



THE UNIVERSITY OF HONG KONG

DEPARTMENT OF SOCIAL WORK & SOCIAL ADMINISTRATION

Master of Social Sciences
in Nonprofit *Management*

Student Handbook

2025-2026

Table of Contents


I.	Message from Programme Director	1
II.	Calendar	2
III.	Regulations	5
IV	Curriculum	10
V.	Course Descriptions	11
VI.	University's Educational Aims & Programme Learning Outcome	16
VII.	Policies on Learning	18
VIII.	Student-Staff Consultation Committee (SSCC)	23
IX.	Scholarship	24
X.	Typhoon and Black Rainstorm Warnings	25
XI.	Important Resources and Services in the University	26
XII.	Programme Teaching Team	28
XIII.	Enquiry Contacts	29

I. Message from Programme Director

The Master of Social Sciences in Nonprofit Management programme is designed to train leaders in the nonprofit sector in Asia/Pacific countries, Greater China, and throughout the world. With vibrant economic and social development in the east, there is an active movement in the region where public, private, and philanthropic forces are converging to create shared value.

This curriculum goes beyond the traditional scope of non-profit management to address cutting edge developments in the context of public and social innovations, strategic problem-solving, impact philanthropy, capacity enhancement as well as effective leadership, financial planning, social branding, organizational and social entrepreneurship. This programme will be taught by a strong team of prominent local and international academic experts and practitioners. Graduates of this programme will be equipped with both theoretical knowledge, and practice skills competences for career advancement in the philanthropic field.

We welcome all of you to the big family of the Department of Social Work and Social Administration, The Faculty of Social Sciences and The University of Hong Kong.



Professor Cheryl Chui
Programme Director
Master of Social Sciences (Nonprofit Management)
Department of Social Work and Social Administration

September 1, 2025

II. Calendar

First Semester: September 1 to December 23, 2025

Sep-25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Oct-25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Nov-25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Dec-25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Aug – 12 Sept: Course Enrolment & Add/Drop Period(starts at 9:00am of Aug 18 and ends at 4:00pm of Sept 12)

1 Sept : First Day of Teaching

6 Sept, 9 Sept, 10 Sept, 13 Sept, 15 Sept Library Workshop

1 Oct: Public Holiday (National Day)

7 Oct : Public Holiday (The day following Mid-Autumn Festival)

13 - 18 Oct: Reading Week

29 Oct : Public Holiday (Chung Yeung Festival)

28 Nov: Last Day of Teaching

1 - 5 Dec: Revision Period

Second Semester: January 12 to April 18, 2026

Jan-26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Feb-26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Mar-26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Apr-26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Jan: Public Holiday (Hew Year's Day)

12 Jan: First Day of Teaching

12 Jan - 23 Jan: Course Enrolment & Add/Drop Period(starts at 9:00am of 12 Aug and ends at 4:00pm of 23 Jan)

16 Feb: University Holiday (afternoon only)

17 Feb – 23 Feb: Public Holiday Lunar New Year), Class Suspension Period for the Lunar New Year

9- 14 Mar : Reading Week

16 Mar: University Holiday (HKU Foundation Day)

3 Apr: Public Holiday (Good Friday)

4 Apr: Public Holiday (Day following Good Friday)

6 Apr: Public Holiday(Day following Tomb Sweeping Day)

7 Apr: Public Holiday(Easter)

18 April: Last Day of Teaching of Second Semester

Summer Semester: May 18 to Aug 22, 2026

May-26						
Su	M	Tu	W	Th	F	S
					1	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Jun-26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Jul-26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Aug-26						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 May: Public Holiday(Labour Day)

18 May - 2 June: Course Enrolment & Add/Drop Period
(starts at 9:00am of 18 May and ends at 4:00pm of 2 Jun)

25 May: Public Holiday(Day following Buddha's Birthday)

19 Jun: Public Holiday(Tuen Ng Festival)

11 Jul: Public Holiday(Hong Kong Special Administrative
Region Establishment Day)

15 Aug: Submission of Dissertation Proposal (PT1,
Optional)

22 Aug: Last Day of Teaching

III. Regulations

The degree of Master of Social Sciences (MSocSc) is a postgraduate degree awarded for the satisfactory completion of a prescribed course of study in one of the following fields: Behavioral Health; Clinical Psychology; Counselling; Criminology; Educational Psychology; Gerontology; Media, Culture and Creative Cities; Mental Health; Nonprofit Management; Population and Policy Analysis; Psychology; Social Data Analytics; Social Service Management; Sociology; and Sustainability Leadership and Governance. These fields of study will not necessarily be offered every year.

