



POLYU POSTGRADUATE  
PROGRAMMES IN  
**ACCOUNTING  
AND  
FINANCE**

Master of  
Corporate Governance (Mixed-mode)

2023-2024

Programme Requirement Document  
Programme Code: 21047-CGF/CGP

	<b><u>Page No.</u></b>
Contact List	2
Foreword	3
Academic Calendar 2023/2024	4
<b>Part I: General Information</b>	
1. The Programme	5
2. Programme Aims and Outcomes	5
3. Entrance Requirements	5
4. Programme Structure	6
4.1 Subject Offerings	
4.2 Study Progression Pattern	
4.3 Common Pool Electives	
4.4 Professional Recognitions	
5. Curriculum Map	8
6. Programme Management and Operation	10
7. Communications with Students	10
8. Subject Registration	10
8.1 Add/Drop of Subjects	
8.2 Withdrawal of Subjects	
9. Credit Transfer	11
10. Retaking of Failed Subjects	11
11. Zero Subject Enrolment	12
12. Deferment of Study	12
13. Withdrawal of Study	13
13.1 Official Withdrawal	
13.2 Discontinuation of Study	
13.3 De-registration	
14. Assessment Methods	14
15. Grading	14
16. Progression and De-registration	16
17. Academic Probation	16
18. Eligibility for Award	17
19. Award Classifications	17
20. Late Assessment	17
21. Procedures for Appeal	18
21.1 Appeals against Decisions on De-registration	
21.2 Appeals against Decisions on Subject Results	
22. Dismissal of Class	19
23. Plagiarism and Bibliographic Referencing	19
24. Copying of Copyright Materials	19
25. Prevention of Bribery Ordinance	19
<b>Part II: Syllabuses</b>	<b>20</b>

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### MCG Programme Web Page

<https://www.polyu.edu.hk/af/study/MCG>

### PolyU Student Handbook Web Page

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

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### Office hours:

Weekdays: 8:45am – 1:00pm; 2:00pm – 5:35pm  
Saturdays, Sundays & Public Holidays: Closed

## **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

A handwritten signature in black ink, appearing to be 'Nancy Su', written in a cursive style.

Professor Nancy Su  
Head and Professor  
School of Accounting and Finance

August 2023

# Academic Calendar

The Hong Kong Polytechnic University  
Academic Calendar 2023/24 (by Semester Week)

(Updated on 30 August 2023)

Month	Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Sem. Week	Events	General Holidays
Aug 2023	--	28	29	30	31	1	2	3	--		
Sept	1	4	5	6	7	8	9	10	1	4 Sept: Sem. 1 teaching commences 4 - 16 Sept: Add/Drop Period for Sem. 1	
	2	11	12	13	14	15	16	17	2		
	3	18	19	20	21	22	23	24	3		
Oct	4	25	26	27	28	29	30	1	4	29 Sept: Chinese Mid-Autumn Festival (all evening classes/exams suspended)	30 Sept: The day following the Chinese Mid-Autumn Festival 2 Oct: The day following National Day
	5	2	3	4	5	6	7	8	5		
	6	9	10	11	12	13	14	15	6		
	7	16	17	18	19	20	21	22	7	21 Oct: PolyU Information Day (Undergraduate & Taught Postgraduate Programmes) (all day-time and evening classes suspended)	
	8	23	24	25	26	27	28	29	8		23 Oct: Chung Yeung Festival
Nov	9	30	31	1	2	3	4	5	9	3 Nov - 25 Nov: Twenty-ninth Congregation	
	10	6	7	8	9	10	11	12	10		
	11	13	14	15	16	17	18	19	11		
	12	20	21	22	23	24	25	26	12		
Dec	13	27	28	29	30	1	2	3	13	2 Dec: Sem. 1 teaching ends	
	14	4	5	6	7	8	9	10	10	4 - 6 Dec: Revision Days for Sem. 1 7 - 22 Dec: Examination Period for Sem. 1	
	15	11	12	13	14	15	16	17	Exam.		
	16	18	19	20	21	22	23	24	24	22 Dec: Winter Solstice (all evening classes/exams suspended) 24 Dec: Christmas Eve (all evening classes/exams suspended)	25 - 26 Dec: Christmas Day and the first weekday after Christmas Day 1 Jan: The first day of January
	17	25	26	27	28	29	30	31	Exam. result processing		
Jan 2024	18	1	2	3	4	5	6	7	1	15 Jan: Sem. 2 teaching commences 15 - 27 Jan: Add/Drop Period for Sem. 2	
	19	8	9	10	11	12	13	14	2		
	20	15	16	17	18	19	20	21	3		
	21	22	23	24	25	26	27	28	4		
Feb	22	29	30	31	1	2	3	4	3		
	23	5	6	7	8	9	10	11	4	9 Feb: Lunar New Year's Eve (all evening classes/exams suspended)	10 - 13 Feb: Lunar New Year Holidays
	24	12	13	14	15	16	17	18	Lunar New Year Break		
	25	19	20	21	22	23	24	25	5	10 - 18 Feb: Lunar New Year Break (all day-time and evening classes suspended)	
	26	26	27	28	29	1	2	3	6		
Mar	27	4	5	6	7	8	9	10	7		
	28	11	12	13	14	15	16	17	8		
	29	18	19	20	21	22	23	24	9		
	30	25	26	27	28	29	30	31	10		29 Mar - 1 Apr: Easter Holidays 4 Apr: Ching Ming Festival
	31	1	2	3	4	5	6	7	11		
	32	8	9	10	11	12	13	14	12		
Apr	33	15	16	17	18	19	20	21	13	20 Apr: Sem. 2 teaching ends	
	34	22	23	24	25	26	27	28	Exam.	22 - 24 Apr: Revision Days for Sem. 2 25 Apr - 11 May: Examination Period for Sem. 2	
	35	29	30	1	2	3	4	5	14		1 May: Labour Day
	36	6	7	8	9	10	11	12	Exam. result processing		15 May: The Birthday of the Buddha
May	37	13	14	15	16	17	18	19	15		
	38	20	21	22	23	24	25	26	16		
	39	27	28	29	30	31	1	2	17	27 May: Summer Term teaching commences 27 May - 1 Jun: Add/Drop Period for Summer Term	
	40	3	4	5	6	7	8	9	18		10 Jun: Tuen Ng Festival
	41	10	11	12	13	14	15	16	19		
Jun	42	17	18	19	20	21	22	23	20		
	43	24	25	26	27	28	29	30	21		1 Jul: The HKSAR Establishment Day
	44	1	2	3	4	5	6	7	22		
	45	8	9	10	11	12	13	14	23	13 Jul: Summer Term teaching ends	
Jul	46	15	16	17	18	19	20	21	Exam.	15 - 20 Jul: Examination Period for Summer Term	
	47	22	23	24	25	26	27	28	24		
	48	29	30	31	1	2	3	4	Exam. result processing		
Aug	49	5	6	7	8	9	10	11	25		
	50	12	13	14	15	16	17	18	26		
	51	19	20	21	22	23	24	25	27		
	52	26	27	28	29	30	31	1	28	1 Sept: Academic Year 2023/24 ends	

General Holidays (tentative for 2024)

Important dates on assessment:

Finalisation of subject assessment results  
Finalisation of overall assessment results  
Announcement of overall assessment results

Semester 1	Semester 2	Summer Term
9-Jan	21-May	30-Jul
17-Jan	29-May	7-Aug
18-Jan	30-May	8-Aug

August 2023

## **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

### **2. PROGRAMME AIMS AND OUTCOMES**

The Master of Corporate Governance (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; 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) Explain and apply current Hong Kong taxation law and practices to advise on tax implications in corporate management and decision making;
- (6) Comprehend and appreciate the legal aspects involved in company matters, the corporate governance system and boardroom dynamics of both Hong Kong and PRC companies;
- (7) Explain and apply different approaches to advise stakeholders on the use of risk frameworks to appraise, evaluate and support risk management at the board, company and group levels; and
- (8) Demonstrate an understanding of the applications and implications of technologies such as artificial intelligence, blockchain, big data, etc. on various corporate governance issues.

### **3. ENTRANCE REQUIREMENTS**

The minimum entrance requirements for the MCG programme are:

- i. A Bachelor's degree from a recognised university, or equivalent;
- ii. Preference will be given to applicants with relevant working experience, but it is not a must.

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 University's minimum English language requirement for admission purpose.

#### 4. PROGRAMME STRUCTURE

The programme is operated in mixed-mode. Students enrolling on the programme are classified as mixed-mode students. They may engage in a full-time or part-time study load by attending classes in the daytime, evening or a combination of both. If the mixed-mode students take subjects of 9 credits or more in a semester, they will be given full-time status in that semester. Otherwise, they will be given part-time status.

The academic year is organized into Semester 1 (13 weeks), Semester 2 (13 weeks) and Summer Term (7 weeks), where appropriate.

Classes will be scheduled on weekday evenings, daytime or weekends. The number of class contact hours will depend on the approach to learning and teaching adopted in the subject. While students' effort need not necessarily be defined in terms of class contact, most subjects require 39 hours of class contact. In a regular semester, most subjects have 3 hours contact time per week. Actual number of class meetings may vary in light of certain conditions in the offering semester, such as the arrangement of public holidays; or other pedagogical needs of subject lecturers.

Students should complete the programme full-time in 1 year and part-time in 2 years within the normal duration. 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 must complete 6 Core Subjects (18 credits) and 4 Elective Subjects (12 credits).

##### 4.1 Subject Offerings

<b>Subjects</b>	
<b>Core Subjects (18 credits, 6 subjects)</b>	
AF5510	Corporate Governance
AF5520	Corporate Law
AF5375	Financial Information Analysis
AF5336	Business Risk Management
AF5143	Corporate Compliance
MM533	Organisation Management and Strategy
<b>Elective Subjects* (12 credits, any 4 subjects)</b>	
AF5142	Advanced Corporate Governance
AF5122	Business Analytics in Accounting and Finance
AF5203	Contemporary Issues in Accounting Information Systems
AF5213	Corporate Taxation and Tax Planning
AF5338	Securities Regulations and Practice
AF5220	Strategic China Tax Planning and Management
AF5634	Economics of Sustainability
AF5511	Regulatory Framework
AF5522	Economic Law and System of the PRC
AF5930	Corporate Administration

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

Students should observe carefully on the pre-requisite, co-requisite and/or exclusion requirements before enrolling the subject(s) in the programme. Failing to comply with the requirements may result in a delay in subject registration and/or programme completion.

#### 4.2 Study Progression Pattern

The programme offers a study progression patterns. Full-time students are highly encouraged to follow the progression pattern to complete the programme within the normal duration. Part-time students should follow the progression pattern to complete the programme within the normal duration.

##### Full-time study load

	Year One
<b>Semester One</b>	<b>3 Core Subjects</b> AF5375 Financial Information Analysis AF5510 Corporate Governance AF5520 Corporate Law and <b>1 Elective Subject</b>
<b>Semester Two</b>	<b>3 Core Subjects</b> AF5143 Corporate Compliance AF5336 Business Risk Management MM533 Organisation Management and Strategy and <b>1 Elective Subject</b>
<b>Summer Term</b>	<b>2 Elective Subjects</b>

##### Part-time study load

	Year One	Year Two
<b>Semester One</b>	<b>2 Core Subjects</b> AF5510 Corporate Governance AF5520 Corporate Law	<b>2 Core Subjects</b> AF5336 Business Risk Management AF5375 Financial Information Analysis
<b>Semester Two</b>	<b>2 Core Subjects</b> AF5143 Corporate Compliance MM533 Organisation Management and Strategy	<b>2 Elective Subjects</b>
<b>Summer Term</b>	<b>1 Elective Subject</b>	<b>1 Elective Subject</b>

#### 4.3 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: <https://www.polyu.edu.hk/en/fb/study/tpg-landing/common-pool-electives/>.

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.

#### 4.4 Professional Recognitions

Graduates of the programme may be eligible for full exemption from the qualifying programme of The Hong Kong Chartered Governance Institute (HKCGI). Subject to the fulfilments of the membership requirements of HKCGI, they may apply for election to the membership for dual qualifications of Chartered Secretary and Chartered Governance Professional of The Chartered Governance Institute and HKCGI.

However, for students who have registered with the HKCGI on or after 1 November 2002 and have already attempted but failed any HKCGI 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. CURRICULUM MAP

The **institutional learning outcomes** are as follows:

- i. Professional competence of specialists/leaders of a discipline/profession - Graduates of PolyU TPg programmes will possess in depth-knowledge and skills in their area of study and be able to apply their knowledge and contribute to professional leadership.
- ii. Strategic thinking - Graduates of PolyU TPg programmes will be able to think holistically and analytically in dealing with complex problems and situations pertinent to their professional practice. They will be versatile problem solvers with good mastery of critical and creative thinking skills, who can generate practical and innovative solutions.
- iii. Lifelong learning capability - Graduates of PolyU TPg programmes will have an enhanced capability for continual professional development through inquiry and reflection on professional practice.

The above institutional learning outcomes are appropriately addressed by the totality of the programme learning outcomes of the Master of Corporate Governance programme, as set out below:

Programme Outcomes	Addressed by Subjects
<p>1. Appreciate the importance of business ethics pertaining to various corporate governance issues.</p> <p>Learning Objective 1: Identify and analyze the importance of business ethics pertaining to various corporate governance issues.</p>	<p><u>Core</u> AF5375 Financial Information Analysis AF5510 Corporate Governance MM533 Organisation Management and Strategy</p>
<p>2. Comprehend best practices in respect of corporate governance, as required to achieve higher standards of corporate behaviour.</p> <p>Learning Objective 2: 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.</p>	<p><u>Core</u> AF5510 Corporate Governance</p>
<p>3. Develop a critical law and regulation insight and appreciate the role of law and regulation in corporate governance.</p> <p>Learning Objective 3: Identify and evaluate the legal aspects involved in corporate governance.</p>	<p><u>Core</u> AF5520 Corporate Law AF5143 Corporate Compliance</p>
<p>4. Apply the corporate accounting and finance concepts and financial reporting practices in accounting and financial planning, control and decision making.</p> <p>Learning Objective 4: Apply the knowledge of current financial reporting issues and establish the linkage between financial policies and corporate governance.</p>	<p><u>Core</u> AF5375 Financial Information Analysis</p>
<p>5. Explain and apply current Hong Kong taxation law and practices to advise on tax implications in corporate management and decision making.</p> <p>Learning Objective 5: Explain current tax law and practice and apply the tax knowledge in corporate governance and management decision making.</p>	<p><u>Elective</u> AF5213 Corporate Taxation and Tax Planning</p>
<p>6. Comprehend and appreciate the legal aspects involved in company matters, the corporate governance system and boardroom dynamics of both Hong Kong and PRC companies.</p> <p>Learning Objective 6: Comprehend and analyse research findings on corporate governance, and interpret advanced theories and current issues in corporate governance.</p>	<p><u>Elective</u> AF5142 Advanced Corporate Governance</p>
<p>7. Explain and apply different approaches to advise stakeholders on the use of risk frameworks to appraise, evaluate and support risk management at the board, company and group levels.</p> <p>Learning Objective 7: Explain risk frameworks and apply the frameworks to evaluate and support risk management at different company levels.</p>	<p><u>Core</u> AF5336 Business Risk Management</p>

<p>8. Demonstrate an understanding of the applications and implications of technologies such as artificial intelligence, blockchain, big data, etc. on various corporate governance issues.</p> <p>Learning Objective 8: Explain the implications of information technologies and apply the technologies to different corporate governance issues.</p>	<p><u>Core</u>  AF5336 Business Risk Management  AF5510 Corporate Governance  AF5143 Corporate Compliance</p>
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## 6. 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.

