



**Harbin Institute of Technology, Shenzhen Academy
The Open University of Hong Kong**

Postgraduate Programme in Corporate Governance

(Internationally recognized Master of Corporate Governance qualification)



The Open University of Hong Kong

Established and recognized by the HKSAR Government

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Harbin Institute of Technology (HIT) & Harbin Institute of Technology Shenzhen Academy (HITSZ)

HIT was founded in 1920, and has developed into an open, multidisciplinary, research-oriented leading national university with science and engineering as its core. It is known as the “Cradle of Engineers” in China. HIT has formed the pattern of “one university, three campuses”, Harbin campus, Weihai campus and Shenzhen campus. HIT is now well on its way towards achieving the goal of being a world-class university.

HITSZ Academy was established in 2000 by Shenzhen municipal government and HIT, integrated scientific research and development, research commercialization, public technical service, enterprise incubation and intellectual cultivation. In terms of higher education, HITSZ Academy has gradually developed into one of the key intellectual cultivating center of Shenzhen in both degree and non-degree In-service education. HITSZ has taken an important role of cultivating talents for research and innovation enterprises, and educated over 600 professional specialists in software engineering and telecommunication engineering in Master degree level, and over 1000 people in Bachelor degree level. In recent years, we have actively enhanced the international schooling models. We have been cooperating with Hong Kong Baptist University for 16 years in MBA degree program and have 20 intakes, more than 1000 students. We have also collaborated with City University of Hong Kong on master degree program in international accounting for six years. In addition, we have been in active cooperation with Loyola Marymount University in Postgraduate certificate program and Master degree program.

By introducing excellent international schooling models and programs, HITSZ Academy has received plenty of devoted faculties and enriched abundant experience in update schooling, as well as forming an efficient and professional management and administration team.

The Open University of Hong Kong (OUHK) was established by the Hong Kong Government in 1989. With the mission of providing Education for All, the OUHK started out as a provider of adult education. Since 2001, the University extended its services by offering full-time face-to-face degree programmes at both undergraduate and postgraduate levels.

Our full-time programmes are primarily taught by the University's full-time academics, most of whom hold doctoral degrees and are active in research and publishing, as well as having many years of teaching experience. All of our programmes go through stringent quality assurance mechanisms. The OUHK's programmes are run on a credit-based system, in which credits are gained for individual courses taken.

Currently, there are over 11,000 full-time students and about 8,600 part-time students at the OUHK.

The Lee Shau Kee School of Business and Administration is the largest among the four academic schools of the OUHK. Currently, the School offers more than 50 programmes in face-to-face, distance learning, e-learning and blended learning modes leading to the award of qualifications from undergraduate to doctoral level.

The School's experienced academics and professionals with diverse international backgrounds strive to equip students not only with conventional theories, but also with practical skills in business, giving them a distinct competitive edge in the ever-changing business world.

Recognizing the importance of networking in the field of business, the School is active in fostering collaborations with both local and overseas tertiary institutions and professional bodies. It currently collaborates with partners in Mainland China, Myanmar, Australia and other European countries. The School's business programmes are also recognized by a number of professional bodies and a range of exemptions have been granted to graduates and students.

(OUHK website: www.ouhk.edu.hk)

3 Professional recognition

Graduates of the Master of Corporate Governance (MCG) programme* are eligible to apply for full exemption from the examinations of International Qualifying Scheme (IQS) of the Institute of Chartered Secretaries and Administrators (ICSA) and The Hong Kong Institute of Chartered Secretaries (HKICS). If students intend to apply for full exemption after acquisition of the MCG award, they must register as student with the HKICS within three months of enrolling in the Postgraduate Programme in Corporate Governance (PGPCG), and must complete the PGPCG within three years under the distance learning study mode. In addition, students must maintain their studentship with the HKICS during their course of study (with a minimum period of 18 months) for their applications for full exemptions in order to become a graduate of the HKICS. Application for full exemption should be made within a period of 6 months of graduation for the MCG programme. Student awarded advanced standing credits by the university towards the PGPCG programme may not be eligible to receive full exemption from the IQS. It is always the students' responsibility to confirm with the HKICS that they are eligible for full exemption after completion of the MCG programme*.

* Please refer to Part 10 on conferment of award for Master of Corporate Governance (MCG). The information on professional recognition is for reference only. All information is subject to changes made by the HKICS. It is the student's responsibility to confirm any exemptions and recognition with the HKICS. Please refer to the HKICS website at www.hkics.org.hk for information on the latest registration and exemption policy.

The Hong Kong Institute of Chartered Secretaries

The Hong Kong Institute of Chartered Secretaries (HKICS) is an independent professional body dedicated to the promotion of its members' role in the formulation and effective implementation of good governance policies as well as the development of the profession of Chartered Secretary and Chartered Governance Professional in Hong Kong and throughout Mainland China.

HKICS was first established in 1949 as an association of Hong Kong members of the Institute of Chartered Secretaries and Administrators (ICSA) of London. It was a branch of ICSA in 1990 before gaining local status in 1994 and has also been ICSA's China/Hong Kong Division since 2005.

