

# SCOPE

School of Continuing and Professional Education  
專業進修學院

香港城市大學  
City University of Hong Kong



資歷架構  
Qualifications  
Framework

CEF  
Modules

cityU  
香港城市大學  
City University of Hong Kong

# Professional Diploma in Property Management

Intake 13, September 2023 Programme Code : 233-40181

\* Specified Diploma in Property Management for PMP (Tier 2) Licence.

\* Recognised Programme by CIHAPB. (CIHAPB is an Recognised Professional Body of the PMSA)



 物業管理業監管局  
PROPERTY MANAGEMENT  
SERVICES AUTHORITY



Professional Diploma in Property Management is recognised under the Qualifications Framework (QF level 4; QR registration number: 13/000192/L4 ; and validity period: Ongoing since 18 Apr 2013).

[www.scope.edu/ProDip/PM](http://www.scope.edu/ProDip/PM)

# Professional Diploma in Property Management

## Introduction

Hong Kong is one of the most densely populated cities in the world. The management of premises plays an important role on maintaining the quality of living for residents and the value of equity invested. The demand for a high quality workforce with certification in professional knowledge has always been high.

First offered as Continuing Education Diploma in Property Management in 1990's, the Professional Diploma in Property Management (PDPM) has produced more than 900 students. Apart from leading to Membership level of CIH, PDPM is also the first year of Advanced Diploma in Facility and Property Management (ADFPM) which can further articulate to degree programme with CIH Chartered Membership.

## Programme Curriculum

This programme lasts for 1 year of part time study and comprises 8 modules with a total of 92 QF credits. Each module consists of 39 contact hours. It is conducted in English supplemented with Cantonese. Course materials and assessments will be in English.

Principles & Essentials of Practices 	Critical English Communication Skills* (8 QF credits) 
Advanced Management Practices 	Leadership & Management 
Operations & Maintenance 	Finance & Business 
Building Technology and Energy 	Legal Studies 

\* Credit transfer: An Associate Degree / A Higher Diploma Holder, or a student completed a 2-year full time post-secondary programme at QF level 4 which was taught and assessed in English can be granted credit transfer of this module.

 CEF reimbursable module

## Duration and Mode of Study

1 year, Part time

## Classes

On average 9-12 contact hours per week. (3-4 weekday evenings or 2-3 weekday evenings plus 1 weekend afternoon)

Teaching may take place in CityU campus in Kowloon Tong, SCOPE Tsim Sha Tsui East Learning Centre or other SCOPE designated classrooms.

## Professional Recognition

### ■ Member Cert., CIH (previously titled "Practitioner member")

To be eligible to apply for Member Cert., students must:

- currently employed in property / facility management sector; AND
- register as CIH student member at their own costs and grant initial approval from CIH at the commencement of the programme; AND
- fulfill the course requirement and obtained the award of PDPM; AND
- successfully complete of the Practical Experience Requirements (PER)<sup>#</sup> under supervision of a recognized supervisor.

Website: [www.cih.org.hk](http://www.cih.org.hk)

<sup>#</sup> The offering for the admission to this programme does NOT imply your application and job natures have demonstrated your capabilities of completing PER you may apply for under the requirements set by CIH.

## Assessment and Award

Assessment includes coursework and examination.

Students who have passed all the required courses with an overall attendance of 70% or above will be awarded the **Professional Diploma in Property Management** by CityU SCOPE .