## 7. 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 PolyU e-mail (i.e. PolyU Connect account) and the University Portal. Therefore, students are advised to check for messages in their PolyU Connect accounts **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.

## 8. SUBJECT REGISTRATION

### 8.1 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 make changes to your subject registration, you may do so through the add/drop at eStudent during the two-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 the subjects in a semester, you must first seek approval from your department for zero subject enrolment. Otherwise, you will 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 fees about four to five weeks after the commencement of Semester One and Semester Two. If you have taken less credits, a refund will be made.

#### 8.2 Withdrawal of Subjects

If you have a genuine need to withdraw from a subject after the add/drop period, you should submit an application for withdrawal of subjects to your programme offering department. Such request will first be considered by the subject teacher concerned and followed by the programme leader if there are strong justifications and when the tuition fee of the subject concerned has been settled. Deadline for requests for subject withdrawal will be specified by the teaching department and in any case, it will not be entertained after the commencement of the examination period.

For approved cases, the tuition fees paid for the withdrawn subjects will not be refunded. The withdrawn subjects will be shown under the "Assessment Result" of eStudent and in the transcript of studies.

### 9. 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. Late applications may not be considered. For students whose tuition fees are charged by credits, a credit transfer fee will be charged.

The Programme Management Team will consider granting credit transfers to a subject case by case. Credit transfers of a subject may be granted to students possessing post-graduate level (e.g. a Master degree) credits for the same (or very similar) subjects.

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 2018/19, then the validity period should count from 2019 for eight years). Credits earned from previous studies should remain valid at the time when the student applies for transfer of credits.

### 10. RETAKING OF FAILED SUBJECTS

Students may only retake a subject which they have failed (i.e. Grade F or S or U). After the announcement of subject results in a semester, you should check whether you have failed any subject via eStudent and arrange for retaking of the subject during subject registration.

The number of retake of each subject is restricted to a maximum of two. The second retake of a failed subject requires the approval of the Faculty / School Board. Students who have failed a core subject after two retakes will be de-registered.

Students can retake a failed subject the first time via eStudent directly during the subject registration period and add/drop period. For a second retake of a failed subject, students should complete form AR160 instead and return it to the programme offering departments to seek approval.

When you retake a failed subject, only the grade obtained in the final attempt of the retake will

be included in the calculation of Grade Point Average (GPA) and GPA 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.

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

## 11. ZERO SUBJECT ENROLMENT

If you do not wish to take any subject in a semester, you must seek approval from your department to retain your study place by submitting your application via **eStudent** before the start of the semester and in any case not later than the end of the add/drop period. Otherwise, your student status with the University will be withdrawn. Please also refer to the section 13.2 on “Discontinuation of Study” for further details. Unless otherwise approved, the semesters during which you are allowed to take zero subject will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

You will receive result notification from the department normally within two weeks. Students who have been approved for zero subject enrolment are allowed to continue using campus facilities including 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 AR forms.
- Once the department approves your application, the Academic Registry might report your application to the Director of Immigration.

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

### Procedures

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

For details, please visit the AR Website (<https://www.polyu.edu.hk/ar> > Students in Taught Programmes > Visa Matters for Non-local Students).

## 12. DEFERMENT OF STUDY

You may apply for deferment of study if you have a genuine need to do so, such as prolonged illness or being posted to work outside Hong Kong. Applications from students have not yet completed the first year of a full-time programme will be considered only under exceptional circumstances. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

You are required to submit an application for deferment of study via eStudent to the programme offering department. You will be informed of the result of your application in writing or via email by the department normally within three weeks from the date of application.

It is necessary for you to settle all the outstanding tuition fees 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. Students approved for deferment of study will normally not be eligible to access the campus facilities/services. Students can check for further details from the relevant service providing units. Alternatively, you may apply for zero subject enrolment to retain 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 Registry.

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 AR forms.
- Once the department approves your application, the Academic Registry might report your application to the Director of Immigration.

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

#### Procedures

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

For details, please visit the AR Website (<https://www.polyu.edu.hk/ar> > Students in Taught Programmes > Visa Matters for Non-local Students).

## 13. WITHDRAWAL OF STUDY

### 13.1 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 eStudent. Fees paid for the semester in which you are studying will not be refunded. Applications for withdrawal of study for the current semester must be submitted before the commencement of the examination period. Applications submitted after the commencement of the examination period will not be processed. Applications for withdrawal of study for the following academic year/semester should be submitted before the commencement of that academic year/semester.

Your application will not be processed if you 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 department will inform you in writing or via email of the result of your

application, normally within three weeks after you have cleared all the outstanding items as mentioned above.

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 paid are non-refundable.

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.

### 13.2 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 this case, 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.

### 13.3 De-registration

Students who have been de-registered on grounds of academic failure 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 four weeks from the date of termination of the study, whichever is earlier; otherwise, you will be committing a criminal offence of breaching your conditions of stay.

## 14. **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.

## 15. **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+	Excellent	4.3
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0.0

'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:

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

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 (i.e. those with the code 'W')

Subject which has been given an "S" code, i.e. absent from all assessment components, 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 ranges from 0.0 to 4.3 from 2020/21.

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.



## 16. PROGRESSION AND DE-REGISTRATION

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

- i. the student has exceeded the maximum period of registration (applicable to students admitted in or before 2019/20); or
- ii. the student has reached the final year of the normal period of registration, unless approval has been given for extension (applicable to students admitted in or after 2020/21); or
- iii. the student has reached the maximum number of retakes allowed for a failed core subject; or
- iv. the student’s GPA is lower than 1.70 for two consecutive semesters and his/her Semester GPA in the second semester is also below 1.70; or
- v. the student’s GPA is lower than 1.70 for three consecutive semesters.

When a student falls within any of the categories as stipulated above, except for category (ii) with approval for extension, the Board of Examiners shall de-register the student from the programme without exception.

Notwithstanding the above, the Board of Examiners will have the discretion to de-register students with extremely poor academic performance before the time frame specified in (iv) and (v) above.

The progression of students to the following academic year will not be affected by the GPA obtained in the Summer Term, unless Summer Term study is mandatory for all students of the programme and constitutes a requirement for graduation and is so specified in the Programme Requirement Document.

## 17. ACADEMIC PROBATION

The academic probation system is implemented to give prior warning to students who need to make improvement in order to fulfil the GPA requirement of the University. Starting from Semester One of 2020/21 academic year, you will be put on academic probation in the following semester if your GPA is below 1.70. If you are able to obtain a GPA of 1.70 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 under the “Assessment Results” of eStudent. However, this status will not be displayed in the transcript of studies.

To improve the academic performance of students on academic probation, students on academic probation are required to seek academic advice on study load and subjects to be taken. These students will normally be required to take a study load of not more than 15 credits. Students should, within one week of assessment results announcement, complete the Form ‘Study Load for Students on Academic Probation’ (Form AR150) (AR Website > Students in Taught Programmes > Application Forms) indicating the proposed study plans and meet with the Academic Advisor(s) to finalise the subjects and number of credits to be taken in the semester following academic probation.

## 18. 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 core and elective requirements as defined in this document; and
- iii. having a **GPA of 1.70** or above at the end of the programme.

A student is required to graduate as soon as he/she satisfies all the above conditions for award. Upon confirmation of the 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 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/mid-April with the award parchment dated 15 March of the year concerned. Please visit AR Website > Graduates > Award Parchment for more updated information on the parchment collection arrangement in March or October with reference to your graduation timeline.

## 19. AWARD CLASSIFICATIONS

The following award classifications apply to your programme:

Award Classification	GPA
Distinction	3.6 – 4.3
Credit	3.0 – 3.59
Pass	1.7 – 2.99

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

## 20. 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 Teacher concerned, in consultation with the Programme Director.

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.

## 21. PROCEDURES FOR APPEAL

### 21.1 Appeals against Decisions on De-registration

Students appealing against the decisions on de-registration shall pay a fee of HK\$125. Payment forms are obtainable from the Academic Registry Service Centre. The fee shall be refunded if the appeal is successful/upheld.

Students should complete and submit Form AR149 "Appeal against the Decision of BoE on De-registration" to the General Office of the department hosting the programme/award (or to the Faculty/School Office if the programme/award is hosted by the Faculty/School) within one calendar week upon the public announcement of the overall results, i.e. the date when the results are announced to students via the web. When submitting the form, the appellant has the responsibility to make known to the Academic Appeals Committee (AAC) full details and evidence that would support his/her appeal.

The appeal by the students will be considered by the Academic Appeals Committee, which will deliberate the appeal cases making reference to the recommendations of the programme-hosting department/faculty and the Faculty Dean/School Board Chairman.

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

### 21.2 Appeals against Decisions on Subject Results

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

A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of his/her overall results, i.e. the date when the results are announced to students via the web. 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.

Departments should inform the student concerned of the appeal result within one calendar week after either the announcement of the student's overall result or receipt of the letter of appeal, whichever is later.

If the appellant is dissatisfied with the decision, he/she may then appeal in writing to the Registrar within one calendar week from the date 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;
- subject results appealing against; and
- grounds for appeal.

The Registrar shall then refer the case to the Academic Appeals Committee, which shall determine whether there are *prima facie* grounds for a reconsideration of the decision of the Subject Teacher/SARP concerned.

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

## **22. 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.

## **23. 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 acknowledgement of the source. 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 views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing that this is required" or "not knowing how to do it" are not accepted. It is the student's responsibility to understand what plagiarism is, and take action steps to avoid plagiarism in their academic work. The golden rule is: "if in doubt, acknowledge".

Students should comply with the University's policy on plagiarism in continuous assessment, bibliographic referencing and photocopying of copyright materials. Please read details on "Plagiarism" given in Appendix 3 of the Student Handbook.

## **24. COPYING OF COPYRIGHT MATERIALS**

The learning and teaching platforms of The Hong Kong Polytechnic University ("PolyU") are for the use of PolyU students to facilitate their learning. The students shall use the platforms and the materials available (including teaching sessions conducted by staff of PolyU) for their personal study only. Where a student needs to download or save the materials available on the platforms for the permitted purposes, the student shall take all necessary measures to prevent their access by other parties. The materials are copyright protected. Save for the permitted purposes, no copying, distribution, transmission or publication of the materials in whole or in part in any form is permitted.

## **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, please refer to the Student Handbook of the relevant year. (accessible at <https://www.polyu.edu.hk/ar/students-in-taught-programmes/student-handbook/>)**

**PART II: SUBJECT SYLLABUSES\***

<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Page No.</u></b>
<b><i>Core Subjects</i></b>		
AF5143	Corporate Compliance	21
AF5336	Business Risk Management	28
AF5375	Financial Information Analysis	33
AF5510	Corporate Governance	39
AF5520	Corporate Law	46
MM533	Organisation Management and Strategy	52
<b><i>Elective Subjects:</i></b>		
AF5122	Business Analytics in Accounting and Finance	56
AF5142	Advanced Corporate Governance	59
AF5203	Contemporary Issues in Accounting Information Systems	65
AF5213	Corporate Taxation and Tax Planning	69
AF5220	Strategic China Tax Planning and Management	74
AF5338	Securities Regulations and Practice	80
AF5511	Regulatory Framework	84
AF5522	Economic Law and System of the PRC	88
AF5634	Economics of Sustainability	93
AF5930	Corporate Administration	100

**\*The subject syllabuses (including teaching pedagogy and assessment methods) contained in this Programme Requirement 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.**

<b>Subject Code</b>	<b>AF5143</b>
<b>Subject Title</b>	<b>Corporate Compliance</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite/ Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	This subject aims to impart students with a practical and theoretical understanding of the knowledge and skills required in corporate governance, corporate administration, corporate secretaryship and compliance. It enables students to analyse the implications of various corporate governance issues in corporate administration, corporate secretaryship and compliance, to take responsibility for the administration of corporate resources in compliance with external and internal regulations, to apply core skills in corporate management and to effectively manage corporate resources.
<b>Intended Learning Outcomes</b>	On completing this subject, students will be able to: <ul style="list-style-type: none"> <li>(a) demonstrate an understanding of the scope, role and functions of the governance professional and the differing responsibilities of the company secretary, the board, management, shareholders and other stakeholders;</li> <li>(b) demonstrate an understanding of the nature and principles of the company's regulatory requirements and best practices and their interpretation and practice in the governance professional function to ensure compliance;</li> <li>(c) apply appropriate judgment to advise the board on the expectations of and compliance with regulatory requirements as well as on matters relating to various governance and compliance issues under the law and regulations relating to</li> </ul>

	<p>shares, share capital, information technology and data compliance; and (MCG Outcome 8)</p> <p>(d) apply appropriate judgement to advise the board on various governance and compliance issues such as continuing obligations, notifiable, connected transactions, etc. under the Listing Rules. (MCG Outcome 3)</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><u>The role of the company secretary</u> The role, functions and duties. Appointment and vacation. Relationship with the chairperson and directors. As an adviser to the chairperson, chief executive and directors. Dissemination of information and decisions. Communication with stakeholders.</p> <p><u>The directors and board</u> Types of directors. Recruitment, appointment, re-appointment and rotation. Roles, duties, responsibilities and mandates. Retirement, removal and disqualification. Succession planning. Directors' and officers' indemnification and liability insurance. Co-option. Board evaluation. Best practices, policies and procedures.</p> <p><u>Members and trust or company service provider (TCSP)</u> Member definition. Restrictions on membership. Shareholders. Share pledge. Other types of members. Member activism. Articles of association. Unfair prejudice. Derivative action claims. Membership. Trust or company service provider. Exemptions. Fit and proper test. Continuing AML compliance obligations.</p> <p><u>Company compliance</u> Company formation. Filing of company returns. Offences under the relevant corporations or associations legislation. Hong Kong corporate governance overview. Mergers, de-mergers, arrangements and reconstructions. Takeovers and acquisitions. Culture and corporate behaviours. Share schemes. Company insolvency, dissolution and restoration. Dormant companies.</p> <p><u>Annual or integrated report and external audit</u> Roles and duties of company secretary in preparing the financial statements. Statutory, regulatory and listing requirements.</p>

