		78 Hrs.					
	Total student study effort		117 Hrs.					
Reading List and References	Blazey P. and Chan K.W., <i>The Chinese Commercial Legal System</i> , Pymont N.S.W. Lawbook Co., 2008.							
	Preerenboom, R., <i>China's Long March toward rule of Law</i> , Cambridge University Press, 2002.							
	Topic specific academic journal articles designated by the lecturer.							

Subject Code	AF5931
Subject Title	Research Project
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to develop students' abilities to bring together knowledge and skills acquired from the programme and apply them to a real work problem relating to corporate governance. It contributes to the achievement of MCG Programme Outcomes by enabling students to <u>practise as project group members their knowledge and skills acquired in planning, implementing and monitoring a project study</u> relating to corporate governance (Outcome 2), subject to the topic of the project study, <u>demonstrate and apply their knowledge in accounting, finance, law, taxation, information system, management accounting controls, corporate governance</u> (Outcome 2 or 4 or 5 or 6 or 7) and <u>develop a critical and in-depth insight of corporate governance</u> and its implication for management (Outcome 3). It also requires students to <u>carry out their study in logical, disciplined and ethical manner</u> through team efforts (Outcome 1).
Subject Learning Outcomes	On successfully completion of this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>identify problem areas or critical issues related to accounting, finance and corporate governance;</u> (b) <u>carry out their study in a logical, disciplined and ethical manner through team efforts;</u> (c) <u>design and select the appropriate research methodologies by making reference to well-established literature;</u> (d) <u>collect and analyze relevant data, provide solutions to problems and draw appropriate conclusions;</u> and (e) <u>apply appropriate presentation skills to write up a project report in a clear, concise, precise and systematic manner.</u>
Subject Synopsis/ Indicative Syllabus	There is no formal syllabus. Students are required to carry out, under the supervision of their supervisors, a series of activities which are set out in the Project Manual.
Teaching/Learning Methodology	The subject will be built around a Group or Individual project study. The size of each group must not be larger than 4. The quality and scope of the project must also reflect the size of the group. An induction seminar will be given at the beginning to explain the key issues of the subject, and then students are required to carry out their projects in consultation with

	their supervisors.																																																								
<p>Assessment Methods in Alignment with Subject Learning Outcomes</p>	<p>Assessment in terms of milestones activities includes project plan, project report and project interview. These assessment components enable the project supervisor and project internal moderator to evaluate through appropriate mark sheets students' ability to demonstrate <u>their knowledge and skills in planning, implementing and monitoring a project study</u> relating to corporate governance (Programme Outcome 2), subject to the topic of the project study, <u>their knowledge and ability to apply in accounting, finance, law, taxation, information system, management accounting controls, corporate governance</u> (Programme Outcome 2 or 4 or 5 or 6 or 7) and <u>their critical and in-depth insight of corporate governance</u> and its implication for management (Programme Outcome 3). Students' <u>awareness of ethical implications</u> will be assessed against their planning and carrying out of their project study as well as their project plan and project report presentation (Programme Outcome 1).</p> <p>The performance of each project team and its individual team members is assessed by 100% continuous assessments. The assessment is done by the project supervisor and a moderator, and comprises three major components as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Project plan</td> <td style="text-align: right;">*20%</td> </tr> <tr> <td>Project interview</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final report</td> <td style="text-align: right;">*70%</td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table> <p>The quality and scope of the project must also reflect the size of the group. The distribution of weightings of the proposal and final report is as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Project plan</td> <td>(Supervisor)</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Project interview</td> <td>(Supervisor)</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final report</td> <td>(Supervisor)</td> <td style="text-align: right;">25.2%</td> </tr> <tr> <td></td> <td>(Moderator)</td> <td style="text-align: right;"><u>44.8%</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>70%</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">100%</td> </tr> </table> <p>* All members of the project team will be awarded the same marks on the Project Plan and Final Report. But each group member will be assessed individually for his or her own efforts and contribution to the project through interview.</p> <table border="1" style="margin-left: 40px; width: 100%;"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th></th> </tr> </thead> <tbody> <tr> <td>Project Plan</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td></td> </tr> <tr> <td>Project Interview</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td></td> </tr> </tbody> </table>	Project plan	*20%	Project interview	10%	Final report	*70%		100%	Project plan	(Supervisor)	20%	Project interview	(Supervisor)	10%	Final report	(Supervisor)	25.2%		(Moderator)	<u>44.8%</u>			<u>70%</u>			100%	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e		Project Plan	20%	√	√	√	√	√		Project Interview	10%	√	√	√	√	√	
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	Project Report	70%	√	√	√	√	√	
	Total	100 %						
	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Project Plan – It covers project objectives, research methodologies, project chapter outlines, contingent plans and references and a bibliography. Assessing students’ abilities to define a problem, identify necessary activities and time span to address the problem.</p> <p>Project Interview – It assesses students’ understanding and familiarization of the whole project in all aspects.</p> <p>Project Report – It covers the theories, the research methodologies, the research findings, the analysis and the conclusion in respect of the project. Assessing students’ achievement of the intended subject learning outcomes.</p> <p>Note: The minimum passing grade of this subject is D. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</p>							
Student Study Effort Required	Class contact:							Nil
	Other student study effort:							
	<ul style="list-style-type: none"> ▪ It varies and depends on students’ background. On average, students are expected to spend 10 hours per week. 							130 Hrs.
	Total student study effort							130 Hrs.
Reading List and References	Relevant books and research papers to be decided by students in consultation with their supervisors with reference to their topic of study.							

