

Frequently Asked Questions – Hong Kong

The IBAM Diploma and Advanced Diploma in Business Administration

1. How do IBAM programmes develop?

As with all qualifications, IBAM programmes are reviewed on a regular basis to ensure currency and relevance.

The current programmes follow extensive consultation with employers, tuition providers and students. The four modules in each programme are designed to underpin HKICS Professional Programme studies and also to provide balanced programmes of study for students choosing not to proceed to later stage qualifications. Both programmes have been specifically designed to be current and of practical benefit to both students and their employers in the workplace.

2. What are the programmes called?

Qualification structures in different locations mean that the qualifications have different names dependant on location.

In Hong Kong the programmes continue to be called the IBAM Diploma and Advanced Diploma in Business Administration, but are new and different versions of these qualifications

3. What is the fee for the programmes and what does the fee cover?

Each Diploma module will cost HK\$1,080 to register on.

Each Advanced Diploma module will cost HK\$1,350 to register on.

A fee of HK\$480 will also be payable per examination entry.

Students in Hong Kong will pay fees to the local IBAM agent.

4. Will there be any other additional costs for students?

- **If applicable, tuition provider fees, (set by and payable to the provider)**
- **If applicable, re-sit fees**
- **If applicable, examination postponement fees**

5. Why does an Advanced Diploma module cost more than a *Diploma* module

- **Diploma and Advanced Diploma examinations are different. Advanced Diploma module examinations are longer. Advanced Diploma candidates have to answer more questions. The cost of running Advanced Diploma level examinations is higher.**

6. What study texts should I use for the programmes?

Every year, IBAM will publish a list of nominated texts for the eight Diploma and Advanced Diploma modules. The current list will be kept up –to- date on the IBAM web site. Students will be expected to use these texts to support their studies and the examinations will be based on these texts. The nominated text list for students taking examinations in November 2006 is as follows:

DIPLOMA

Business Environment: Brooks, I., Weatherston, J. & Wilkinson, G.,
'The International Business Environment',
Pearson, FT Prentice Hall, 2004

Business Communications: Forsyth, P. and Madden, D.,
'Business Communications',
IBAM 2005

Business Management: Mullins, L.
'Management & Organisational Behaviour'
7th Edition, Pearson, FT Prentice Hall, 2005

Accounting for Business: Edwards, M.,
'Accounting for Business',
IBAM 2005

ADVANCED DIPLOMA

Business Law in Practice: Raby, P.
'Business Law in Practice'
IBAM 2005

Marketing: Verstage, J.,
'Marketing'
IBAM 2005

Business Finance: Taylor, J.,
'Business Finance',
IBAM 2005

**Business Strategy and
Planning :** Keith Mattacks
'Business Strategy and Planning'
IBAM 2006

OR

Lynch, R.,
'Corporate Strategy',
4th Edition, Pearson, FT Prentice Hall 2005

7. How do I obtain the study texts?

Special arrangements have been made for local provision of IBAM published study materials for students in Hong Kong via Consort Management Consultants Ltd

8. How and when do I register?

You will register on a per module basis using a module registration form.

Students are able to download registration forms from the HK section of the IBAM website or obtain them directly from Consort Management Consultants Ltd. Completed forms must be returned prior to the closing dates – 1 April for June examinations, 1 October for November examinations.

9. Do I register directly with the Institute or just with a course provider?

Students must register with the Institute, via Consort Management Consultants Ltd, for each module – and will only be able to enter for the examination if they have done so.

If, as is recommended, students decide to register with a tuition provider, they will have to register separately and additionally with a tuition provider

10. Where can I find the student regulations and guidance notes?

Student regulations and guidance notes can be found with the application form on the Hong Kong section of the IBAM website – www.ibam.org

11. What form of assessment is used on the IBAM programmes?

Diploma modules are assessed by a 2-hour (plus 15 minutes reading time) examination containing two sections. Section A is made up of compulsory short answer questions, worth 40 marks, to test the breadth of the syllabus. Section B is made up of longer questions based on a case study, pre-released 6 weeks before the exam session, which are worth 60 marks. Section B comprises multi-parted questions and students have to answer 2 questions from the choice of 5.