	<p>Narrative reporting. Disclosure of financial statements. Legislative and other developments. Role and responsibilities of the company secretary in the external audit. Independence of external auditors. Role, appointment, rotation, termination of the auditor.</p> <p><u>Securities exchange listing regime</u></p> <p>Listing requirements. Ongoing reporting, filings and compliance. Insider dealing. Dematerialisation.</p> <p><u>IT and data compliance</u></p> <p>Role and responsibilities of the company secretary in IT and data security. Data privacy law compliance. Governance issues in using IT and data for various business activities. Inside information for IT and data security breach. Application of General Data Protection Regulation. Public access to corporate information.</p> <p><u>Maintenance of records</u></p> <p>Statutory registers. Location of records and registers. Access to records and registers. Minute books. Meeting materials/board papers. Financial records. Corporate records. Company secretarial software. Minutes and minute books. Oversight by regulators. Regulation and disclosure. Non-Hong Kong company.</p> <p><u>Meetings</u></p> <p>Meetings of shareholders and members. Meetings of the board and its committees.</p> <p><u>Shares, share capital, share register and debt capital.</u></p> <p>Regulation of the securities industry. Types of shares and debt capital. Share capital. Company shares registrar function. Share transfers. Transmission of shares. Registration of documents affecting title. Share certificates. Distributions. Rights and warrants, debentures and bonds. Capital events and role of share registrar. Share option schemes and share award schemes.</p> <p><u>Continuing obligations of listed companies</u></p> <p>Continuing obligations. Notifiable transactions. Connected transactions.</p>
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<p><b>Teaching/Learning Methodology</b></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 corporate governance, corporate administration, corporate secretaryship and compliance.</p>					
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>			
			<p>a</p>	<p>b</p>	<p>c</p>	<p>d</p>
	<p>1. Participation</p>	<p>5%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>2. Assignment</p>	<p>15%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>3. Test</p>	<p>30%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>4. Final examination</p>	<p>50%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>Total</p>	<p>100%</p>				
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><u>Participation</u></p> <p>It allows students to freely share their views and practical experiences, critically evaluate the key issues, make a recommendation and create their independent thinking in achieving good corporate secretaryship and compliance in governance best practices at the workplace. Students are required to critically apply the corporate secretaryship and compliance issues in directors, officers, members, company secretaries and governance professionals, regulatory requirements under the company and securities laws and the Listing Rules, non-Hong Kong companies, IT and data governance and compliance, shares and share capital, maintenance of records, annual report, external audit, board and</p>						

	<p>general meetings, company dissolution and continuing obligations of listed companies.</p> <p><u>Assignment, test and final examination:</u></p> <p>It requires students to: identify various regulatory compliance and corporate governance issues in organizations in Hong Kong and critically apply the corporate secretaryship and compliance issues in directors, officers, members, company secretaries and governance professionals, regulatory requirements under the company and securities laws and the Listing Rules, non-Hong Kong companies, IT and data governance and compliance, shares and share capital, maintenance of records, annual report, external audit, board and general meetings, company dissolution and continuing obligations of listed companies.</p> <p><b><i>To reflect the significant technology content in this subject, 10% (or more) of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</i></b></p> <p><b><i>To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. Besides, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</i></b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours lecture each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study efforts:</p>	
	<ul style="list-style-type: none"> <li>▪ Students are expected to prepare for the lectures, pre-assigned readings and cases, class participation, group presentation, test and final examination.</li> </ul>	<p>78 Hrs.</p>

	The total student study effort	117 Hrs.
<p><b>Reading List and References</b></p>	<p><b>Principal Readings</b></p> <ol style="list-style-type: none"> <li>1. The HKCGI Chartered Governance Qualifying Programme study text. (Latest version)</li> <li>2. Cheng, P. W., Sum, A. and Yuen, F. (2021). <i>The Hong Kong Company Secretary's Handbook: Practice and Procedure</i>. (11<sup>th</sup> ed.). Hong Kong: Pearson</li> <li>3. Publications and Press Releases - Information Pamphlets, issued by the Companies Registry (CR) <a href="http://www.cr.gov.hk/en/publications/information.htm">http://www.cr.gov.hk/en/publications/information.htm</a></li> <li>4. Guidance Notes, published by HKCGI <a href="https://www.hkcgj.org.hk/thought-leadership/guidance-note">https://www.hkcgj.org.hk/thought-leadership/guidance-note</a></li> <li>5. Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong <a href="http://www.hkex.com.hk/eng/rulesreg/listrules/rulesandguidelines.htm">http://www.hkex.com.hk/eng/rulesreg/listrules/rulesandguidelines.htm</a></li> <li>6. Publications and Guidelines - issued by the CR <a href="http://www.cr.gov.hk/en/publications/circulars/guidelines.htm">http://www.cr.gov.hk/en/publications/circulars/guidelines.htm</a></li> <li>7. HKCGI, Online Study Text: <i>Corporate Secretaryship and Compliance</i>, latest edition, Wolters Kluwer.</li> </ol> <p><b>Websites</b></p> <ol style="list-style-type: none"> <li>1. Hong Kong e-Legislation (Cap. 622 Companies Ordinance; Cap. 32 Companies (Winding up and Miscellaneous Provisions) Ordinance; and Cap. 571 Securities and Futures Ordinance) <a href="http://www.elegislation.gov.hk">http://www.elegislation.gov.hk</a></li> <li>2. Companies Registry <a href="http://www.cr.gov.hk">http://www.cr.gov.hk</a></li> <li>3. Monthly journal of HKCGI – CSJ <a href="http://www.hkcgj.org.hk">http://www.hkcgj.org.hk</a></li> </ol>	

	<ol style="list-style-type: none"><li data-bbox="497 188 1406 302">4. The Chartered Governance Institute <a href="http://www.cgi.org.uk"><u>http://www.cgi.org.uk</u></a></li><li data-bbox="497 302 1406 416">5. The Hong Kong Chartered Governance Institute <a href="http://www.cgi.org.hk"><u>http://www.cgi.org.hk</u></a></li><li data-bbox="497 416 1406 593">6. The Stock Exchange of Hong Kong Limited <a href="http://www.hkex.com.hk"><u>http://www.hkex.com.hk</u></a> <a href="http://www.hkexnews.hk"><u>http://www.hkexnews.hk</u></a></li><li data-bbox="497 593 1406 804">7. Office of the Privacy Commissioner for Personal Data <a href="http://www.pcpd.org.hk"><u>http://www.pcpd.org.hk</u></a></li></ol>
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<b>Subject Code</b>	<b>AF5336</b>
<b>Subject Title</b>	<b>Business Risk Management</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	<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 interpret the ethical implications of relevant corporate governance issues, and also to evaluate the financial risk management functions of a firm, such as management of the risks when planning and implementing the related company policies. This aims to prepare the students to establish the body of knowledge necessary for independent risk management analysis and decision-making.</p>
<b>Intended Learning Outcomes</b>	<p>On successfully completing this subject, students will be able to:</p> <ul style="list-style-type: none"> <li>(a) Demonstrate an understanding of the global and regional regulatory framework for risk management and the relationships between risk management and corporate governance, compliance and ethics.</li> <li>(b) Critically evaluate approaches to risk management and advise the board on the use of risk frameworks as a basis for appraising, evaluating and supporting risk management.</li> </ul>

	<p>(c) Critically evaluate the management of risk and provide professionally appropriate advice to those responsible for governance.</p> <p>(d) Critically examine the impact of the business environment on risk with regard to legislation, policy and industry changes.</p> <p>(e) Critically evaluate the impact of organisational conduct, behaviours and culture on risk management practices.</p> <p>(f) 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.</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>Risk Frameworks</b></p> <p>The global risk environment. Regulatory frameworks. Sector regulation. Risk management frameworks and standards. Key risk management concepts. Risk management as a foundation of organizational success. Risk management processes, perspectives and responsibilities. Frameworks for governance, risk and compliance.</p> <p><b>Managing Risk and Compliance</b></p> <p>Evaluating and reporting risk. Risk culture, appetite and tolerance. Compliance management.</p> <p><b>Risk and the Business Environment</b></p> <p>Risk control strategies. Risk management in practice. Trends and future developments for risk management. More trends and future developments for risk management.</p>
<p><b>Teaching/Learning Methodology</b></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</p>

	<p>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 behaviour 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><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></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 to identify and evaluate various issues in financial risk management including but not limited to ethical issues, which is important particularly because manager's unethical behaviour will increase the risk for the company.</p> <p>Students 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. Their application of such knowledge will be assessed in their presentation and class discussion.</p> <table border="1" data-bbox="544 1294 1422 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>e</th> <th>f</th> </tr> </thead> <tbody> <tr> <td>Individual Essay</td> <td>20%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>Project Presentation</td> <td>20%</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>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e	f	Individual Essay	20%	√	√	√	√	√	√	Project Presentation	20%	√	√	√	√	√	√	Participation	10%	√	√	√	√	√	√	Final Examination	50%	√	√	√	√	√	√	Total	100%						
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	<p><b>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.</b></p>	
<p><b>Student Study Effort Expected</b></p>	Class contact:	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>	39 Hrs.
	Other student study effort:	
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	78 Hrs.
	Total student study effort	117 Hrs.
<p><b>Reading List and References</b></p>	<p><b><u>Required Text</u></b>  <i>The HKCGI Chartered Governance Qualifying Programme study text. (Latest version)</i></p> <p><b><u>Other References</u></b>                      Hull, John, <i>Risk Management and Financial Institutions</i>, 6<sup>th</sup> edition, Wiley, 2023.</p> <p>Chance &amp; Brooks, <i>An Introduction to Derivatives &amp; Risk Management</i>, 10<sup>th</sup> edition, Cengage Learning, 2016.</p> <p>Crouhy, M, D. Galai and R. Mark, <i>The Essentials of Risk Management</i>, 2<sup>nd</sup> edition, McGraw Hill, 2014.</p> <p>Lam, James, <i>Enterprise Risk Management: From Incentives to Controls</i>, 2<sup>nd</sup> edition, Wiley, 2014.</p> <p>Jorion, Philippe, <i>Value At Risk: The New Benchmark for Managing Financial Risk</i>, 3<sup>rd</sup> edition, McGraw Hill, 2007.</p>	



	<p>Marthinsen, John, <i>Risk Takers: Uses and Abuses of Financial Derivatives</i>, 3rd edition, Pearson, 2018.</p> <p>Additional readings will be distributed in class or put into Blackboard.</p>
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<b>Subject Code</b>	<b>AF5375</b>
<b>Subject Title</b>	<b>Financial Information Analysis</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite/Co-requisite/Exclusion</b>	None
<b>Objectives</b>	<p>This subject aims to develop students with knowledge of accounting and finance to interpret financial and accounting information for providing advice to different stakeholders in developing strategy and making decision. It enables students to identify business ethics issues in financial reporting, explain the relationship between agency theory and accounting concepts in respect of the role of corporate accounting in corporate governance and apply the knowledge of current reporting issues in the working environment. It also enables students to think critically in resolving corporate finance issues, establish the linkage between financial policies and corporate governance, apply their understanding of financial concepts and models to company analysis, evaluate the impacts of the business environment, organisational conduct, behaviour and cultures.</p>
<b>Intended Learning Outcomes</b>	<p>On completing this subject, the students will be able to:</p> <ul style="list-style-type: none"> <li>(a) effectively interpret the latest development in financial reporting regulation and the role of corporate accounting in corporate governance and link this role with agency theory and accounting concepts;</li> <li>(b) explain the significance of business ethics on financial reporting issues; (MCG Outcome 1)</li> <li>(c) apply the accounting concepts and financial reporting practices of Hong Kong companies with particular emphasis on listed companies; (MCG Outcome 4)</li> <li>(d) demonstrate how corporate financial policies are related to corporate governance; (MCG Outcome 4)</li> </ul>

	<p>(e) identify the sources of risk and assess its impact on corporate financial decisions;</p> <p>(f) apply corporate finance knowledge in financial decision making. (MCG Outcome 4)</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><u>The regulatory framework and the role of International Financial Reporting Standards (IFRS)</u></p> <p>The need for a regulatory framework. Agency theory and the role of corporate governance. The role of financial reporting standards.</p> <p><u>The conceptual framework for financial reporting</u></p> <p>The need for a conceptual framework. Objectives of general-purpose financial reporting. Qualitative characteristics of financial information. Assumptions underlying financial statements. Elements of financial statements. Recognition and derecognition. Measurement. Presentation and disclosure. Capital and capital maintenance.</p> <p><u>Preparation and presentation of single entity financial statements</u></p> <p>The objective of financial statements. Fair presentation and compliance with Hong Kong Financial Reporting Standards (HKFRS). Statement of financial position. Statement of profit or loss and other comprehensive income. Statement of changes in equity. Statement of cash flows.</p> <p><u>Other contents and features of published accounts</u></p> <p>Content of the annual report and accounts. The strategic report. The director's report. Notes to the accounts. Segment reporting. Reporting the substance of transactions. Limitations of published accounts.</p> <p><u>Interpretation of accounting policies based on HKFRS</u></p> <p>Accounting policies. Accounting for inventories, property, plant and equipment, investment property, intangible assets, events after the reporting period and provisions, contingent liabilities and contingent assets.</p> <p><u>Financial reporting by groups of companies</u></p>

