PROFESSIONAL CERTIFICATE IN ALTERNATIVE DISPUTE RESOLUTIONS (MEDIATION)

4th Intake

PROGRAMME CODE: 193-40190

The programme is recognized under the Hong Kong Qualifications Framework.

QF Level: Level 4
QR Registration Number: 14/003088/L4
Validity Period: On going since 9 July 2014
HKQR official website: www.hkqr.gov.hk

Some modules of the programme have been included in the list of reimbursable courses under the Government Continuing Education Fund (CEF). For details, please visit the government’s website: www.wfsfaa.gov.hk/cef
AIMS AND OBJECTIVES

To enable participants to:

- obtain comprehensive and all-rounded professional knowledge, skills, processes and procedures of alternative dispute resolutions (ADR).
- become a competent Accredited General Mediator in settling various kinds of workplace and organizational conflicts and disputes.

PROGRAMME FEATURES

- Unique 30-hours practical training in mediation skills practices, in which 16-hours in 4:1 participant to facilitator ratio.
- Hands-on opportunities to engage in mediation and acquire the skills to reach a resolution through case studies, role plays, group discussion and on-going feedback.
- Instructed and supervised by experienced mediation practitioners from Hong Kong Mediation and Arbitration Centre (HKMAAC).
- Become “Accredited General Mediator” of HKMAAC upon successful completion of the programme.

MEDIUM OF INSTRUCTION

Classes are conducted in Cantonese, supplemented by English terminology. Programme materials will be in English or Chinese.

PROGRAMME STRUCTURE

The programme consists of 3 modules in total of 100 contact hours:

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mediation – Theory and Practice (MTP)</td>
<td>40</td>
</tr>
<tr>
<td>Introduction to Alternative Dispute Resolutions (ADR)</td>
<td>30</td>
</tr>
<tr>
<td>Advanced Practical Training for Mediator Qualifying Examination (APT)</td>
<td>30</td>
</tr>
</tbody>
</table>

"Mediation is one of the cost-effective alternative dispute resolutions that has become increasingly common in Hong Kong since the Civil Justice Reform in 2009."
ASSESSMENT AND AWARD

“Mediation - Theory and Practice (MTP)” and “Introduction to Alternative Dispute Resolutions (ADR)” are assessed by a combination of coursework and written examination.

“Advanced Practical Training for Mediator Qualifying Examination (APT)” is assessed by a practical examination, Mediator Qualifying Examination (MQE), in which participants are required to mediate two simulated mediation cases (2 hours each) in Cantonese.

Participants will be recommended for the following awards upon successful completion of the programme in accordance with the programme requirements:

- Professional Certificate in Alternative Dispute Resolutions (Mediation) by CityU SCOPE.
- the “Accredited General Mediator” by HKMAAC as a certification for professional mediation practice.

MEMBERSHIP

Graduates are eligible to apply for Membership of HKMAAC. For details, please visit HKMAAC’s website at: www.hkmaac.org

ADMISSION REQUIREMENTS

Applicants should meet the following criteria:

(i) Degree holders or above in any disciplines from recognized tertiary institutions or equivalent; or

(ii) Non-degree holders with a minimum of 3 years of managerial experience in relevant areas such as law, financial consultancy, engineering, construction, surveying, human resources, social work, education will be considered on an individual basis.

For (ii), applicants may be asked to state in English, the reason and the perceived benefits for applying to the programme. In addition, they may be required to attend an admission interview.
**EXEMPTION**

Exemption of Module 1 “Mediation – Theory and Practice” will be granted to applicants who:

- hold the “Certificate of Professional Mediation Training” awarded by HKMAAC; or
- possess equivalent qualifications from other reputable local or overseas institutions or professional bodies of comparable standing may also be considered on an individual basis.

A request for exemption must be made in the programme application and accompanied by all relevant supporting documentation.

**APPLICATION PROCEDURES**

- Online application/ obtain paper form: [www.cityu.edu.hk/ce/adrm/app_form](http://www.cityu.edu.hk/ce/adrm/app_form)
- A completed application form, together with the following required supporting document, should be sent to CityU SCOPE:
  1. Copies of academic certificates and transcripts and/or relevant professional qualifications
  2. Original copy of ATM Advice or the deposit form of application fee payment of HK$ 160 (Direct deposit or ATM transfer to CityU account at Hang Seng Bank: 293-318028-003)

**APPLICATION AND COMMENCEMENT**

- Application deadline: 11 October 2019
- Application fee: HK$ 160 (non-refundable and payable upon application)
- Programme fee: HK$ 30,000 (Full programme) / HK$24,000* (ADR&APT)
- Commencement: November 2019
- Classes: Mostly Wednesday evening and/or Saturday afternoon
- Venue: CityU campus or other designated venues

* For applicants who have been granted an exemption on “Mediation – Theory and Practice”. Tuition fee covers all the course materials and assessments (including the Mediator Qualifying Examination (MQE)) for the programme.

All Fees paid are non-refundable and non-transferrable.

**SELECTION AND RESULT NOTIFICATION**

The School will make selection on the basis of the information provided in the application form, academic and professional qualifications and work experience. An acknowledgement of your application will be sent to you via email. Enquiries about your application status can be made at our website: [www.cityu.edu.hk/ce/enrol/que](http://www.cityu.edu.hk/ce/enrol/que) 7 working days after submission of your application.

**ENQUIRIES**

School of Continuing and Professional Education
Tel : 3442 5815 / 3442 7423
E-mail : mediation@scope.edu
Website : [www.cityu.edu.hk/ce/adrm](http://www.cityu.edu.hk/ce/adrm)
Address : School of Continuing and Professional Education
          2410, 2/F, Li Dak Sum Yip Yio Chin Academic Building (LI),
          City University of Hong Kong, Tat Chee Avenue, Kowloon