

# 英國格林多大學

## 工商管理碩士 (中文 / 英文修讀) 新生報名須知

Master of Business Administration (Assessed in Chinese / English) (Reg. No.: 252769)  
**APPLICATION INFORMATION FOR NEW APPLICANTS**

### 一. 申請辦法

1. 填寫申請表格前，請先參閱課程章程。
2. 請在截止申請日期前，準備以下的文件寄或送交秘書處(請參考第五項的地址):
  - 已填妥的入學申請表
  - 學歷證明副本(如學歷證明為中文版本，請自行翻譯為英文，並到民政事務署作宣誓。有關宣誓事宜，請向民政事務署查詢)
  - 工作證明，需列明職位、年期、與管理相關的職責 (沒有學士學位申請者適用)
  - 個人履歷
  - 英語水平證明副本(英文考核適用)
  - 身份證副本
  - 1 張證件相
  - 報名費HK\$250元(不設退還)，以「香港管理專業協會」抬頭的劃線支票(請在支票背面寫上申請人全名及身份證號碼)

### 二. 入學程序

1. 入學申請由大學個別評核，錄取與否由大學決定。
2. 申請結果將以電郵通知。
3. 第一期的課程費用須於取錄通知書發出後七日內繳交。有關繳費詳情，秘書處將專函或電郵通知。

### 三. 學費

- 整個工商管理碩士學費共計HK\$105,500，詳情如下：
- 第一階段(6門面授課) 學費為HK\$90,000，學費分3期繳付，每期HK\$30,000元。
  - 第二階段(論文) 學費為HK\$15,500，在完成第一部份後一次過繳交。
  - 申請入學必須繳交報名費為HK\$250元。
  - \* 上述費用包括講義和論文指導費用；不包括參考書、到英國參加畢業禮的交通、住宿費用、參加畢業禮的個人消費開支及其他雜費。

### 五. MGMA 秘書處

香港管理專業協會  
香港黃竹坑業興街十一號  
南匯廣場B座十六樓  
電話 : 2774 8563(黃小姐) / 2774 8541 (黃小姐)  
傳真 : 2365 1000  
電郵 : gumba@hkma.org.hk  
網址 : www.hkma.org.hk/gu/mba

### 四. 日期

開課日期：2020年1月                      截止日期：2019年12月31日(星期二)

### A. Application Procedures

1. Please read the brochure carefully before filling the Application Form.
2. Please make sure you include the following documents in your submission to the address stated in (E) before the application deadline:
  - Completed and signed application form
  - copy of academic qualifications (If the transcript and certificate is in Chinese, please translate it into English and make an oath at the Home Affairs Enquiry Centre. For details, please contact the Home Affairs Department)
  - copy of reference letter with position, duration and job duties related to management (for applicants without Bachelor's Degree)
  - Curriculum Vitae (CV)
  - copy of English language qualifications (for assessed in English only)
  - copy of HKID Card
  - 1 passport photo
  - A crossed cheque for HK\$250 (non-refundable application fee) made payable to "The Hong Kong Management Association" (with applicant's name and HKID number at the back)

### B. Admission Results

1. Admission decisions will be made at the discretion of the University.
2. Candidates will be notified of their application results by email.
3. The 1<sup>st</sup> instalment of tuition fee is due 7 days after the issue of the matriculation letter. Details will be notified by the Secretariat.

### C. Tuition Fee

- The whole MBA Programme is HK\$105,500:
- Part One (6 taught modules) is HK\$90,000 payable in 3 instalments, HK\$30,000 each.
  - Part Two (Dissertation) is HK\$15,500 payable after the completion of Part one.
  - \* The tuition fee covers notes and dissertation supervision fee; but not reference books, transportation, accommodation, personal expenses and miscellaneous costs spend on attending the University graduation ceremony in UK.

### E. MGMA Secretariat

The Hong Kong Management Association  
16/F Tower B Southmark  
11 Yip Hing Street  
Wong Chuk Hang, Hong Kong  
Tel : 2774 8563 (Ms Celeste Wong) /  
2774 8541 (Ms Rosalind Wong)  
Fax : 2365 1000  
Email : gumba@hkma.org.hk  
Website : www.hkma.org.hk/gu/mba

### D. Dates

Course Commencement : January 2020  
Deadline for Application : Tuesday, 31 December 2019

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## 時間表 Time Table

課程分為兩個階段。第一階段佔120學分，共6科。上課時間如下：

The programme comprises two Parts. Part One contributes 120 credits, in a total of 6 taught modules.

### 第一階段 Part One

日期	上課時間
星期六(主要) Saturday (mainly)	2:00 pm - 8:00 pm
或 星期日 or Sunday	10:00 am - 5:00 pm

### 主要上課地點 VENUES

黃克競管理發展中心  
香港中環紅棉路8號  
東昌大廈14字樓

W Haking Management Development Centre  
14/F Fairmont House, 8 Cotton Tree Drive  
Central, HONG KONG

香港管理專業協會管理發展中心  
香港尖沙咀東麼地道75號  
南洋中心第2座3樓

HKMA Management Development Centre  
3/F, Tower 2, South Seas Centre,  
75 Mody Road, Tsim Sha Tsui, KOWLOON

馬振玉慈善基金管理發展中心  
香港灣仔告士打道66號  
筆克大廈2號舖

CYMA Charity Fund Management Development Centre  
2-4/F Pico Tower, 66 Gloucester Road,  
Wanchai, HONG KONG

### 備註：

- 上課日期主要為星期六；
- 每科之詳細時間表 ( 包括該科之上課日期、時間及上課地點 ) 將於每科開學前發給各學員；
- 部份科目或補課可能安排在其他平日晚上；
- 秘書處保留更改時間表及上課地點的權利，並會預早向同學就此作出正式通知；
- 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

### Note :

- Most classes are scheduled for Saturday;
- A detailed timetable of each module will be sent to students prior to the start of that module;
- Some lectures may be scheduled for weekday evenings;
- The Secretariat reserves the right to alter the date and venue of the lectures. In such case, notice will be given to students in advance;
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.