Admission requirements

MSS 1. To be eligible for admission to the courses leading to the degree of Master of Social Sciences, candidates

- (a) shall comply with the General Regulations and the Regulations for Taught Postgraduate Curricula;
- (b) shall hold
 - (i) a Bachelor's degree of this University; or
 - (ii) another qualification of equivalent standard from this University or from another University or comparable institution accepted for this purpose;
- (c) for a candidate who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English, shall satisfy the University English language requirement applicable to higher degrees as prescribed under General Regulation G2(b);
- (d) shall satisfy any other admission requirements which may be specified for individual fields of study in the regulations below; and
- (e) shall satisfy the examiners in a qualifying examination if required.

MSS 1.5 To be eligible for admission to the courses leading to the degree of Master of Social Sciences in the field of Nonprofit Management, candidates shall preferably have three years of relevant working experience, in addition to the requirements set out in Regulation MSS 1.

MSS 2. An application for exemption from the above requirements shall be considered on a case by case basis.

Qualifying examination

MSS 3.

- (a) A qualifying examination may be set to test the candidates' formal academic ability or their ability to follow the courses of study prescribed. It shall consist of one or more written papers or their equivalent and may include a project report.
 - (b) Candidates who are required to satisfy the examiners in a qualifying examination shall not be permitted to register until they have satisfied the examiners in the examination.
-

Award of degree

- MSS 4. To be eligible for the award of the degree of Master of Social Sciences, candidates
- (a) shall comply with the General Regulations and the Regulations for Taught Postgraduate Curricula; and
 - (b) shall complete the programme as prescribed in the syllabuses and satisfy the examiners in accordance with the regulations set out below.
-

Period of study

MSS 5. The curriculum shall normally extend over one academic year of full-time study; or two academic years of part-time study, with a maximum period of registration of two academic years of full-time study or three academic years of part-time study, unless otherwise specified for individual fields of study in the regulations below.

MSS 5.6 In the field of Nonprofit Management, the programme shall normally extend over one academic year (three semesters) of full-time study or two academic years of part-time study, with a maximum period of registration of two academic years of full-time study or three academic years of part-time study.

MSS 6. Candidates shall not be permitted to extend their studies beyond the maximum period of registration specified in the above regulations, unless otherwise permitted or required by the Board of the Faculty.

Advanced Standing

MSS 7. Advanced Standing may be granted to candidates in recognition of studies completed successfully before admission to the curriculum. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for Advanced Standing shall be determined by the Board of the Faculty, in accordance with the following principles:

- (a) a candidate may be granted a total of not more than 20% of the total credits normally required under a curriculum for Advanced Standing unless otherwise approved by the Senate; and
 - (b) credits granted for Advanced Standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.
-

Exemption

MSS 8. Candidates may be exempted, with or without special conditions attached, from the requirement prescribed in the regulations and syllabuses governing the curriculum with the approval of the Board of the Faculty, except in the case of a capstone experience. Approval for exemption of a capstone experience may be granted only by the Senate with good reasons. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

Progression in curriculum

MSS 9. Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The combined total number of credits to be granted for Advanced Standing and credit transfer shall not exceed half of the total credits normally required under the curricula of the candidates during their candidature at the University.

Completion of curriculum

MSS 10. To complete the curriculum, candidates

- (a) shall satisfy the requirements prescribed in TPG 6 of the Regulations for Taught Postgraduate Curricula;
 - (b) shall follow courses of instruction and complete satisfactorily all prescribed written work and field work;
 - (c) shall complete and present a satisfactory dissertation or capstone project as prescribed in the syllabuses; and
 - (d) shall satisfy the examiners in all prescribed courses and in any prescribed form of examination.
-

Dissertation and Capstone project

MSS 11. Subject to the provisions of Regulation MSS 10(c), the title of the dissertation or capstone project shall be submitted for approval by not later than March 31 of the final academic year in which the teaching programme ends and the dissertation or capstone project shall be presented by a date as prescribed in the syllabuses for each field of study; candidates shall submit a statement that the dissertation or capstone project represents their own work (or in the case of conjoint work, a statement countersigned by their co-worker(s), which show their share of the work) undertaken after registration as candidates for the degree.

Assessment

MSS 12. Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.

MSS 13.