	<p>The requirement to prepare consolidated financial statements. Principles for the consolidation of financial statements. Business combinations, fair value measurement and goodwill. Consolidated statement of financial position. Consolidated statement of profit or loss and other comprehensive income. Investments in associates and interest in joint arrangements. Equity method. A parent company's separate financial statements. Exemptions from preparing consolidated financial statements.</p> <p><u>Analysis and evaluation of financial statements</u></p> <p>The need for financial analysis. Fundamental analysis. Trend analysis. Ratio analysis. Profitability ratios. Limitations of ratio analysis. Accounting irregularities and creative accounting.</p> <p><u>Financial markets and the identification of financing needs</u></p> <p>Financial markets. Private versus public markets. The role of the Stock Exchange of Hong Kong and efficient market hypothesis. Other sources of finance from the private market. Identification of financing needs: budgeting and forecasting.</p> <p><u>The cost of capital and capital structure</u></p> <p>The importance of the cost of capital. Evaluation of the cost of equity, cost of debt, cost of capital and the weighted average cost of capital (WACC). Capital structure and factors affecting it. Financial gearing and operating gearing. Modigliani-Miller theory of capital structure.</p> <p><u>Working capital management</u></p> <p>Nature and purpose of working capital. Working capital cycle. Working capital management. Profitability versus liquidity. Working capital ratios and Inventory management. Management of receivables and payables.</p> <p><u>Risk assessment in investment appraisal techniques</u></p> <p>Risk and investment decisions. Risk assessment models. The role of portfolio management.</p> <p><u>Company analysis and business valuation methods</u></p> <p>Investment valuation ratios and financial statement analysis. Valuation by dividend discount model, discounted cash flows (DCFs)</p>
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	<p>and valuations using the capital asset pricing model (CAPM). Application of efficient market hypothesis in business valuation. Shareholder value analysis.</p> <p><u>Project appraisal techniques</u></p> <p>Identification and analysis of projects. Factors affecting project appraisal. Project appraisal techniques. Capital rationing and the profitability index.</p>							
<p><b>Teaching/Learning Methodology</b></p>	<p>Lectures and seminars are integrated to encourage students' participation in class discussions. 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 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 and accounting topics. Students are expected to apply their knowledge to the discussion of the current financial and accounting issues faced by a corporate administrator in their working environment. Guided readings are provided to stimulate students' interest and attention.</p>							
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>					
			<p>a</p>	<p>b</p>	<p>c</p>	<p>d</p>	<p>e</p>	<p>f</p>
Participation		10%	√	√	√	√	√	√
Midterm Test		25%	√	√	√			
Group Project		15%				√	√	√
Final Examination		50%	√	√	√	√	√	√
Total		100%						
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><u>Participation:</u></p>								

	<p>Participation by attending classes and answering questions.</p> <p><u>Midterm Test:</u></p> <p>Midterm test covers syllabus in the first half of the semester. 60% of the test (i.e. 15% of the overall assessment) would be essay type questions.</p> <p><u>Group Project:</u></p> <p>A group project requiring students to reflect upon issues associated with key concepts of financial management.</p> <p><u>Final Examination:</u></p> <p>A three-hour closed book comprehensive examination covering all the intended learning outcomes.</p> <p><b>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. Besides, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of the subject lecturer.</b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study efforts:</p>	
	<ul style="list-style-type: none"> <li>▪ Students are expected to spend around 6 hours per week revising and practice the accounting principles covered in class</li> </ul>	<p>78 Hrs.</p>
<p><b>Reading List and References</b></p>	<p>HKCGI, Online Study Text: <i>Interpreting Financial and Accounting Information</i>, 2023 or latest edition, Wolters Kluwer.</p> <p>CGI, <i>Interpreting Financial and Accounting Information</i>, 2023 or latest edition, Ingram Publisher Services UK.</p> <p>Melville, A., <i>International Financial Reporting: A Practical Guide 8e</i>, 2022 or latest edition, Pearson</p> <p>Elliott, B. and J. Elliott, <i>Financial Accounting and Reporting 20e</i>, 2022 or latest edition, FT Prentice Hall.</p>	

	<p>Patrick Ng and Ng Eng Juan, Hong Kong Master GAAP Guide 16e, 2021 or latest edition, CCH Asia.</p> <p>Loftus, Leo, Daniliuc, Boys, Luke, Ang, Byrnes: Financial Reporting 4e, 2022 or latest edition, John Wiley &amp; Sons, Inc.</p> <p>Ernst &amp; Young, International GAAP, 2023 or latest edition – Generally Accepted Accounting Practice Under International Financial Reporting Standards, latest edition, Wiley.</p> <p>Hong Kong Institute of Certified Public Accountants, <i>Hong Kong Financial Reporting Standards</i>.</p> <p>Berk, Jonathan, Peter DeMarzo and Jarrad Harford, <i>Fundamentals of Corporate Finance – Global Edition</i>, 2019 or latest edition, Pearson.</p> <p>Stephen Ross, Randolph Westerfield, Jeffrey Jaffe and Bradford Jordan, Corporate Finance 13e, 2022 or latest edition, McGraw-Hill.</p> <p>Ruth Tan and Helen Wong, <i>Corporate Finance: Asia Global Edition</i>, 2015 or latest edition, McGraw-Hill.</p>
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<b>Subject Code</b>	<b>AF5510</b>
<b>Subject Title</b>	<b>Corporate Governance</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	This subject provides students with an understanding and application of all aspects, and the related nature, of best practices in corporate governance. It enables students to identify and analyze business ethics issues pertaining to corporate governance, 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, and evaluate corporate governance systems of Hong Kong and PRC listed companies with reference to other jurisdictions.
<b>Intended Learning Outcomes</b>	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> <li>(a) explain the theoretical basis for corporate governance;</li> <li>(b) identify and analyse business ethics issues pertaining to corporate governance; (MCG Outcome 1)</li> <li>(c) evaluate the roles of directors, company secretary, governance professional and other relevant parties in performing corporate governance and enhancing corporate governance system of listed companies;</li> <li>(d) identify the features of and evaluate the corporate governance system of PRC companies by reference to corporate governance systems of other developed jurisdictions; and</li> <li>(e) critically evaluate the effectiveness of the Hong Kong corporate governance system, information technology governance system, cybersecurity, data protection and</li> </ul>



	<p>privacy law in protecting the interests of the investing public, the members and the creditors of Hong Kong companies. (MCG Outcome 2 and 8)</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><u>General</u></p> <p>Historical development of the system of corporate governance. Corporate governance theories/reports/principles/codes. Corporate governance approaches. Corporate governance framework. 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. Principles of corporate governance in non-profit sector.</p> <p><u>Business Ethics</u></p> <p>Ethical principles in business. Corporate and individual responsibilities. Ethical dilemmas. Whistle blowing. Individual and corporate standards of behaviour. Corporate codes of conduct. Professional ethics. Ethics and environment. Social responsibility. Corporate sustainability. Stakeholders' interests. Insider trading. Conflict of interests. Ethics and international business.</p> <p><u>Directors</u></p> <p>The role, power, responsibilities, liability and ethical issues of executive directors, non-executive directors and independent non-executive directors. Composition, board size and diversity. Succession planning. Duties under the Companies Ordinance, the Securities and Futures Ordinance, the Listing Rules and the Codes of Takeovers and Mergers and Share Buy-backs. Qualification and disqualification of directors. Appointment and vacation of office. Induction and professional development. Corporate culture. Remuneration, loans and compensation for loss of office. Restrictions on securities dealings, Insider dealing and CEO duality. Board effectiveness and board evaluation.</p> <p><u>Board Committees</u></p> <p>The roles, duties and effectiveness of audit committee, remuneration</p>

	<p>committee and nomination committee.</p> <p><u>Secretary</u></p> <p>Qualifications, appointment and vacation of office. Roles, duties, responsibilities, liability, skills and ethical issues. The role of the company secretary/governance professional in the corporate governance system.</p> <p><u>Auditor</u></p> <p>The position, duties, responsibilities, liability 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. Relationship with audit committee. Audit quality. Auditors' independence and non-audit services. Role of the Accounting and Financial Reporting Council in the corporate governance system.</p> <p><u>Risk management and internal control</u></p> <p>IT governance. The role of the board in risk management and internal control. Establishment and review of risk management and internal control systems. Risk management committee. Cybersecurity and data protection and privacy law.</p> <p><u>Disclosure of Information</u></p> <p>Disclosure of corporate information (including financial reporting). Contents of director's report. ESG reporting. Notifiable and connected transactions. Loan transactions. Disclosure of interests in shares and debentures. Disclosure of directors' dealings in securities. Voluntary disclosures.</p> <p><u>Rights of shareholders and shareholder engagement</u></p> <p>Right of access to corporate information. The law relating to meetings of shareholders and appointment and removal of directors. Protection of shareholders from abuses (e.g., insider dealing, connected transactions). Restrictions in securities dealings by directors. Communications with shareholders. Shareholder activism. Institutional shareholder role and responsibilities in the corporate governance system.</p> <p><u>Stakeholder engagement</u></p>
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	<p>Stakeholder relations. Stakeholder engagement by the board. The role of company secretary/governance professional in stakeholder engagement.</p> <p><u>Corporate Governance in the PRC</u></p> <p>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><u>Other jurisdictions</u></p> <p>Corporate governance in USA, Europe and Asia.</p>							
<p><b>Teaching/Learning Methodology</b></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 concepts to current corporate governance practices in their working environment. Students are required to present cases, problems or articles in seminars.</p>							
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>					
	<p>1. Discussion</p>	<p>10%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>2. Assignment or Test</p>	<p>20%-25%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>3. Presentation</p>	<p>15%-20%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>4. Final examination</p>	<p>50%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>Total</p>	<p>100 %</p>						

	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><u>Participation in discussion:</u></p> <p>It allows students to freely share their views and experiences in achieving good corporate governance practices in the workplace.</p> <p><u>Test/Assignment/Presentation/Final examination:</u></p> <p>They require students to (a) understand and to apply the statutory and non-statutory regulations; (b) identify and to analyse 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><b><i>To reflect the significant technology content in this subject, 10% (or more) of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</i></b></p> <p><b><i>To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. Besides, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</i></b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study efforts:</p>	
	<p>Students are expected to prepare for the lectures/seminars, test, pre-assigned readings for discussion in class, group presentations and written reports.</p>	<p>78 Hrs.</p>
	<p>The total student study effort</p>	<p>117 Hrs.</p>

<b>Reading List and References</b>	<p>The HKCGI Chartered Governance Qualifying Programme study text. (Latest version)</p> <p>Bob Tricker, Corporate Governance, latest edition, Oxford University Press.</p> <p>Christine A. Mallin, Corporate Governance, latest edition, Oxford University Press.</p> <p>Mike Wright, Donald S. Siegel, Kevin Keasey, and Igor Filatotchev, the Oxford Handbook of Corporate Governance, latest edition, Oxford University Press.</p> <p>De Jonge, A., Corporate Governance and China's H-Share Market, latest edition, Edward Elgar.</p> <p>Erismann-Peyer, G., Steger, U., and Salzmann, O., The Insider's view on Corporate Governance: The Role of the Company Secretary, latest edition, Palgrave Macmillan.</p> <p>Corporate Governance – An International Review, Blackwell.</p> <p>Business Ethics, European Review, Blackwell Publishing (updated).</p> <p>Crone A., and Matten D., Business Ethics, latest edition, Oxford University Press.</p> <p>De George, Richard T., Business Ethics, latest edition, Prentice Hall.</p> <p>Ferrell, O.C., Fraedrich, J. and Ferrell L., Business Ethics: Ethical Decision Making and Cases, latest edition, Houghton Mifflin Company.</p> <p>Fisher C. and Lovell A., Business Ethics and Values – Individual, Corporate and International Perspectives, latest edition, Prentice Hall.</p> <p>Journal of Business Ethics, Kluwer Academic Publishers.</p> <p>Velasquez, Manuel G., Business Ethics - Concepts and Cases, latest edition, Prentice Hall.</p> <p>Hong Kong Ethics Development Centre, Ethics in Management: A Resource Portfolio for Hong Kong Universities.</p> <p>Cheng, P.W., H.S. Sum and K.T. Yuen, The Hong Kong Company Secretary's Handbook: Practice &amp; Procedure, latest edition, Longman.</p>
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<p>Stott, V., Hong Kong Company Law, latest edition, Longman.</p> <p>Gu Minkang, Understanding Chinese Company Law, Hong Kong University Press, latest edition.</p> <p>Companies Ordinance, Cap. 622 (and amendments) and all related rules, regulations &amp; orders.</p> <p>Securities and Futures Ordinance, Cap. 571.</p> <p>Financial Reporting Council Ordinance, Cap. 588.</p> <p>Listing Rules, The Stock Exchange of Hong Kong Limited.</p> <p>The Codes on Takeovers and Mergers and Share Buy-backs, SFC.</p> <p>A Guide on Better Corporate Governance Disclosure, Hong Kong Institute of Certified Public Accountants</p> <p>A practical guide to good governance: Directors' Induction, The Hong Kong Institute of Chartered Secretaries (Now 'The Hong Kong Chartered Governance Institute').</p> <p>Corporate Governance Guide for Boards and Directors, latest edition, The Stock Exchange of Hong Kong Limited.</p> <p>Guide for Independent Non-Executive Directors, latest edition, The Hong Kong Institute of Directors.</p> <p>Guide for Boards and Directors: Leadership Role and Accountability in ESG, HKEx.</p> <p>Guidelines for Effective Audit Committees – Selection, Appointment and Reappointment of Auditors, Accounting and Financial Reporting Council, HK.</p> <p>Srinivas, V, Lamm, R. and Ramsy, T., <i>Bringing Digital to the Boardroom: The Impact of Digital Transformation on Companies Board</i>, The Deloitte Center for Financial Services and the Deloitte Centre for Board Effectiveness, 2019</p> <p><i>KPMG – Digital transformation – Driving change. Inspiring perspective.</i></p> <p>NGOs – Social Welfare Department, HKSAR.</p>
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<b>Subject Code</b>	<b>AF5520</b>
<b>Subject Title</b>	<b>Corporate Law</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	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 enables students to identify the legal aspects involved in company matters and the corporate governance system of Hong Kong companies, critically evaluate the rights and responsibilities of corporate officers, develop a critical corporate law insight through the application of the laws and best practices in corporate decision-making process and governance.
<b>Intended Learning Outcomes</b>	On successfully completing this subject, the students will be able to: <ul style="list-style-type: none"> <li>(a) identify and compare the laws that govern different types of companies registered in Hong Kong, whether incorporated here or overseas; (MCG Outcome 3)</li> <li>(b) critically evaluate the rights and responsibilities of officers of the company (directors, managers, company secretary and auditor) and also of the shareholders;</li> <li>(c) 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;</li> <li>(d) apply the laws and best practices in the corporate decision-making process, critically evaluate the latest legal reforms in promoting better corporate governance, especially for listed companies; and (MCG Outcome 3)</li> </ul>