Advanced Diploma modules are assessed by a 3-hour examination containing two sections. Section A is made up of compulsory short answer questions, worth 25 marks, to test the breadth of the syllabus. Section B is made up of longer questions based on a case study, pre-released 6 weeks before the exam session, which are worth 75 marks. Section B comprises multi-parted questions and students have to answer 3 questions from the choice of 5.

When and how will I get the case study for section B of the exam paper?

The case studies are pre-released to students on the Institute's web site, six weeks prior to the examination, so as to enable students to familiarise themselves with the content and do some research around the subject area in advance of the examination. You can download them anytime within the six weeks.

If you don't have access to the Internet you should contact Consort Management Consultants Ltd., in advance of the six-week period, in order to obtain a copy of the case study. Please allow sufficient time for postage.

12. How do I study for these programmes?

Where there is a tuition provider, in your local area, the Institute would strongly recommend that you register with the course provider to follow the programme. Advice in connection with tuition provision should be sought from Consort Management Consultants Ltd..

13. How long will it take to complete the programmes?

The time taken to complete the programmes will vary from student to student, depending on individual circumstances and background knowledge and experience. The Institute would strongly recommend that students allow sufficient time to study effectively. Students should be able to complete either programme in a year or less.

The Institute strongly recommends that students give careful consideration to the amount of study time available before entering for examinations. With qualifications of this level, to avoid unnecessary re-sits and the associated costs, it is advisable to ensure that you take sufficient time to fully complete your studies and feel ready before entering to sit the examination.

14. At what level have the programmes been set? What academic qualifications are they equivalent to?

It is difficult to equate professional and academic qualifications. The Diploma has, however, been broadly set at the same level as the 1st year of a UK undergraduate degree programme, whilst the Advanced Diploma has been broadly set at the same level as the 2nd year of a UK undergraduate degree programme.

The new Diploma and Advanced Diploma are considered to be slightly harder than the old programmes.

15. Am I eligible for any exemption from the programmes? How do I apply for exemption?

Holders of suitable qualifications will be able to apply for direct entry onto the Advanced Diploma programme. Further detail with regard to the exemption policy for the new programmes is available via Consort Management Consultants Ltd.

16. When are examinations held for the programmes?

There are 2 examination sessions per year, Summer (early June) and Winter (late Nov).

17. Who will set and mark my exam papers? How will my results be graded?

The Institute appoints Chief Examiners for each module, who then appoint their own team of markers. Papers are set in English and are marked in accordance with Institute approved Examiners' marking schemes. The usual checks and moderation processes are conducted to ensure consistency in marking and in standards.

Results will be graded as follows:

Distinction	-	75% and above
Merit	-	65-74%
Pass	-	50-64%

The fail bands are:

Grade A Fail	-	46-49%
Grade B Fail	-	40-45%
Grade C Fail	-	20-39%
Grade D Fail	-	0-19%

18. What sort of documentary evidence will I get to confirm that I have completed individual modules/the new programmes?

The Institute will issue examination result letters for each module.

Once you have fully completed, either the Diploma or Advanced Diploma, you will be issued with a certificate confirming your completion of the programme, the date you complete and the grade obtained.

19. What designatory letters can I use when I complete the programmes?

You can use the following designatory letters after your name upon successful completion of the new qualifications.

Dip. IBAM or ADip.IBAM

20. What forms of student support exists for these programmes?

Apart from the nominated study texts, students are also able to access pilot examination papers and suggested answers on the IBAM web site. Further past papers and suggested answers will be added after each examination session.

The Institute has also developed, with Chief Examiners, examination technique guidance, with specific reference on how to tackle the different sorts of exam questions. This and regular reports will be made available to students on the ibam web site.

Students who fail an examination will, providing they do so within the set period and make payment of the relevant fee, be able to apply for a full script report.

21. If I want to go on to become a Chartered Secretary, what do I have to do after I complete the programmes?

Individuals who successfully complete the Advanced Diploma in Business Administration are able to register with HK ICSA and proceed to the eight modules of the HKICS Professional Programme.

Alternatively, students can use the new programmes, where recognised by individual universities, for entry on to related degree programmes. Having graduated, you can then return to HKICS Professional Programme modules.

22. Who should I contact for further information in connection with the new programmes:

The local agent for the programmes is:

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50 Queen's Road Central
Hong Kong**

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