- (a) Where so prescribed in the syllabuses, coursework or a dissertation or a capstone project shall constitute part or whole of the examination for one or more courses.
- (b) An assessment of the candidates' coursework during their studies, including completion of written assignments and participation in field work or laboratory work, as the case may be, taken into account in determining the candidates' result in each written examination paper; or, where so prescribed in the syllabuses, may constitute the examination of one or more courses.

MSS 14. Candidates shall not be permitted to repeat a course for which they have received a passing grade for the purpose of upgrading.

MSS 15. Candidates who have failed to satisfy the examiners at their first attempt in not more than half of the number of courses to be examined, whether by means of written examination papers or coursework assessment, during any of the academic years of study, may be permitted to make up for the failed course(s) in the following manner:

- (a) undergoing re-assessment/re-examination in the failed course; or
- (b) re-submitting failed coursework, without having to repeat the same course of instruction; or
- (c) repeating the failed course by undergoing instruction and satisfying the assessments; or
- (d) for elective courses, taking another course in lieu and satisfying the assessment requirements.

MSS 16. Subject to the provision of Regulation MSS 10(c), candidates who have failed to present a satisfactory dissertation or capstone project may be permitted to submit a new or revised dissertation or capstone project within a specified period.

MSS 17. Candidates who have failed to satisfy the examiners in any prescribed field work/practical work/internship may be permitted to present themselves for re-examination in field work/practical work/internship within a specified period.

MSS 18. Candidates who are unable because of their illness to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the following academic year. Any such application shall be made on the form prescribed within seven calendar days of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provision made in the regulations for failure at the first attempt shall apply accordingly.

MSS 19. There shall be no appeal against the results of examinations and all other forms of assessment.

MSS 20. Candidates who

- (a) are not permitted to present themselves for re-assessment/re-examination in any failed course(s) or to repeat the failed course(s) or take another course in lieu under Regulation MSS 15; or
 - (b) have failed to satisfy the examiners in any course(s) at a second attempt; or
 - (c) are not permitted to submit a new or revised dissertation or capstone project under Regulation MSS 16; or
 - (d) have failed to submit a satisfactory new or revised dissertation or capstone project under Regulation MSS 16; or
 - (e) have exceeded the maximum period of registration.
- may be required to discontinue their studies.
-

Grading systems

MSS 21. Individual courses shall be graded according to the one of the following grading systems:

(a) Letter grades, their standards and the grade points for assessment as follows:

<i>Grade</i>		<i>Standard</i>	<i>Grade Point</i>
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

or

(b) 'Pass' or 'Fail'.

Courses graded according to (b) above shall not be included in the calculation of the GPA.

Classification of awards

MSS 22. On successful completion of the curriculum, candidates who have shown exceptional merit may be awarded a mark of distinction, and this mark shall be recorded in the candidates' degree diploma.

Distinction list

Distinctions are proposed to be awarded to students who achieved a cumulative grade point average (CGPA) of 3.6 or above without any failed courses, and attained the grade of A- at least in the capstone experience course(s) (e.g., fieldwork practicum, dissertation). The Chief Examiner has the final decision on recommendation for conferment of the degree with a mark of distinction.

IV. Curriculum

Candidates are required to complete 60 credits, including 8 courses (6 credits each) and one capstone project (12 credits) in order to receive the Master of Social Sciences in the field of Nonprofit Management degree. Of the 8 courses needed to complete this degree, candidates are required to take 4 core courses and may choose the remaining 4 courses from a list of pre-approved electives. Candidates can take a maximum of two elective courses in other fields of study under the Master of Social Sciences (Behavioral Health, Gerontology, Mental Health, Social Service Management, Social Work, Sustainability Leadership and Governance) and the Master of Social Work programmes, and/or from other postgraduate programmes in the University which offer cross-listed courses to MNPM. Special approval from the MNPM Programme Director and respective Programme Directors for the courses in the above-mentioned fields of study or programmes is needed.

Candidates can take a maximum of one elective course from the Master of Family Wealth Management programme. The selection of cross-listed courses shall be subject to the approval of the Programme Director/Chairman of the two respective programmes.