	<p>(e) compare and apply the procedures in the event of restructuring and winding up the solvent and insolvent companies; their implications on stakeholders and corporate governance. (MCG Outcome 3)</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><u>Sources of company law and governance</u></p> <p>The importance of legislation as a source of company law. The Companies Ordinance (Cap 622). Other notable related legislation. The role of subordinate legislation. The Listing Rules, the Code on Takeovers and Mergers and Share Buy-backs. Financial Services &amp; Treasury Bureau. Official Receiver's Office, Companies Registry. The importance of case law, constitution and contracts as a source of company law. Corporate governance codes and reports. International corporate governance principles. Corporate governance and unlisted companies.</p> <p><u>Business structures</u></p> <p>Sole proprietorships. Partnerships. Limited partnerships. Limited liability partnerships. Companies. Share capital. Non-Hong Kong companies. Small companies. Charitable institutions. Re-registration.</p> <p><u>Incorporation and corporate personality</u></p> <p>Promotion and pre-incorporation contracts. Incorporation of a registered company. Corporate personality. Salomon v A Salomon &amp; Co Ltd. Consequences of corporate personality. Circumventing corporate personality via contract. Corporate liability.</p> <p><u>Legally binding the company</u></p> <p>How companies enter into contracts. Constitution of a company. Articles of association. Constitution as a contract. Agency and the authority of agents. Board authority.</p> <p><u>Board of directors</u></p> <p>The legal status of a director. Types of the director. Specific board roles. Appointment. Remuneration. Board structure and composition. Vacation of office. Removal. Disqualification. Disqualification orders.</p>



<p><u>Role of the board</u></p> <p>General functions of the board. Managerial powers of the board. Rules relating to board meetings. Company secretary.</p> <p><u>Directors' duties</u></p> <p>General directors' duties. Remedies for breach of duties. Partial codification of directors' duties. Avoiding liability for breach of the general duties. Transactions requiring member approval.</p> <p><u>Legal Differences, Globalization and Ethical Aspects of Company Regulation</u></p> <p>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 Hong Kong, Multinational corporations as conveyors of globalization, the International regulatory framework of multinational corporations, corporate social responsibility.</p> <p><u>Formation and Constitution</u></p> <p>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><u>Corporate Transactions</u></p> <p>The capacity of companies and the concept of agency as applied to companies. Promotion &amp; Pre-incorporation contracts, Lifting the Corporate Veil, Protection of Outsiders, Maintenance of Capital: Buy Back, Capital Reduction &amp; Financial Assistance.</p> <p><u>Corporate Finance and Protection of Investors</u></p> <p>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><u>Dealings with Shares and Dividends</u></p>
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	<p>Share transfers and transmission. Mortgages of shares. Redemption and purchase of own shares. Financial assistance for the acquisition of shares. Variation of class rights. Disclosure of substantial shareholding. Declaration and payment of dividends. Capitalizing profits. Reserves.</p> <p><u>Corporate Management</u></p> <p>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><u>Meetings and Majority Control</u></p> <p>Conduct general meetings and meetings of directors. Majority control. Duties of controlling shareholders. Protection of minority shareholders. Shareholders remedies.</p> <p><u>Restructuring, Receivership and Liquidation</u></p> <p>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><b>Teaching/Learning Methodology</b></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 arguments. 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 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 Intended Learning Outcomes	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%					
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><u>Weekly class exercises:</u></p> <p>They train the student's ability to critically evaluate the ongoing legal reform in corporate governance. Students' ability to identify the ethical dimensions of corporate regulation will also be assessed in-class exercises.</p> <p><u>Mid-term Test and Final Examination:</u></p> <p>They will provide assurance of the above learning outcomes.</p> <p><b>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.</b></p>							
Student Study Effort Expected	Class contact:						
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>						39 Hrs.
	Other student study effort:						
	<ul style="list-style-type: none"> <li>▪ Textbook reading</li> </ul>						39 Hrs.

	<ul style="list-style-type: none"> <li>▪ Preparation for presentation &amp; exams</li> </ul>	39 Hrs.
	Total student study effort	117 Hrs.
<b>Reading List and References</b>	<p>The HKCGI Chartered Governance Qualifying Programme study text. (Latest version)</p> <p>Lo, Stefan HC &amp; Qu, Charles Z, Law of Companies in Hong Kong. Latest edition, Sweet &amp; 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 &amp; 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 &amp; 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:</p> <p>Bilingual Laws Information System (<a href="http://www.legislation.gov.hk">http://www.legislation.gov.hk</a>)</p> <p>Companies Registry (<a href="http://www.cr.gov.hk">http://www.cr.gov.hk</a>)</p> <p>Department of Justice (<a href="http://www.doj.gov.hk">http://www.doj.gov.hk</a>)</p> <p>Securities and Futures Commission (<a href="http://www.sfc.hk">http://www.sfc.hk</a>)</p> <p>Hong Kong Exchange (<a href="http://www.hkex.com.hk">http://www.hkex.com.hk</a>)</p> <p>David Webb-Corporate Governance HK (<a href="http://www.webb-site.com">http://www.webb-site.com</a>)</p>	

<b>Subject Code</b>	<b>MM533</b>
<b>Subject Title</b>	<b>Organisation Management and Strategy</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite/ Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	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 apply concepts from strategy and organisational development in strategic management process, and explain various corporate governance issues in organisations. It also requires students to identify ethical practices of strategic leaders (Outcome 1).
<b>Intended Learning Outcomes</b>	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> <li>(a) apply strategy theories, models and language to contribute to boardroom decision making, which includes the issues of corporate governance, ethical and political consideration;</li> <li>(b) explain the principles of organisational development to contribute to corporate management; and</li> <li>(c) identify and evaluate leadership theories and best practices in the functional role and leadership of teams.</li> </ul>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p><b><u>Strategic Management Inputs</u></b> 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><b><u>Strategy Formulation</u></b> Corporate-level strategy. Diversification. Business-level strategy. Competitive strategy. Cooperative strategy. Strategic choice.</p> <p><b><u>Strategy Implementation</u></b></p>

	<p>Relationship between strategy and structure. Strategic and financial control. Corporate governance. Corporate social responsibility. Ethical practices. Strategic leadership. Balanced scorecard.</p> <p><b><u>Organisational Development</u></b> The management of organisational change and development. The management and mobilization of organisational culture.</p> <p><b><u>Team Leadership</u></b> Leadership theories. Emotional intelligence. Motivation. Team building.</p>				
<p><b>Teaching/Learning Methodology</b></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 real-life cases, share working experience and apply subject knowledge to the discussion.</p>				
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>		
			<p>a.</p>	<p>b.</p>	<p>c.</p>
<p><b>Continuous Assessment*</b></p>		<p><b>50%</b></p>			
<p>1. Group presentation and report</p>		<p>25%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
<p>2. Individual essay</p>		<p>15%</p>		<p>✓</p>	<p>✓</p>
<p>3. Attendance and participation</p>		<p>10%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
<p><b>Examination</b></p>		<p><b>50%</b></p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
<p>Total</p>		<p>100 %</p>			
<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> <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><b>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.</b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ Lectures and seminars</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p><b>Reading List and References</b></p>	<p><b>Recommended Textbooks</b></p> <p>French, W. L., Bell, C. H. &amp; Zawacki, R. A. (2005). Organisational Development and Transformation: Managing Effective Change (6th ed.). NY: McGraw-Hill.</p> <p>Ko, S. (Ed.) (2014). Organization Management and Strategy. Hong Kong: Pearson Education Asia Limited.</p>	

Reading materials will be supplied in the course.

**References**

Cummings, T. G. & Worley, C. G. (2015). Organisation Development and Change (10th ed.). OH: South-Western Cengage Learning.

Dess, G. G., Lumpkin, G. T., Eisner, A. B. & McNamara, G. (2014). Strategic Management: Text and Cases (7th ed.). NY: McGraw-Hill.

Hrebiniak, L. G. (2013). Making Strategy Work (2nd ed.). Upper Saddle River, NJ: Pearson.

Hunger, J. D. & Wheelen, T. L. (2011). Essentials of Strategic Management (5th ed.). Upper Saddle River, NJ: Pearson.

Mosley, D. C., Pietri, P. H. & Megginson, L. C. (2000). Management: Leadership in Action. NY: Harper Collins.

Pearce, J. A. & Robinson, R. B. (2011). Strategic Management: Formulation, Implementation and Control (12th ed.). NY: McGraw-Hill.

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.



<b>Subject Code</b>	AF5122
<b>Subject Title</b>	Business Analytics in Accounting and Finance
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	One Semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	This subject introduces students to the basic concepts, methods and approaches of data analytics in accounting and finance.
<b>Intended Learning Outcomes</b>	Upon successful completion of this subject, students should be able to: <ul style="list-style-type: none"> <li>a. Effectively gather, clean and transform accounting and financial data;</li> <li>b. Summarize, visualize and present accounting and financial data; and</li> <li>c. Analyze accounting and financial data with basic analytical approaches.</li> </ul>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p><b>Introduction of XBRL</b></p> <p>XBRL (eXtensible Business Reporting Language) for Internet communication among businesses.</p> <p><b>Basic Concepts and Methods of Data Analytics</b></p> <p>Data preparation and cleaning; Data analytics approaches; Data visualization and summarization.</p>

	<p><b>Applications of Data Analytics</b></p> <p>Diagnostic, predictive and prescriptive analytics in managerial and financial accounting and consumer banking.</p>																																																																				
<p><b>Teaching/Learning Methodology</b></p>	<p>Key concepts and techniques will be introduced through lectures. The subject places a lot of emphasis on project work. Students will be required to deliver a project which emphasizes on real-world accounting and finance issues. By completing the project, students should have hands-on experience in using the knowledge they have learnt in class to solve accounting and finance problems in practice. Students are encouraged to share their views and experiences actively with their lecturer and classmates.</p>																																																																				
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<table border="1"> <thead> <tr> <th data-bbox="440 891 783 1182" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="783 891 954 1182" rowspan="2">% weighting</th> <th colspan="6" data-bbox="954 891 1422 1081">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="954 1081 1031 1182">a</th> <th data-bbox="1031 1081 1107 1182">b</th> <th data-bbox="1107 1081 1184 1182">c</th> <th data-bbox="1184 1081 1260 1182"></th> <th data-bbox="1260 1081 1337 1182"></th> <th data-bbox="1337 1081 1422 1182"></th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1182 783 1323">1. Attendance &amp; Class participation</td> <td data-bbox="783 1182 954 1323">10%</td> <td data-bbox="954 1182 1031 1323">✓</td> <td data-bbox="1031 1182 1107 1323">✓</td> <td data-bbox="1107 1182 1184 1323">✓</td> <td data-bbox="1184 1182 1260 1323"></td> <td data-bbox="1260 1182 1337 1323"></td> <td data-bbox="1337 1182 1422 1323"></td> </tr> <tr> <td data-bbox="440 1323 783 1424">2. In-class quizzes</td> <td data-bbox="783 1323 954 1424">10%</td> <td data-bbox="954 1323 1031 1424">✓</td> <td data-bbox="1031 1323 1107 1424">✓</td> <td data-bbox="1107 1323 1184 1424">✓</td> <td data-bbox="1184 1323 1260 1424"></td> <td data-bbox="1260 1323 1337 1424"></td> <td data-bbox="1337 1323 1422 1424"></td> </tr> <tr> <td data-bbox="440 1424 783 1518">3. Lab assignments</td> <td data-bbox="783 1424 954 1518">30%</td> <td data-bbox="954 1424 1031 1518">✓</td> <td data-bbox="1031 1424 1107 1518">✓</td> <td data-bbox="1107 1424 1184 1518">✓</td> <td data-bbox="1184 1424 1260 1518"></td> <td data-bbox="1260 1424 1337 1518"></td> <td data-bbox="1337 1424 1422 1518"></td> </tr> <tr> <td data-bbox="440 1518 783 1666">4. Project report &amp; Presentation</td> <td data-bbox="783 1518 954 1666">50%</td> <td data-bbox="954 1518 1031 1666">✓</td> <td data-bbox="1031 1518 1107 1666">✓</td> <td data-bbox="1107 1518 1184 1666">✓</td> <td data-bbox="1184 1518 1260 1666"></td> <td data-bbox="1260 1518 1337 1666"></td> <td data-bbox="1337 1518 1422 1666"></td> </tr> <tr> <td data-bbox="440 1666 783 1760">Total</td> <td data-bbox="783 1666 954 1760">100 %</td> <td data-bbox="954 1666 1031 1760"></td> <td data-bbox="1031 1666 1107 1760"></td> <td data-bbox="1107 1666 1184 1760"></td> <td data-bbox="1184 1666 1260 1760"></td> <td data-bbox="1260 1666 1337 1760"></td> <td data-bbox="1337 1666 1422 1760"></td> </tr> <tr> <td colspan="8" data-bbox="440 1760 1422 1930"> <p><b>Note: The specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</b></p> </td> </tr> </tbody> </table>							Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c				1. Attendance & Class participation	10%	✓	✓	✓				2. In-class quizzes	10%	✓	✓	✓				3. Lab assignments	30%	✓	✓	✓				4. Project report & Presentation	50%	✓	✓	✓				Total	100 %							<p><b>Note: The specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</b></p>							
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<b>Student Study Effort Expected</b>	Class contact:	
	▪ Lectures / Seminars	39 Hrs.
	Other student study effort:	
	▪ Reading materials / textbook questions/ lab quizzes	39 Hrs.
	▪ On average around 16 hours will be spent on the individual critique and around 20 hours for the group project discussion, presentation and written report	36 Hrs.
	Total student study effort	114 Hrs.
<b>Reading List and References</b>	<p><b>References</b></p> <p><i>Data Analytics for Accounting, 2023</i>, by Richardson, Teeter and Terrell, McGraw-Hill.</p> <p>2018 SEC reporting taxonomy</p> <p>(<a href="https://www.fasb.org/jsp/FASB/Page/SectionPage&amp;cid=1176169700059">https://www.fasb.org/jsp/FASB/Page/SectionPage&amp;cid=1176169700059</a>)</p>	

<b>Subject Code</b>	<b>AF5142</b>
<b>Subject Title</b>	<b>Advanced Corporate Governance</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite/Co-requisite/Exclusion</b>	None
<b>Objectives</b>	This is a capstone subject. It aims to instil 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 enables students to comprehend and analyse research findings on corporate governance systems and explain and interpret the advanced corporate governance theories, current issues in the corporate governance system and boardroom dynamics. It also enables students to understand and identify different corporate governance and ethical issues arising from the latest technology development.
<b>Intended Learning Outcomes</b>	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> <li>a) interpret advanced aspects of corporate governance theory; (MCG Outcome 6)</li> <li>b) identify the controversial aspects of the corporate governance system, including business ethics, boardroom dynamics and information technology issues; and</li> <li>c) analyse the latest research findings on corporate governance system. (MCG Outcome 6)</li> </ul>

<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p>To effectively achieve the 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.</p> <p>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, boardroom practice, information technology development, matters of public debate or controversy, and theoretical or empirical studies.</p>
<p><b>Teaching/Learning Methodology</b></p>	<p>This subject is a readings course designed to provide students with up-to-date knowledge of the major issues in corporate governance and boardroom dynamics. 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 different corporate governance learning materials and prepare themselves for subsequent classroom discussions related to the main issues contained in the materials. Students will be encouraged to discuss the application and implications of business ethics, boardroom practice and information technology development in each of the materials. In addition to analysing each set of weekly materials, students will be required to integrate their knowledge of corporate governance across various topics. Seminars are for case studies, role plays, presentations 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><b>Assessment Methods in Alignment with</b></p>	

Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
			a	b	c			
	Participation	10%	√	√	√			
	Individual essay writing	25%	√	√	√			
	Group presentation	15%	√	√	√			
	Final Examination	50%	√	√	√			
	Total	100%						

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

Participation:

It is important for students to actively participate in class discussions, especially during and after group presentations. Their level of involvement will be evaluated based on their quality of questions and their willingness to share their opinions. This will demonstrate how engaged they are in the learning process, rather than simply focusing on whether they are correct or not. So, it is highly encouraged for students to speak up and contribute to the discussions, as it will not only benefit their own learning but also enhance the overall classroom experience.

