

ADMS | Advanced Diploma in Management Studies Programme

Term End Assessment Schedule of Autumn Term 2020

In light of the development of the COVID-19 outbreak, the Programme Committee has decided that **individual assignments** will replace the original examination format for this term. The assignment topic will be released according to the schedule below at: www.hkma.org.hk/adms (Please refer to Appendix 2). Students will have one week to complete the assignment and are required to upload it to the website: www.hkma.org.hk/hkma_os on or before the deadline.

Penalty for late submission:

- within 1 day: capped at a pass mark of 50 (maximum)
- more than 1 day: recorded as "No Submission" (required to retake the module and pay the tuition fee)

If students fail to download the assignment topic, please contact Secretariat:

Monday to Friday 2774 8565 or 2774 8538 (Office hours: 9am-5pm ; Lunch hour: 1pm-2pm)

Date of Assignment Release	Module	Date of Submission
Tuesday, 9 February 2021 10 a.m.	Information Technology	Tuesday, 16 February 2021 by 10 a.m.
Tuesday, 9 February 2021 10 a.m.	Change and Quality Management	Tuesday, 16 February 2021 by 10 a.m.
Wednesday, 10 February 2021 10 a.m.	The Economic Environment	Wednesday, 17 February 2021 by 10 a.m.
Tuesday, 16 February 2021 10 a.m.	Financial Management	Tuesday, 23 February 2021 by 10 a.m.
Wednesday, 17 February 2021 10 a.m.	Introduction to Management	Wednesday, 24 February 2021 by 10 a.m.
Wednesday, 17 February 2021 10 a.m.	Business Strategy	Wednesday, 24 February 2021 by 10 a.m.
Thursday, 18 February 2021 10 a.m.	Operations Management	Thursday, 25 February 2021 by 10 a.m.
Friday, 19 February 2021 10 a.m.	Accounting for Managers	Friday, 26 February 2021 by 10 a.m.
Saturday, 20 February 2021 10 a.m.	Marketing	Saturday, 27 February 2021 by 10 a.m.
Monday, 22 February 2021 10 a.m.	Business Law	Monday, 1 March 2021 by 10 a.m.
Tuesday, 23 February 2021 10 a.m.	Human Resources Management	Tuesday, 2 March 2021 by 10 a.m.
Wednesday, 24 February 2021 10 a.m.	Organizational Behaviour	Wednesday, 3 March 2021 by 10 a.m.
Thursday, 25 February 2021 10 a.m.	Advertising and Integrated Marketing Communications	Thursday, 4 March 2021 by 10 a.m.

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Important remarks:

1. Plagiarism is a serious offence. Please make sure you use your own words and understanding to complete the assignment. Students are NOT allowed to copy from each other as this is considered cheating and can be disqualified by the Examination Board. If so, students will be required to retake that module and pay the full tuition fee. For details, please refer to appendix 1. Turnitin* may be used to check for plagiarism in the assignment.
2. Please pay attention to the word limit (the contents of the Appendices are not included). Please complete the assignment in WORD format.
3. Please upload your assignment to the website: www.hkma.org.hk/hkma_os
Please leave sufficient time for uploading the assignment before the deadline. If you encounter any technical problems, please email your assignment to the Secretariat (adms@hkma.org.hk) for our record.

* Turnitin is a platform used to identify the submitted documents' similarities with existing sources.

Appendix 1

Plagiarism is the unacknowledged use of the work of others. Unacknowledged means that the source of the material included in the assignment is not clearly indicated by footnotes or another system of referencing. Examples of plagiarism also include when two or more participants submit their work with identical or very similar sentences or paragraphs in them or when the assignment is turned in that has been submitted by another participant in the past.

Should the assignment is suspected of being plagiarised, the participant may be requested to attend a panel interview. Participants should be aware that plagiarism is very easily detected by examiners and plagiarism checker (e.g. Turnitin).

Please use your own ideas and wording to complete the assignment in order to avoid plagiarism.

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Appendix 2

Advanced Diploma in Management Studies Programme Jointly Organized with Lingnan University 管理進修高等文憑課程 (formerly Diploma in Management Studies, DMS)



Commencement Date
9 Nov 2020

Deadline for New Application
11 Sep 2020

Deadline for Current Students
9 Oct 2020

Application Form / Brochure / Time Table		Other Information	
Free Information Seminars	Enrol Now	HKMA Centres	
		Syllabus	
		Download Booklist	
		Past Exam Paper	
		Student Handbook	
		Class Schedule & Exam Timetable (Summer Term)	
		Arrangement During Adverse Weather Conditions	
		Individual Assignments	