Compulsory courses

Candidates shall complete the following courses:

- MNPM7001 Public governance, structure and dynamics of the nonprofit sector in Greater China (6 credits)
- MNPM7002 Foundations of the nonprofit sector in comparative perspective (6 credits)
- MNPM7004 Performance measurement, assessment and programme evaluation (6 credits)
- MNPM7009 Philanthropy: Impact, Strategic Engagement and Community Support (6 credits)

Capstone experience course

Candidates shall complete the following course:

- MNPM7013 Capstone in nonprofit management (12 credits)

Elective courses*

Candidates shall complete four courses from the following list:

- MNPM7003 Managing nonprofit organisations: issues, tools and challenges (6 credits)
- MNPM7005 Strategic management of nonprofit organisations (6 credits)
- MNPM7006 The law, nonprofit and philanthropy (6 credits)
- MNPM7007 Talent management and strategic leadership for nonprofit organisations (6 credits)
- MNPM7008 NGO Board governance and development (6 credits)
- MNPM7010 Fund development and financial management for nonprofit organisations (6 credits)
- MNPM7011 Social entrepreneurship and innovation (6 credits)
- MNPM7012 Brand building and social marketing (6 credits)
- MNPM7014 Organizational Analysis and Strategic Development in Changing Context (6 credits)
- MNPM7015 Current topics in nonprofit management (6 credits)
- MNPM7016 Working toward sustainable development goals through experiential learning (6 credits)
- MNPM7017 Nonprofit Management Programme Internship (6 credits)
- MNPM7018 Environmental, Social, Governance (ESG): The Opportunities for Nonprofits (6 credits)

* Not all elective courses will necessarily be offered in a given year. Emerging issues will be embedded in elective courses to enrich nonprofit knowledge.

V. Course Descriptions

Compulsory Courses

MNPM7001. Public governance, structure and dynamics of the nonprofit Sector in Greater China (6 credits)

This course provides an overview of the major issues in public governance, structure and dynamics of civil society, and the nonprofit sector in Greater China. It will examine the different modes of public governance and public-private interface through the development of civil society in Hong Kong, Mainland China, Macau and Taiwan. The existence, functions and contributions of nonprofit organisations to public governance will be explored. Students will gain a broader understanding of the mapping of nonprofit practices and the nature of current social issues in Greater China, such as online fundraising, social innovation, widening income disparity, ageing, poverty, climate change and migrant workers, in the context of recent reforms. Case studies will be used to demonstrate how change can be achieved and how to manage the dynamics of people and systems under different regimes.

Assessment: 100% coursework

MNPM7002. Foundations of the nonprofit sector in comparative perspective (6 credits)

This course examines the theories and concepts, roles and development of nonprofit organisations, voluntary associations, philanthropic organisations and social enterprises from an historical, political, social and economic perspective. It also examines the distinct scope, theories and functions of such organisations, and how they operate and impact on society, to equip students with a deep understanding of the complexity of the sector and its relationship to public governance.

Assessment: 100% coursework

MNPM7004. Performance measurement, assessment and programme evaluation (6 credits)

This course introduces on data collection, assessment, impact and performance appraisal systems that nonprofit can implement to measure and assess efficacy of policies and programmes. Performance measurement and programme evaluation are critical to improving the overall quality of programmes and services, gaining credibility with donors and demonstrating accountability and transparency to stakeholders. Topics also include: Social impact assessment (SIA) process, models and social variables for measuring social returns or social outputs especially in the fields of impact investing and social entrepreneurship, setting key performance indicators (KPIs); performance evaluation from a human capital perspective; and developing appropriate methods for communicating assessment results.

Assessment: 100% coursework

MNPM7009. Philanthropy: impact, strategic engagement and community support (6 credits)

Philanthropy is essential for the vision and advancement strategy of NonProfits as individual, corporate, family and community foundations mushroom in a culture of communal altruism all over the world. Fundraising is important for NonProfit leaders as a tool in community engagement, branding and sharing of mission. The course examines the core values, methods and secrets of philanthropy and fundraising with in-depth analysis on the changing landscape, the global trends vis a vis cultural differences in the traditions of East and West. We examine case studies from the international arena, as well as those from Hong Kong and Asia, along with the contexts of ecological, historical, and social processes. Topics include issues and tensions around accountability and legitimacy; high-impact philanthropy; metrics for measuring impact; strategic philanthropy and the ethics of giving. Effective philanthropy inevitably looks for impactful investments with a desire for genuine social change.

In seminar and workshop mode, there will be active discussion and debates, hands-on presentations and group projects. Guest speakers from donors, community partners and NGO leaders will be invited, culminating in a field trip to complete the practical guide on fundraising proposals and protocols for solicitation and stewardship.