HKICS is a founder member of Corporate Secretaries International Association (CSIA) which was established in March 2010 in Geneva, Switzerland. In 2017, CSIA was relocated to Hong Kong in which it operates as a company limited by guarantee. CSIA aims to give a global voice for corporate secretaries and governance professionals.

HKICS has over 5,800 members and 3,200 students.



4 Programme characteristics

The importance of Company Secretaries

The Hong Kong Companies Ordinance requires that companies registered in Hong Kong must have a Company Secretary. Companies cannot be listed on the Hong Kong Stock Exchange without having a qualified Company Secretary. HKICS membership is one of the recognized qualifications for a qualified Company Secretary.

Laws and regulations governing corporate operation are becoming more complex as Hong Kong becomes increasingly engaged in regional and global business and alliances, thus generating an accelerating need for Company Secretaries.

There is a continuous demand for professionally qualified Company Secretaries in Hong Kong and Mainland China; and as the number of registered companies and publicly listed companies in Hong Kong is expected to rise in the period of 6 months foreseeable future, demand for qualified Company Secretaries will endure.

The roles of Company Secretaries

Good governance is critical in all areas of every business, yet many businesses still find aspects of governance hard to grasp. As a result, key areas are often neglected through a lack of understanding, rather than a lack of relevance.

Against this background, Company Secretaries play a major role as custodians of sound business ethics and practices. Company Secretaries bring experience, knowledge and integrity in their advice to the board thereby creating the environment for more enlightened decisions based on strong governance principles. Specifically the roles of Company Secretaries include:

- To ensure that the company complies with all relevant statutory and regulatory requirements.
- To assist the implementation of corporate strategies for ensuring that the board's decisions and instructions are properly communicated and carried out.
- To provide comprehensive legal and administrative support and guidance to the board of directors, including the induction of newly appointed directors.
- To communicate with the stakeholders as appropriate and to ensure that due regard is paid to their interests.

Practical knowledge and skills

Our programme equips students with the practical knowledge and skills to advance their career as a Company Secretary and Chartered Governance Professional in Hong Kong. It also broadens students' knowledge to facilitate effective planning and implementation of corporate policies and strategies.

Integration of professional areas

Our programme integrates professional knowledge from key corporate management functions including corporate governance, finance, accounting, marketing, law and information technology.

5 Programme aims

This postgraduate programme aims to provide practical knowledge and skills for those who wish to pursue or further advance their careers as Company Secretaries and Chartered Governance Professionals. It is also designed to develop students into well-rounded corporate leaders who excel in effective planning and implementation of corporate policies and strategies, while ensuring compliance to a good standard of corporate governance.

On successful completion of the programme, students should be able to demonstrate a comprehensive understanding of the theoretical, practical, comparative and international dimensions of corporate administration and company secretarial practices in changing business and regulatory contexts, evaluate the various theories underpinning good corporate governance, and offer financial and legal advice on the conduct of business.

6 Programme structure

Students pursuing this programme must successfully complete the 60 credits from designated courses as follows:

Course Title	Credits	Duration
ACT B861 Accounting for Corporations	5	1 term
ACT B864 Tax Framework	5	1 term
CGV B897 Corporate Administration and Secretaryship	10	2 terms
CGV B898 Issues in Corporate Governance	10	2 terms
FIN B862 Treasury and Financial Management	5	1 term
LAW B868 Corporate Law	5	1 term
MGT B820 Strategy	10	2 terms
IB B893 Strategic Issues for Management in the Asia Pacific Region	10	2 terms

7 Entry requirements

Applicants to this programme must meet one of the following entry requirements:

- a. a recognized degree in a business-related area (or its equivalent); or
- b. a recognized degree in a non-business area (or its equivalent), plus three years of supervisory/managerial experience.

8 Duration of study

The normal duration of study for the Postgraduate Programme in Corporate Governance is 2 years. Students are expected to complete courses, with English as the teaching medium, as shown in the table below.

Applications for this programme will only be open for the Autumn Term which commences in September.

	Term	Courses	
Year 1	Autumn	ACT B861	Accounting for Corporations
		FIN B862	Treasury and Financial Management
		MGT B820	Strategy*
Year 1	Spring	ACT B864	Tax Framework
		LAW B868	Corporate Law
		MGT B820	Strategy*
Year 2	Autumn	CGV B897	Corporate Administration and Secretaryship*
		CGV B898	Issues in Corporate Governance*
		IB B893	Strategic Issues for Management in the Asia Pacific Region*
	Spring	CGV B897	Corporate Administration and Secretaryship*
	CGV B898	Issues in Corporate Governance*	
	IB B893	Strategic Issues for Management in the Asia Pacific Region*	

* Year-long course starting in September with an examination in May or June of the following year.

9 Mode of delivery

The Postgraduate Programme in Corporate Governance Programme mirrors our Master of Corporate Governance (MCG) programme in distance-learning mode offered in Hong Kong. This Programme targets at working adults who possess high level of self-initiation to study the courses. In addition to course materials, the School will offer intensive face-to-face sessions in the Programme to support students' learning and provide students with opportunities to interact with their tutors. These intensive face-to-face sessions normally take place once per month and last for two days, eight hours per day, during weekend. However, all the face-to-face sessions are optional.