Individual essay writing

Each student individually will write an analytical report examining and analysing topics that are related to

	<p>boardroom dynamics, ethical behaviour and/or technology issues of corporate governance. This one can either be relevant to the organization that the student works for or one 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><u>Group Presentation:</u></p> <p>Students will be assigned to a group of 5 persons. They are required to select and present a topic related to boardroom practice, ethical behaviour and/or technology issues under corporate governance. These questions are related to the topics in the relevant lectures and required collective works in preparing appropriate presentation materials. The final product will be a role play video or a PowerPoint presentation.</p> <p><u>Final Examination:</u></p> <p>The examination is a 3-hour closed-book examination.</p> <p><b><i>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. Besides, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</i></b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ Mass Lecture</li> </ul>	<p>21 Hrs.</p>
	<ul style="list-style-type: none"> <li>▪ Tutorial sessions/Presentations</li> </ul>	<p>18 Hrs.</p>

	Other student study effort:	
	▪ Reading academic papers	48 Hrs.
	▪ Writing an individual project	48 Hrs.
	The total student study effort	135 Hrs.
<b>Reading List and References</b>	<p>HKCGI, Online Study Text: <i>Boardroom Dynamic</i>, 2023 or latest edition, Wolters Kluwer.</p> <p>CGI, <i>Boardroom Dynamic</i>, 2023 or latest edition, Ingram Publisher Services UK.</p> <p>HKCGI, Online Study Text: <i>Corporate Governance</i>, 2023 or latest edition, Wolters Kluwer</p> <p>CGI, <i>Corporate Governance</i>, 2023 or latest edition, Ingram Publisher Services UK.</p> <p>Bob Tricker, <i>Corporate Governance</i> 4e, 2019 or latest edition, Oxford University Press.</p> <p>Christine A. Mallin, <i>Corporate Governance</i> 6e, 2018 or latest edition, Oxford University Press.</p> <p><i>Corporate Governance – An International Review</i>, 2021 or latest edition, Blackwell.</p> <p>Crone A., and Matten D., <i>Business Ethics</i>, 2019 or latest edition, Oxford University Press.</p> <p>Cheng, P.W., H.S. Sum and K.T. Yuen, <i>The Hong Kong Company Secretary’s Handbook: Practice &amp; Procedure</i>, 2021 or latest edition, Longman.</p> <p>Stott, V., <i>Hong Kong Company Law</i> 14e, 2021 or latest edition, Longman.</p> <p>Companies Ordinance, Cap. 622</p> <p>Securities and Futures Ordinance, Cap. 571.</p>	



	<p>Financial Reporting Council Ordinance, Cap. 588.</p> <p>Listing Rules, The Stock Exchange of Hong Kong Limited.</p> <p>The Codes on Takeovers and Mergers and Share Buy-backs, SFC.</p> <p>Corporate Governance Guide for Boards and Directors, 2021 or latest edition, The Stock Exchange of Hong Kong Limited.</p> <p>Guide for Independent Non-Executive Directors 6e, 2021 or latest edition, The Hong Kong Institute of Directors.</p> <p>Srinivas, V, Lamm, R. and Ramsy, T., Bringing Digital to the Boardroom: The Impact of Digital Transformation on Companies Board, The Deloitte Center for Financial Services and the Deloitte Centre for Board Effectiveness, 2019</p> <p>The Stakeholder Voice in Board Decision Making, ICSA &amp; The Investment Institute, 2017</p> <p>A Guide on Better Corporate Governance Disclosure, Hong Kong Institute of Certified Public Accountants</p> <p>A practical guide to good governance: Directors' Induction, The Hong Kong Institute of Chartered Secretaries</p> <p>KPMG – Digital transformation – Driving change. Inspiring perspective.</p> <p>G20/OECD Principles of Corporate Governance, 2015 or latest edition, OECD.</p>
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<b>Subject Code</b>	AF5203
<b>Subject Title</b>	Contemporary Issues in Accounting Information Systems
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	One Semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	This subject helps students use the relevant conceptual IT frameworks to evaluate the functionality and effectiveness of accounting information systems (AIS), and to analyze the contemporary security and control aspects of such systems. This subject is especially useful to those students who are pursuing a career as a systems accountant or an IT auditor.
<b>Intended Learning Outcomes</b>	Upon completion of the subject, students will be able to: (a) obtain the knowledge required to function as a systems accountant; (b) apply the knowledge of management support systems to accounting and related areas; (c) analyse the current development of enterprise-wide systems and their contribution to business process reengineering; (d) apply well-known systems development methodologies for AIS implementations; apply business intelligence software; and (MCG Programme Outcome 8) (e) evaluate the accounting controls and security measures in AIS. (f) experience some real SAP S/4 Hana processes and transactions.
<b>Subject Synopsis / Indicative Syllabus</b>	Fundamental concepts of AIS Contemporary Enterprise Resource Planning systems (ERP).

	<p>AIS application to major transaction cycles. The Revenue Cycle. The Expenditure Cycle. The Financial Reporting Systems.</p> <p>Management decision support systems and Business Intelligence (BI)</p> <p>Contemporary systems development methodologies for AIS. Software development life cycle. Prototyping. End-user Development</p> <p>Ethics, Fraud and IT controls.</p> <p>Business Intelligence visualisation software – Power BI</p>																																																						
<p><b>Teaching/Learning Methodology</b></p>	<p>The three-hour seminar per week will be used by the lecturer for discussing the various contemporary AIS concepts. Coursework assignments will be used to reinforce students' learning. Students are expected to play an active role to interact with the lecturer and classmates.</p>																																																						
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<table border="1" data-bbox="525 1120 1418 1881"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcome assessed (Please tick appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th>f</th> </tr> </thead> <tbody> <tr> <td>1. Class participation</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>2. Group Project</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>3. Individual Assignment</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 assessment methods in assessing the intended</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcome assessed (Please tick appropriate)						a	b	c	d	e	f	1. Class participation	15%	√	√	√	√	√	√	2. Group Project	15%	√	√	√	√			3. Individual Assignment	20%		√	√	√			4. Final examination	50%	√	√	√	√	√		Total	100 %						
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	<p>learning outcomes:</p> <p><b>Class participation:</b></p> <p>The class participation component encourages students to provide active feedbacks on the subject materials taught each week. This comprises attendance, class discussions and quizzes.</p> <p><b>Group project:</b></p> <p>The group project requires students to apply system development methodologies in the selection of information systems.</p> <p><b>Individual assignment:</b></p> <p>To reflect the significant technology content in this subject, 20% of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</p> <p><b>Final examination</b></p> <p>The final examination is a three-hour examination which comprises cases / problems relating to all the learning outcomes.</p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ Seminars</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> <li>▪ Studying subject materials/reference books and doing assignments</li> </ul>	<p>78 Hrs.</p>
<p><b>Reading List and References</b></p>	<p>J.A. Hall, Accounting <i>Information Systems</i>, latest edition, Cengage Learning</p>	
	<p>J.A. Hall, Information Technology Auditing, latest edition, Cengage Learning</p>	

	<p>M.B. Romney and P.J. Steinbart, <i>Accounting Information Systems</i>, latest edition, Pearson</p> <p>K.C. Laudon and J.P. Laudon, <i>MIS: Managing the Digital Firm</i>, Global Edition, latest edition, Pearson</p> <p><i>Contemporary articles and journals</i></p>
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<b>Subject Code</b>	<b>AF5213</b>
<b>Subject Title</b>	<b>Corporate Taxation and Tax Planning</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite/Co-requisite/Exclusion</b>	None
<b>Objectives</b>	This subject aims to impart students with sound knowledge of the Hong Kong tax framework, principles, and practices for planning and decision-making in corporate governance. It enables students to explain current tax law and practice in Hong Kong, develop a critical tax insight through effectively interpret up-to-date tax statutes, case law principles and analyze practical tax issues, apply the tax knowledge in corporate governance and management decision making.
<b>Intended Learning Outcomes</b>	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> <li>(a) explain the current law and practice relating to taxation in Hong Kong; (MCG Outcome 5)</li> <li>(b) effectively interpret tax statutes, case law principles, and practical tax issues;</li> <li>(c) apply the tax knowledge in corporate governance and decision making; and (MCG Outcome 5)</li> <li>(d) apply basic tax planning ideas and strategies in the context of relevant principles and practices.</li> </ul>
<b>Subject Synopsis/ Indicative Syllabus</b>	<u>Hong Kong Tax Framework</u> Overview of Hong Kong taxation system. Law and practices of different taxes applicable to individuals, a body of persons, and

	<p>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><u>Applications in Corporate Governance and Decision Making</u></p> <p>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. Base erosion and profits shifting.</p> <p><u>Stamp Duty</u></p> <p>Scope of charge, assessment, exemptions, and reliefs. Implications to corporate administrators. Duty planning opportunities in practical situations.</p> <p><u>Double Taxation and Tax Planning</u></p> <p>Taxation of cross-border activities. Application of double taxation agreements/arrangement of Hong Kong (DTA).</p> <p><u>Introduction to Taxation in the PRC</u></p> <p>General features of selected taxes in China concerning foreign investors, including enterprise income tax, individual income tax, and value-added tax.</p>
<p><b>Teaching/Learning Methodology</b></p>	<p>Lectures cover the core principles and concepts of the subject syllabus. Seminars are for case studies, presentations, and discussions. 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>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
			a	b	c	d		
	Term Test	25%	√	√	√	√		
Individual Assignment	15%	√	√	√	√			
Tutorial Participation and Discussion	10%	√	√	√	√			
Final Examination	50%	√	√	√	√			
Total	100%							

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

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/advice.

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/advice.

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><u>Final Examination:</u></p> <p>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/advice.</p> <p><b>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.</b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study efforts:</p>	
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<p>78 Hrs.</p>
	<p>The total student study effort</p>	<p>117 Hrs.</p>
<p><b>Reading List and References</b></p>	<p><b>Prescribed Texts</b></p> <p>The HKCGI Chartered Governance Qualifying Programme study text. (Latest version)</p> <p>Wong P. and Wong J., <i>Taxation in Hong Kong: A Practical Guide</i>, Latest Edition, Wolters Kluwer Hong Kong Ltd.</p> <p>Ho, P. and Mak, K., <i>Hong Kong Taxation and Tax Planning</i>, Latest Edition, Pilot Publishing Company Limited.</p> <p><b>References</b></p>	

	<p>Ayesha Macpherson Lau and Justin Pearce, Hong Kong Taxation: Law and Practice, Latest Edition, The Chinese University Press.</p> <p>Lee, D., Advanced Taxation in Hong Kong, Latest Edition, Pearson Education Asia Ltd.</p> <p>Halkyard, A., VanderWolk, J. and Chow, W., Hong Kong Tax Law: Cases and Materials, Latest Edition, LexisNexis Hong Kong.</p> <p>Willoughby and Halkyard, Encyclopaedia of Hong Kong Taxation, Latest Edition, LexisNexis Hong Kong.</p> <p>Inland Revenue Ordinance (Chapter 112) and Inland Revenue Rules, with amendments, Hong Kong Government (<a href="https://www.elegislation.gov.hk/hk/cap112">https://www.elegislation.gov.hk/hk/cap112</a>).</p> <p>Stamp Duty Ordinance (Chapter 117), with amendments, Hong Kong Government (<a href="https://www.elegislation.gov.hk/hk/cap117">https://www.elegislation.gov.hk/hk/cap117</a>).</p> <p><b>Articles</b></p> <p>Selected articles from journals include:</p> <p><i>Asia-Pacific Journal of Taxation</i></p> <p><i>Journal of International Taxation</i></p> <p><i>Tax Planning International Review</i></p> <p><i>International Tax Journal</i></p> <p>IRD – Departmental Interpretation and Practice Notes.</p> <p><b>Web sites</b></p> <p>Tax law: <a href="http://www.legislation.gov.hk">http://www.legislation.gov.hk</a></p> <p>IRD: <a href="http://www.ird.gov.hk">http://www.ird.gov.hk</a></p> <p>Board of Review Decisions: <a href="http://www.info.gov.hk/bor/en/published-decisions.htm">www.info.gov.hk/bor/en/published-decisions.htm</a></p> <p>Court Judgments: <a href="http://legalref.judiciary.gov.hk">http://legalref.judiciary.gov.hk</a></p>
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<b>Subject Code</b>	<b>AF5220</b>
<b>Subject Title</b>	<b>Strategic China Tax Planning and Management</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	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> , and <u>apply the current tax law and practices on taxation implications in corporate governance and corporate management decision making</u> .
<b>Intended Learning Outcomes</b>	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> <li>(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;</li> <li>(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</li> </ul>

	<p>(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.</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>Overview of China Taxation System and Tax Administration</b> 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> <p><b>Turnover Tax System</b> 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. B2V reform and its implementing issues.</p> <p><b>Corporate Income Tax Planning and Management</b> <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. R&amp;D super deduction. 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</p>

	<p>adjustments. Defense pricing strategy. Advance pricing arrangement. BEPS, common reporting standards and recent developments.</p> <p><u>Double Taxation Arrangement</u></p> <p>Application of Memorandum of Understanding between the Mainland China and Hong Kong for the Avoidance of Double Taxation. Comprehensive agreement and subsequent protocols. Treaty benefits. Treaty Shopping. Beneficial ownership. Taxation of capital gains. Automatic exchange of information. Implementation issues.</p> <p><u>Other Special Forms of Investment</u></p> <p>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></p> <p>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><b>Individual Income Tax Planning and Management</b></p> <p>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><b>Other Types of Taxes and Issues</b></p> <p>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, Real property tax, social security tax, share transaction tax and estate duty. New taxes such as environmental protection tax and tobacco leaf tax.</p>
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<p><b>Teaching/Learning Methodology</b></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>																																																																				
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	<p>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 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/advices in respect of any chosen problems/cases.</p> <p><b>Note: The specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturer(s).</b></p>	
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<p>78 Hrs.</p>
<p>Total student study effort</p>	<p>117 Hrs.</p>	