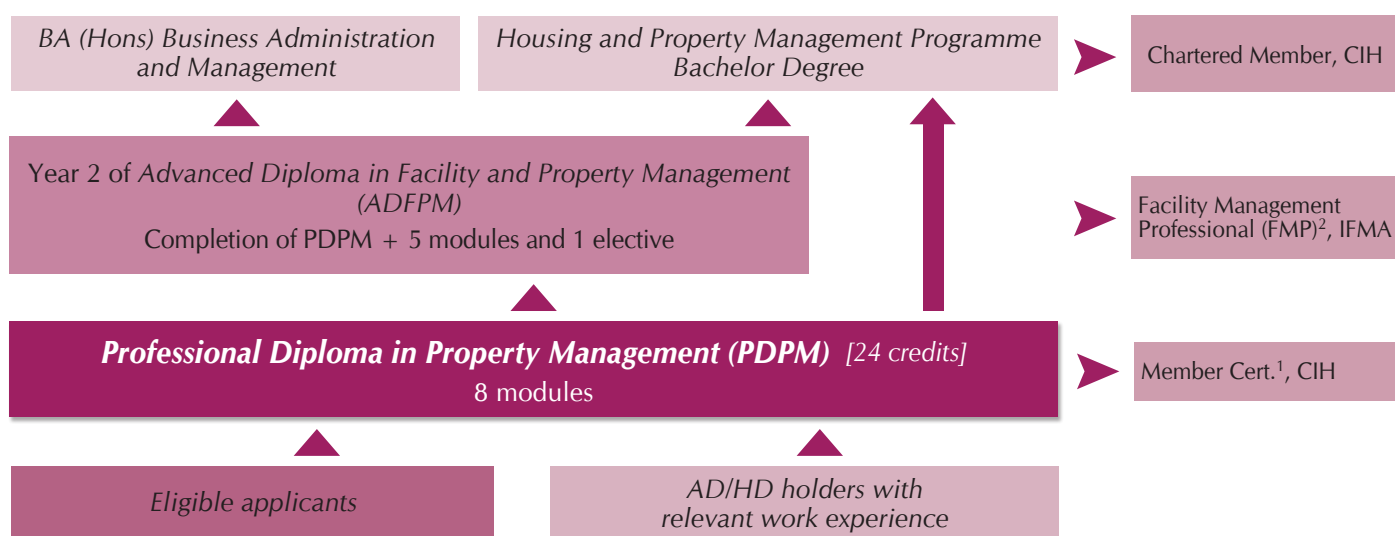
## Progression Pathway

Upon successful completion of PDPM, students can proceed to year 2 of Advanced Diploma in Facility and Property Management (ADFPM). *ADFPM website: [www.cityu.edu.hk/ce/adfpm](http://www.cityu.edu.hk/ce/adfpm)*

Students can apply for the following top-up degree programmes in Hong Kong after successfully completed ADFPM:

- Housing and Property Management Programme Bachelor Degree
- BA (Hons) Business Administration and Management, De Montfort University

*The above Top-up Degree programmes are locally accredited and recognized as HKQF Level 5, same level as local bachelor's degree.*



<sup>1</sup> PDPM graduates who have registered as CIH student members at the commencement of the programme would be eligible to apply for Member Cert. upon successful completion of the Practical Experience Requirements (PER).

<sup>2</sup> ADFPM is designed to prepare students to sit in four online assessments of FMP credential programme. After successfully completion of all online assessments, students would be eligible to attain FMP designation.

## Admission Requirements

To be eligible for admission, an applicant must:

- have obtained Level 2 or above in five subjects in HKDSE<sup>^</sup> including Chinese Language and English Language, plus at least 1 year of relevant work experience; or
- have passed 1 AL or 2 AS-level subjects in HKALE, plus five passes in HKCEE subjects including Level 2/Grade E in Chinese Language and English Language, and currently employed in facility / property management sector; or
- have obtained five subjects in HKCEE at Level 2/Grade E including in Chinese Language and English Language plus at least 2 years of relevant work experience; or
- hold a relevant certificate awarded by a recognized post-secondary institute, or equivalent qualification at QF level 3; or
- be a mature applicant of at least 21 years of age by the start date of the programme and have at least 5 years of relevant work experience.

**Priority will be given to those who are currently employed in property/facility management sector.**

<sup>^</sup> Students awarded with "Attained with Distinction" or "Attained" in a subject of Applied Learning (ApL) will be considered as Level 2 of attainment in an elective subject of HKDSE. Each student is allowed to use up to two ApL subjects in the application.

Applicants must be able to demonstrate a good command of English, in particular writing and reading. Applicants may be required to attend an English written test if necessary.

All applications will be processed on a competitive basis. Application will be selected on the basis of academic merits and relevant work experience. Those who fail to admit to this Professional Diploma programme may be advised to take Certificate in Facility Management.

### **For those applicants who intend to apply for Member Cert. CIH (previously titled "Practitioner Member")**

You must be currently employed in property / facility management sector and granted the initial endorsement from CIH for your eligibility of student membership registration. You are required to register as CIH student member at the commencement of the programme. The final approval of the registration is subject to CIH's decision.



Students with outstanding academic results might be eligible for scholarships awarded from professional bodies.

## Fees

Application fee: HK\$160 (to be paid at the time of application)

Tuition fee : HK\$34,800, payable in 3 instalments

1st instalment : HK\$13,050 (payable upon admission)

2nd instalment : HK\$13,050 (payable in Nov 2023)

3rd instalment : HK\$8,700 (payable in Mar 2024)

In the case of re-assessment, additional fees will be charged. All fees paid are non-refundable.



## Application Deadline

30 June 2023

## Commencement

September 2023

## Application Procedures

1. Application with supporting documents should be submitted online via [www.scope.edu/eapp/pdpm\\_adfpm](http://www.scope.edu/eapp/pdpm_adfpm)
2. Application form could also be obtained from the programme website and reception counter of CityU SCOPE.
3. Applications are processed on a competitive basis. Applications will be selected on the basis of academic merits and relevant work experience.
4. All applications will be informed of the application results.

## On-line Enquiries on Application Status

Enquiries on application status can be made by visiting our website: [www.scope.edu/trackstatus](http://www.scope.edu/trackstatus) 7 working days after submission of application.

## Education Loan

Successful applicants are eligible to apply for the Government's Extended Non-means-tested Loan Scheme. Application forms are obtainable from each Distinct Office and the Student Finance Office (SFO).

Enquiries : 2150 6223

Website : [www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)

## Continuing Education Fund (CEF)

All modules in this programme are reimbursable modules for Continuing Education Fund.

Eligible applicants may be reimbursed 80% of the module fee (for the 1st HK\$10,000 subsidy) and 60% of the module fee (for the remaining HK\$15,000 subsidy), subject to a maximum sum of HK\$25,000, within 1 year upon successful completion of reimbursable module(s) which classes commence on or after 1 August 2022.

## Contact Us

### School of Continuing and Professional Education (SCOPE)

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