Students are required to spend between 8 and 10 hours a week per course for self-study. They are expected to go through the course materials before they go to the face-to-face sessions. In addition, students are strongly encouraged to make use of the OUHK On-line Learning Environment (OLE) to interact with their tutors and fellow classmates. Students are also required to submit their assignments via the OLE.

10 Conferment of award

Upon successful completion of all prescribed courses for Postgraduate Programme in Corporate Governance, students will need to transfer all credits earned to the Master of Corporate Governance programme of The Open University of Hong Kong. Students must attend the Residential School held in The Open University of Hong Kong. They will be granted the degree certificate and transcript of the Master of Corporate Governance in Hong Kong after completing the Residential School.

11 Fees

1. Application fee: RMB 200
2. Tuition Fee: RMB 150,000 [including the fee for course materials, textbooks and the fee for the Residential School in Hong Kong (one week)*; payable in 2 installments]

* The fee for the Residential School in Hong Kong does not include travel, meal, accommodation or insurance expenses.

Notes:

1. The application fee and tuition fee should be paid to Harbin Institute of Technology, Shenzhen Academy (HIT) and the Open University of Hong Kong (OUHK).
2. All fees listed above are for PRC identity card holders only. If students withdraw from the programme, no refunds will be made.
3. The application fee is not refundable under any circumstances.

12 Application

1. Deadline: 1 August 2019
2. Venue: D110, 10th Kejinan Road, Shenzhen High-Tech Industrial Park (SHIP), Nanshan District, Shenzhen, P.R.China
3. Required documents for application:
 - A completed application form
 - 2 passport photos 2.5 x 3 cm in size with the applicant's name written at the back
 - The applicant's identity card and two photocopies
 - The applicant's original academic credentials (e.g. award certificates and transcripts of studies) and 2 sets of photocopies
 - A degree verification report from the China Academic Degrees and Graduate Education Development Center (CDGDC)
 - The applicant's original supporting documents of work experience and 2 sets of photocopies (All original documents will be returned after verification.)

13 Enquiries

Harbin Institute of Technology, Shenzhen Academy

Address: D110, 10th Kejinan Road, Shenzhen High-Tech Industrial Park (SHIP), Nanshan District, Shenzhen, P.R.China

Contact Persons: Ms Wang Yuan/ Ms Wang Ying

Tel: 0755-26727130 (Ms Wang Yuan)/ 0755-26727110 (Ms Wang Ying)

Email: wangyuan@hgzsz.com/anne@hgzsz.com

14 Courses

All courses in the Postgraduate Programme in Corporate Governance are taught in English.

ACT B861 Accounting for Corporations (5 credits)

This course aims to provide learners with knowledge of the principles and skills in financial accounting, and to develop learners' awareness to the institutional and regulatory framework of financial reporting. The course also introduces and analyses accounting for a corporation's operating, investing and financing activities.

ACT B864 Tax Framework (5 credits)

This course aims to provide learners with the knowledge and skills to effectively interpret tax statutes, analyse practical tax problems, and to apply the tax statutes and rules. It introduces learners to the current tax statutes, case laws, and major types of direct and indirect taxes in Hong Kong.

CGV B897 Corporate Administration and Secretaryship (10 credits)

The course aims to provide learners with a sound foundation in the legal framework of incorporating, maintaining and dissolving a company in Hong Kong. It focuses on the application of relevant theories to daily administrative work and secretarial practices faced by a company secretary in a commercial field or company secretarial firms. The course also provides learners with a general understanding of employment law and labour-related legislation in Hong Kong.

CGV B898 Issues in Corporate Governance (10 credits)

The course aims to provide learners with a sound foundation in corporate governance frameworks of organizations. The course introduces the key components behind effective corporate governance, the development of corporate governance standards and the ideas about implementation of better governance practices in different types of organizations. It also prepares the learners to see what capital stewardship is in this new millennium through the eyes of investors and stakeholders.

FIN B862 Treasury and Financial Management (5 credits)

This course aims to prepare learners to apply essential tools and key concepts to evaluate the financial policies of a corporation. It equips learners with the skills necessary to make rational financial decisions.

LAW B868 Corporate Law (5 credits)

This course aims to introduce learners to the key concepts of business law and company law in which Hong Kong companies operate. It provides learners with the essential knowledge and analytical skills to comply with the legal requirements for doing business in Hong Kong.

MGT B820 Strategy (10 credits)

This course aims to help students learn the key concepts in strategy and to apply these concepts in real business situations for effective strategic management.

IB B893 Strategic Issues for Management in the Asia Pacific Region (10 credits)

This course aims to provide students with the means to analyse and evaluate current trends within the Asia-Pacific business community. It helps students to improve their ability to apply the current methods of analysing a complex business community, predicting future changes and assessing their likely impact. It reinforces students' articulation of the current methodologies, tools and techniques used to develop, implement and evaluate the effectiveness of business strategies.

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