<b>Reading List and References</b>	<p><i>Weekly reading materials recommended/supplied in the subject.</i></p> <p><b><i>Textbooks and References</i></b></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：<a href="http://www.chinatax.gov.cn/n8136506/index.html">www.chinatax.gov.cn/n8136506/index.html</a></p>
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<b>Subject Code</b>	<b>AF5338</b>
<b>Subject Title</b>	<b>Securities Regulations and Practice</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	Recommended background knowledge: Company Law
<b>Objectives</b>	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 enables 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. It also requires students to identify ethical issues involved in securities regulation.
<b>Intended Learning Outcomes</b>	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> <li>(a) explain the legal/regulatory framework governing the financial and securities markets in Hong Kong; (MCG Outcome 3)</li> <li>(b) communicate in written form and orally the meaning and interpretation of rules in securities law and regulation as well as the reasoning of courts;</li> <li>(c) interpret the Securities and Futures Ordinance and other relevant regulations, and analyse legal cases on securities and their practical implications; and</li> <li>(d) critically evaluate the merits and effectiveness of the securities laws and its enforcement in promoting and maintaining a financially sound, honest and fair capital market in Hong Kong.</li> </ul>

<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>Introduction to the legal framework governing the securities industry in Hong Kong</b></p> <p>The roles of the Companies Ordinance, Securities and Futures Ordinance (SFO), Listing Rules and Takeovers Code in the context of securities regulation in Hong Kong.</p> <p>The roles, powers and functions of the regulators and enforcement agencies: the Securities and Futures Commission, Hong Kong Monetary Authority and the Hong Kong Exchange Clearing Ltd.</p> <p>Key sections of the SFO and its scope of application.</p> <p><b>Regulation of Market Intermediaries under the SFO</b></p> <p>The function of dealers, investment advisers and representatives in the capital market. Statutory control on dealers, investment advisers and 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><b>Regulations for Market Entry and Exit</b></p> <p>The legal process of Initial Public Offering, reverse takeovers, and the legal process of privatisation.</p> <p><b>Core Prohibitions under the SFO and their enforcement</b></p> <p>Prohibitions under the SFO including market manipulation, financial fraud and breach of terms of licence by authorized financial intermediaries. - The enforcement of these prohibitions as conducted by the Securities and Futures Commission, the Market Misconduct Tribunal and the Courts and remedies/sanctions available.</p> <p><b>Aspects of Investors' Protection in the Capital Markets</b></p> <p>The functions and purposes of a prospectus. Investors' remedies for misrepresentation in prospectus. Suitability standard and fiduciary duties of asset managers and investment advisers.</p>
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<p><b>Teaching/Learning Methodology</b></p>	<p>Seminars provide a forum for discussion and for 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.</p>																																																												
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></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 (ILOs a-b), interpret effectively up-to-date statutes and regulations relating to this industry and comply with relevant regulatory requirements (ILO c), and think critically about current problems, including ethical issues in relation to securities regulation (ILO d).</p> <table border="1" data-bbox="528 831 1406 1554"> <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 Assignment</td> <td>15%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Individual 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>30%</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><b>Note: The specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</b></p>							Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d			Group Assignment	15%	√	√	√	√			Individual Class Participation	5%	√	√	√	√			Mid-term Test	30%	√	√	√	√			Final Examination	50%	√	√	√	√			Total	100%						
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<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>																																																												
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours seminar each</li> </ul>						<p>39 Hrs.</p>																																																						
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	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	78 Hrs.
	Total student study effort	117 Hrs.
<p><b>Reading List and References</b></p>	<p>A course textbook is not required. Course material will be provided for each topic. Reading material for further study and consultation will be recommended.</p> <p>Recommended Readings:</p> <p>D.W. Arner, B.F.C. Hsu, S.H. Goo, S. Johnstone and P. Lejot, <i>Financial Markets in Hong Kong: Law and Practice</i>, latest edn.</p> <p>M Hsiao, <i>International Banking and Finance Law, Principles and Regulations</i>, latest edn.</p> <p>B Mak et al., <i>Butterworths Hong Kong Securities Handbook</i>, latest edn.</p> <p>HC Lo and Z Qu, <i>Law of Companies in Hong Kong</i>, latest edn.</p>	

<b>Subject Code</b>	AF5511
<b>Subject Title</b>	Regulatory Framework
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	One Semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	This subject builds on students' understanding of fundamental legal concepts and applies them in the context of the regulatory framework of Hong Kong's financial services industry.
<b>Intend Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. explain the legal/regulatory framework governing the financial and securities markets in Hong Kong;</li> <li>b. interpret and apply rules in the process of complying with the regulatory requirements for financial intermediaries;</li> <li>c. explain the extent to which the current regimes provide protection to the investing public; and</li> <li>d. 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.</li> </ol>
<b>Subject Synopsis/ Indicative Syllabus</b>	<p><b>Business Ethics</b> Corporate responsibility; ethical dilemmas; individual and corporate standards of behaviour; codes of conduct; professional ethics; conflict of interests; insider trading; disclosure of interests in securities and corporate information; prevention of bribery.</p> <p><b>Regulatory Framework of the Financial and Securities Market</b> Design of the regulatory system; public policy issues; roles; powers and functions of relevant laws, regulations and the regulators who enforce them.</p>

	<p><b>The Securities and Futures Ordinance and Commission</b></p> <p>The core provisions of the Securities and Futures Ordinance and the organization of the Securities and Futures Commission.</p> <p><b>Duties of Officers of Companies</b></p> <p>Overview of the law of agency. The position, power and responsibilities of directors and officers under the general law and statute and extra-statutory regulation.</p> <p><b>The Distribution of Securities and the Flotation of Companies</b></p> <p>The methods of offer of securities to the public; the function and purpose of prospectus; investors remedies for misrepresentation in prospectus; the organization of the Hong Kong Stock Exchange and its function and powers in the listing of companies; the purpose and objective of the listing rules and regulatory rules of the Stock Exchange.</p> <p><b>The Legal Process of Company Expansion and Restructuring</b></p> <p>The nature of takeover, amalgamation and merger; regulation on company takeovers and repurchase of own company shares; consequences of non-compliance with the rules.</p> <p><b>Regulation of Market Intermediaries</b></p> <p>The function of dealers, investment advisors and representatives in the capital market; statutory control on dealers, investment advisors and 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><b>Teaching/Learning Methodology</b></p>	<p>This course will be delivered through lectures and seminar discussions. Emphasis is placed on discussion of issues relating to complying with securities regulations in Hong Kong, and proposed changes to the relevant laws and regulations.</p> <p>To maximize learning, students are required to read the assigned readings, prepare solutions to exercises and problems</p>

	before/during seminars. It normally requires 3-4 hours preparation for a 3-hour seminar.											
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Assessment components include class discussion and interactions, assignment of case studies, group exercise &amp; written report and final examination.</p>											
<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>					<p>a</p>	<p>b</p>	<p>c</p>	<p>d</p>		
<p>Group assignment</p>	<p>25%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>							
<p>Individual mid-term test</p>	<p>20%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>							
<p>Class participation</p>	<p>5%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>							
<p>Final Examination</p>	<p>50%</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>							
<p>Total</p>	<p>100 %</p>											
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><b>Note: The specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</b></p>												
<p><b>Student Study Effort Expected</b></p>	<p>Class contact:</p>											
<ul style="list-style-type: none"> <li>▪ Lectures / Seminars</li> </ul>								<p>39 Hrs.</p>				
<p>Other student study effort:</p>												
<ul style="list-style-type: none"> <li>▪ Reading materials/ textbook, preparing discussion questions.</li> </ul>								<p>39 Hrs.</p>				
<ul style="list-style-type: none"> <li>▪ On average around 2 hours will be spend on the individual case study and around</li> </ul>								<p>36 Hrs.</p>				

	34 hours for the group discussion, presentation and written report.	
	Total student study effort	114 Hrs.
<b>Reading List and References</b>	<p>HC Lo and Z Qu, <i>Law of Companies in Hong Kong</i>, latest edn.</p> <p>Stott, V. (2020). <i>Hong Kong company law</i> (15th edition.). Hong Kong: Pearson Education Asia Limited.</p> <p>B Fong, DW Arner, MKS Tse &amp; S Johnstone, <i>Financial Markets In Hong Kong – Law &amp; Practice</i>, latest edn.</p> <p>L Kwok &amp; P Armour, <i>Securities Law: Hong Kong SAR &amp; People’s Republic of China</i> (loose-leaf), latest edn.</p> <p>B Mak et al., <i>Butterworths Hong Kong Securities Handbook</i>, latest edn.</p> <p>H Davies &amp; D Green, <i>Global Financial Regulation: The Essential Guide</i>, latest edn.</p> <p>CFA Institute, <i>The Standards of Practice Handbook</i>, latest edn.</p> <p>Training Manual for Licensing Examination for Securities and Futures Intermediaries issued by Hong Kong Securities and Investment Institute</p>	



<b>Subject Code</b>	<b>AF5522</b>
<b>Subject Title</b>	<b>Economic Law and System of the PRC</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Role and Purposes</b>	<p>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 interpret up-to-date knowledge of Chinese Economic Law and the China's legal system and the legal environment of business operations in China, critically appraise the success of law and system in the current business environment which possess significant ethical challenges, and effectively compare the corporate governance systems of both Hong Kong and PRC companies.</p>
<b>Subject Learning Outcomes</b>	<p>On successfully completing this subject, students will be able to:</p> <ul style="list-style-type: none"> <li>(a) identify and explain the main features of China's legal system; (MCG Programme Outcome 3)</li> <li>(b) critically evaluate China's ongoing legal reform and substantive laws relevant to the country's market-based economic development and "Open Door" policy; and</li> <li>(c) 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</li> </ul>

	<p>substantive laws and to suggest the nature of new laws necessary to fill lacunae in China's existing legal framework.</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>The Chinese Legal System</b> 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><b>Domestic Business Organisations</b> 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><b>Basic Economic Laws</b> Contract law, consumer and product quality law, anti-unfair competition law, labour law.</p> <p><b>Laws Relating to Foreign Investment</b> 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><b>Legal Aspects of China's Foreign Trade</b> Administration of foreign trade, imports and exports of goods and services, impact of WTO membership and opening of China's domestic market.</p>

	<p><b>Law Relating to Banking and Finance</b> 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><b>Taxation</b> Taxation and preferential treatments for foreign invested firms, taxation Laws and tax reform.</p> <p><b>Intellectual Property Laws</b> Patents, copyrights, trademarks 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><b>Dispute Resolution</b> Adjudication/litigation, mediation, conciliation, arbitration involving foreign parties, arbitration organs, hearings and preceding, enforcement of arbitral and court awards.</p>
<p><b>Teaching/Learning Methodology</b></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><b>Assessment Methods in Alignment with Subject Learning Outcomes</b></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 possess significant ethical challenges</u> (Programme Outcome 1), and <u>effectively compare the</u></p>

	<p><u>corporate governance systems of both Hong Kong and PRC companies</u> (Outcome 6).</p>																																																												
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<b>Student Study Effort Required</b>	Other student study effort:	
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	78 Hrs.
	Total student study effort	117 Hrs.
<b>Reading List and References</b>	<p>Blazey P. and Chan K.W., <i>The Chinese Commercial Legal System</i>, Pyrmont N.S.W. Lawbook Co., 2008.</p> <p>Preerenboom, R., <i>China's Long March toward rule of Law</i>, Cambridge University Press, 2002.</p> <p>Topic specific academic journal articles designated by the lecturer.</p>	

<b>Subject Code</b>	AF5634
<b>Subject Title</b>	Economics of Sustainability
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Objectives</b>	The subject is one on economics of the environment, with special attention on sustainability. This subject aims to provide an integrated overview of environmental economics and sustainable development from a global perspective. Students are introduced to the economic concepts and theories for analysing sustainable development and practices. It also focuses on the policy instruments which have been suggested as a means of achieving sustainability. It also investigates the impact of policy instruments on economics with the application of data analysis.
<b>Intended Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ul style="list-style-type: none"> <li>a. demonstrate deeper knowledge and understanding of mainstream economics and alternative economic paradigms of sustainability</li> <li>b. provide informed comment on the interconnections between the natural environment and the operations of our economic system</li> <li>c. understand the role of microeconomics and macroeconomics in sustainable development</li> <li>d. demonstrate in-depth knowledge of different economic tools for assessing environmental problems</li> <li>e. demonstrate in-depth knowledge of different strategies for reconciling environmental concerns with requirements of economic growth and development</li> </ul>

	<p>f. demonstrate awareness of the ethical implications and considerations involved in the economic approach to environmental problems</p> <p>g. understand how economists make use of data to analyse the impact of climate-change policies (MCG Programme Outcome 8)</p>
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>Economic Theory and Sustainable Development</b> Economics and the environment Fundamental concepts in environmental economics Identifying environmental objectives – Sustainable development Concepts of sustainability Trends and challenges of sustainability Environmental policy planning</p> <p><b>Measuring and Achieving Sustainable Development: Macroeconomic Approaches</b> Defining conventional gross net product (GNP) Modifying GNP for missing (nonmarket) values – green GNP Genuine savings Critical capital concerns and strong sustainability Monetary and fiscal policies</p> <p><b>Modeling the Market Process: A Review of the Basics</b> Market models: The Fundamentals The Model of Supply and Demand Economic criteria of efficiency Welfare measures</p> <p><b>Modeling Market Failure</b> Environmental problems: A market failure Externalities Modeling environmental damage as negative externality The absence of property rights</p> <p><b>Conventional Solutions to Environmental Problems</b> The Command-and-Control Strategies: The Case of Standards Incentive-Based Strategies: Emission Charges and Subsidies</p>

	<p>Incentive-Based Strategies: Transferable Discharge Permits Usage of data to analyse the impact of climate-change policies</p> <p><b>Analytical Tools for Environmental Planning</b> Concept of risk Risk assessment Risk management Assessing costs and benefits for environmental decision making Benefit-cost analysis in environmental decision making</p> <p><b>Ethics and Environmental Economics</b> The ethical limits of environmental economics Ethical concerns of economic value-judgment</p>																
<p><b>Teaching/Learning Methodology</b></p>	<p>The course is comprised of a seminar of three hours per week, students' presentations, and Individual assignments.</p> <p>The 3-hour seminar per week includes a 2-hour lecture and 1-hour tutorial. The lectures will be structured to help students to understand various topics relating to environment economics and sustainability. The tutorials will provide students with the opportunity to deepen their understanding of the concepts taught in lectures and to apply the theories and economic tools to the analysis of environmental problems. The activities in tutorials include presentation and discussion of tutorial questions and environmental case studies.</p> <p>Students are required to submit individual assignments of different topics and they are expected to interact with their lecturer and other classmates in preparing answers for the questions in the assignments.</p> <p>To reflect the significant technology content in this subject, 10% (or more) of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</p>																
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<table border="1"> <tr> <td colspan="7" data-bbox="924 1709 1449 1888">Intended subject learning outcomes to be assessed (Please tick as appropriate))</td> </tr> <tr> <td data-bbox="924 1888 991 1977">a</td> <td data-bbox="991 1888 1066 1977">b</td> <td data-bbox="1066 1888 1141 1977">c</td> <td data-bbox="1141 1888 1216 1977">d</td> <td data-bbox="1216 1888 1291 1977">e</td> <td data-bbox="1291 1888 1366 1977">f</td> <td data-bbox="1366 1888 1449 1977">g</td> </tr> </table>	Intended subject learning outcomes to be assessed (Please tick as appropriate))							a	b	c	d	e	f	g
Intended subject learning outcomes to be assessed (Please tick as appropriate))																	
a	b	c	d	e	f	g											



	1.Attendance and participation	5%		✓		✓	✓	✓	
	2.Group presentation	10%	✓	✓	✓	✓	✓	✓	
	3.Mid-term test	20%	✓	✓	✓		✓	✓	✓
	4.Individual Assignment	15%	✓	✓	✓		✓	✓	✓
	5.Examination	50%	✓	✓	✓		✓	✓	✓
	Total	100%							
	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Oral presentations are used to assess how well the students understand the content of materials and ability to organize and structure the materials.</p> <p>Individual assignments are used to test students' ability in understanding the materials and measure their evaluation abilities.</p> <p>Mid-term test and final examination are used to test students' overall ability in applying the knowledge learnt in the subject.</p>								
<b>Student Study Effort Required</b>	Class contact:								
	<ul style="list-style-type: none"> <li>▪ Lectures/Seminars</li> </ul>								39 Hrs.
	Other student study effort:								
	<ul style="list-style-type: none"> <li>▪ Reading subject textbooks and materials</li> </ul>								42 Hrs.
	<ul style="list-style-type: none"> <li>▪ Preparation for tutorial homework and presentation</li> </ul>								27 Hrs.

	Total student study effort	108 Hrs.
<p><b>Reading List and References</b></p>	<p>Andersen, D. C. (2017). Do Credit Constraints Favor Dirty Production? Theory and Plant-Level Evidence. <i>Journal of Environmental Economics and Management</i> 84, 189-208.</p> <p>Andersson, Julius J. (2019). "Carbon Taxes and CO2 Emissions: Sweden as a Case Study." <i>American Economic Journal: Economic Policy</i>, 11 (4): 1-30.</p> <p>Baumol, W.J., and Oates, W.E. (1988) <i>The Theory of Environmental Policy</i>. Cambridge University Press.</p> <p>Bovenberg, A Lans &amp; Mooij, Ruud A. (1994). Environmental Levies and Distortionary Taxation, <i>American Economic Review</i>, 84(4), pp. 1085-1089, September.</p> <p>Bovenberg, A Lans &amp; Goulder, Lawrence H. (1996). Optimal Environmental Taxation in the Presence of Other Taxes: General-Equilibrium Analyses, <i>American Economic Review</i>, 86(4), pp. 985-1000, September.</p> <p>Curtis, E. M. (2017). Who Loses Under Cap-And-Trade Programs? The Labor Market Effects of the NOx Budget Trading Program. <i>Review of Economics and Statistics</i> 100(1), 151-166.</p> <p>Dang, V. A., Gao, N., &amp; Yu, T. (2022). Climate policy risk and corporate financial decisions: Evidence from the NOx budget trading program. <i>Management Science</i>.</p> <p>Fullerton, D., &amp; Metcalf, G. E. (1997). Environmental Taxes and the Double-Dividend Hypothesis: Did You Really Expect Something for Nothing? (No. w6199). NBER.</p>	

	<p>Grainger, Corbett A., and Charles D. Kolstad. (2010). Who Pays a Price on Carbon? <i>Environmental and Resource Economics</i>, 46(3), pp. 359-376.</p> <p>Greenstone, M. (2002). The Impacts of Environmental Regulations on Industrial Activity: Evidence from the 1970 and 1977 Clean Air Act Amendments and the Census of Manufactures. <i>Journal of Political Economy</i> 110(6), 1175-1219.</p> <p>Muehlenbachs, L., E. Spiller, and C. Timmins. 2015. “The Housing Market Impacts of Shale Gas Development,” <i>American Economic Review</i>, 105(12): 3633-59.</p> <p>Nguyen, J. H., &amp; Phan, H. V. (2020). Carbon risk and corporate capital structure. <i>Journal of Corporate Finance</i>, 64, 101713.</p> <p>Phaneuf, D. J., &amp; Requate, T. (2016). <i>A Course in Environmental Economics: Theory, Policy, and Practice</i>. Cambridge University Press.</p> <p>Vona, F., G. Marin, D. Consoli, and D. Popp (2018). Environmental Regulation and Green Skills: An Empirical Exploration. <i>Journal of the Association of Environmental and Resource Economists</i> 5(4),713-753.</p> <p>Weitzman, M.L. (1974). Prices vs. Quantities. <i>Review of Economic Studies</i>, 41(4), pp. 477-491.</p> <p>Yip, C. M. (2018). On the Labor Market Consequences of Environmental Taxes. <i>Journal of Environmental Economics and Management</i> 89, 136-152.</p>
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	<p>Thomas, J. M. and Callan, S. J. (2013). <i>Environmental Economics and Management: Theory, Policy, and Applications, 6e</i>. Mason, OH: South-Western, Cengage Learning.</p> <p>Field, B. C., and Field, M. K. (2012). <i>Environmental Economics: An Introduction, 6e</i>. New York: McGraw-Hill.</p> <p>Booth, D.E. (1994). Ethics and the limits of environmental economics. <i>Ecological Economics</i> 9(3): 241-252.</p> <p>Johansson-Stenman, O. (1998). The importance of ethics in environmental economics with a focus on existence values. <i>Environmental and Resource Economics</i> 11(3-4): 429-442.</p> <p>Other academic journal articles.</p>
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<b>Subject Code</b>	<b>AF5930</b>
<b>Subject Title</b>	<b>Corporate Administration</b>
<b>Credit Value</b>	3
<b>Level</b>	5
<b>Normal Duration</b>	1-semester
<b>Pre-requisite / Co-requisite/ Exclusion</b>	None
<b>Role and Purposes</b>	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, to take responsibility for the administration of corporate resources in compliance with external and internal regulations, to apply core skills in corporate management and to effectively manage corporate resources.
<b>Subject Learning Outcomes</b>	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> <li>(a) analyse the implications of various corporate governance issues in organizations in Hong Kong and PRC companies;</li> <li>(b) apply the knowledge, concepts and legal principles required for effective corporate management including, compliance with external and internal regulation procedures;</li> <li>(c) 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</li> <li>(d) take responsibility for the administration of corporate knowledge and information, the human resource, pension schemes, insurance and risk, and physical corporate assets.</li> </ul>

<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<p><b>Role &amp; Functions of Corporate Administrator and Business Ethics</b></p> <p>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><b>Knowledge and Information</b></p> <p>The sources of information on law, regulation and administrative best 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.</p> <p>Intellectual property rights: legislation and practice. The effective management and protection of trademarks, patents, registered designs and copyrights. Trade secrets. Strategies to protect IP rights in both Hong Kong and PRC.</p> <p>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. EU General Data Protection Regulation : implication to Hong Kong businesses.</p> <p><b>The Human Resource</b></p> <p>Hong Kong employment law, regulation and legislation. Securing and monitoring the people resource: human resource &amp; succession planning, recruitment and selection, job descriptions and person specifications. Concepts of added value and continuous</p>
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	<p>improvement. Conclusion of an employment contract and job offer procedures.</p> <p>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 &amp; protection: legislation and practice. Minimum wage legislation. Equal opportunities at employment: legislation and practice.</p> <p>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 &amp; recognition systems; and job evaluation. Training and development. Coaching and counselling. Performance appraisal. Working with consultants and volunteers.</p> <p>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.</p> <p>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.</p> <p><b>Pensions, Insurance and Risk</b></p> <p>Pensions: their relevance and purposes. Scheme types: occupational, government, personal. Stakeholder pensions and group personal pensions. The management and proper control of</p>
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	<p>pension schemes. The impact of legislation. Funds and their management. Principles and 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 &amp; 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>The nature of the competition law. Role and functions of the Competition Commission. Types of anti-competitive conducts. Types of the competition rules. Hypothetical examples for the application of the relevant “competition rules”.</p> <p><b>Corporate Assets</b></p> <p>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><b>Teaching/Learning Methodology</b></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</p>



	<p>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><b>Assessment Methods in Alignment with Programme Learning Outcomes</b></p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>			
			<p>a</p>	<p>b</p>	<p>c</p>	<p>d</p>
	<p>1. Participation</p>	<p>5%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>2. Assignment</p>	<p>15%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>3. Test</p>	<p>30%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>4. Final examination</p>	<p>50%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>
	<p>Total</p>	<p>100%</p>				
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p><u>Participation</u></p> <p>It allows students to freely share their views and practical experiences, critically evaluate the key issues, make a recommendation and create their independent thinking in achieving good corporate administration and corporate secretaryship in governance best practices at the workplace. Students are required to critically apply the corporate administration issues in directors, officers, members, company secretaries and governance professionals, regulatory requirements under the company and securities laws and the Listing Rules, non-Hong Kong companies, IT and data governance and compliance, shares and share capital, maintenance of records, annual report, external audit, board and general meetings, company dissolution and</p>						

	<p>continuing obligations of listed companies.</p> <p><u>Assignment, test and final examination:</u> It requires students to: identify various regulatory compliance and corporate governance issues in organizations in Hong Kong and critically apply the corporate secretaryship and compliance issues in directors, officers, members, company secretaries and governance professionals, regulatory requirements under the company and securities laws and the Listing Rules, non-Hong Kong companies, IT and data governance and compliance, shares and share capital, maintenance of records, annual report, external audit, board and general meetings, company dissolution and continuing obligations of listed companies.</p> <p><b><i>To reflect the significant technology content in this subject, 10% (or more) of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</i></b></p> <p><i>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. Besides, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of subject lecturers.</i></p>	
<p><b>Student Study Effort Required</b></p>	<p>Class contact:</p>	
	<ul style="list-style-type: none"> <li>▪ 13 weeks of 3 hours lecture each</li> </ul>	<p>39 Hrs.</p>
	<p>Other student study effort:</p>	
	<ul style="list-style-type: none"> <li>▪ Students are expected to prepare for the lectures, pre-assigned readings and cases, class participation, group presentation, test and final examination.</li> </ul>	<p>78 Hrs.</p>
	<p>Total student study effort</p>	<p>117 Hrs.</p>
<p><b>Reading List and References</b></p>	<p><u>I. Legislation</u> Employment Ordinance (Cap. 57) Personal Data (Privacy) Ordinance (Cap. 486) <a href="http://www.elegislation.gov.hk">http://www.elegislation.gov.hk</a></p>	

	<p>PRC Labour Law <a href="http://www.china.org.cn/living_in_china/abc/2009-07/15/content_18140508.htm">http://www.china.org.cn/living_in_china/abc/2009-07/15/content_18140508.htm</a></p> <p>PRC Labour Contract Law <a href="http://www.fdi.gov.cn/1800000121_39_2135_0_7.html">http://www.fdi.gov.cn/1800000121_39_2135_0_7.html</a></p> <p><u>II. Websites</u></p> <p>Department of Justice: Bilingual Laws Information System <a href="http://www.elegislation.gov.hk">http://www.elegislation.gov.hk</a></p> <p>Independent Commission Against Corruption <a href="http://www.icac.org.hk">http://www.icac.org.hk</a></p> <p>Hong Kong Business Ethics Development Centre <a href="http://www.hkbedc.icac.hk">http://www.hkbedc.icac.hk</a></p> <p>Intellectual Property Department <a href="http://www.ipd.gov.hk">http://www.ipd.gov.hk</a></p> <p>Hong Kong - The IP Trading Hub <a href="http://www.ip.gov.hk">http://www.ip.gov.hk</a></p> <p>Hong Kong Domain Name Registration Limited <a href="http://www.hkdnr.hk">http://www.hkdnr.hk</a></p> <p>Office of the Privacy Commissioner for Personal Data <a href="http://www.pcpd.org.hk">http://www.pcpd.org.hk</a></p> <p>Office of the Communications Authority <a href="http://www.ofca.gov.hk">http://www.ofca.gov.hk</a></p> <p>Labour Department <a href="http://www.labour.gov.hk">http://www.labour.gov.hk</a></p> <p>Equal Opportunities Commission <a href="http://www.eoc.org.hk">http://www.eoc.org.hk</a></p> <p>Occupational Safety &amp; Health Council <a href="http://www.oshc.org.hk">http://www.oshc.org.hk</a></p> <p>Mandatory Provident Fund Schemes Authority <a href="http://www.mpfa.org.hk">http://www.mpfa.org.hk</a></p> <p>Mandatory Provident Fund Schemes Examination/MPF Intermediaries Examination, latest edition <a href="http://www.mpfa.org.hk/eng/supervision/mpf_intermediaries/intermediaries_examination/index.jsp">http://www.mpfa.org.hk/eng/supervision/mpf_intermediaries/intermediaries_examination/index.jsp</a></p> <p>Insurance Intermediaries Qualifying Examination Study Notes: Principles and Practice of Insurance, General Insurance, latest edition <a href="https://www.ia.org.hk/en/supervision/reg_ins_intermediaries/insurance_intermediaries_quality_assurance_scheme.html">https://www.ia.org.hk/en/supervision/reg_ins_intermediaries/insurance_intermediaries_quality_assurance_scheme.html</a></p> <p>The Hong Kong Federation of Insurers <a href="http://www.hkfi.org.hk">http://www.hkfi.org.hk</a></p>
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	<p>Insurance Authority <a href="http://www.ia.org.hk">http://www.ia.org.hk</a></p> <p>Competition Commission <a href="http://www.compcomm.hk">http://www.compcomm.hk</a></p>
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*This Programme Requirement Document is subject to review and changes which the programme offering Faculty/Department /School/College can decide to make from time to time. Students will be informed of the changes as and when appropriate.*

*The information in this document is correct at the time of production (September 2023), and is subject to review and change.*