Assessment: 100% coursework

Elective Courses

MNPM7003. Managing nonprofit organisations: issues, tools and challenges (6 credits)

A major challenge facing the nonprofit sector today is to attain effective management in a complex, rapidly changing environment. This course provides an overview of the broad range of management tools, principles and practices on which nonprofit organisations rely as they seek to meet mission objectives, frame messages to attract public support, motivate volunteers, plan effectively, develop strong board leadership, connect with the other sectors, and set and meet performance objectives. The course also looks toward future trends and developments in the management of nonprofit organisations. Topics covered range from developing organisational capacity to leveraging stakeholder and community engagement.

Assessment: 100% coursework

MNPM7005. Strategic management of nonprofit organisations (6 credits)

This course focuses on leadership and management of nonprofit organisations in the current context of resource scarcity and the blurring of boundaries between the private, public and nonprofit sectors. As there is increasing emphasis on corporate social responsibilities and collective share holding in for-profit businesses, case studies of effective businesses and witnessing transformation of corporations will empower students to appreciate Change Management in an ever changing socio-economic environment. The course aims to provide the necessary perspectives and tools for executing high-impact strategy, including the conceptual frameworks for understanding high-impact organisations and the role of strategic leadership; analytical tools for developing and evaluating strategy; issues around succession planning; risk assessment; systems thinking and sustainability; approaches to working with stakeholders to mobilise commitment; and methods for leading change and achieving goals.

Assessment: 100% coursework

MNPM7006. The law, nonprofit and philanthropy (6 credits)

This course covers the range of legal issues affecting civic engagement, volunteerism, human rights, international standards, nonprofit organisations and philanthropy. It examines and compares the evolution of the legal systems pertaining to those underlying policies and regulatory issues contained in constitutional, tax, contract, and trust laws that affect the set up and operation of charities, foundations, social enterprises and other philanthropic endeavours in Greater China with a comparison to Western legal frameworks. International best practices in policies, legal framework and systems on civil society, philanthropy, fund management, impact investing and NPOs will be examined.

Assessment: 100% coursework

MNPM7007. Talent management and strategic leadership for nonprofit organisations (6 credits)

Talent management has emerged in the field of human resources as a key strategy for improving how an organisation functions. It is a set of processes designed to manage, recruit, develop, motivate and retain a workforce with the goal of creating a sustainable, highly responsive and performance driven organisation.

Topics covered include identifying a competency-based, integrated talent management system, volunteer recruitment and management, and promoting organisational values-based behavioral themes.

Assessment: 100% coursework

MNPM7008. NGO Board governance and development (6 credits)

This course presents an overview of nonprofit governance and issues of accountability that affect organisational performance from the structure, functions and composition of Boards to the individual fiduciary responsibility of each member. Topics covered include best practices on Board selection based on competency modelling; Board training and development, including working with cross-sectoral partners; collaboration and consensus building, how to assess Board performance and transformation of Boards.

Assessment: 100% coursework

essment: 100% coursework

MNPM7010. Fund development and financial management for nonprofit organisations (6 credits)

A major priority for nonprofit organisations is securing funds in support of noble goals and programmes. This course covers the fundamentals of fund development and diversifying sources of income as part of an organisation's strategy to build up capacity for sustainable, long-term growth. The use of financial information in organisational planning, implementation, control, reporting, and analysis are essential to the smooth operation of nonprofit organisations. Topics to be covered include techniques for developing successful fundraising strategies and campaigns; examination of donor behaviour and giving methodologies; assessing various potential sources and types of support; prospecting and building relationships; ethics and fund stewardship; and understanding external issues with potential to impact fund development and organisational performance; as well as accounting, budgeting, preparing and analysing financial statements, and using analytical tools in financial-decision making to improve organisational performance.

Assessment: 100% coursework

MNPM7011. Social entrepreneurship and innovation (6 credits)

Social entrepreneurship is about advancing long-term social change through technological innovative solutions and is a rapidly developing and changing field that constitutes different activities and goals depending on whether one is from the private, nonprofit or public sector. This course analyses the strengths and limitations of social entrepreneurship and social businesses, from a comparative perspective, as a tool for achieving significant lasting social change within nonprofit organisations. It explores the different theories, concepts, frameworks, guidelines and measurement tools, such as impact investing and SORI for effective social entrepreneurship and innovation with an eye towards sustainability of such solutions.

Assessment: 100% coursework

MNPM7012. Brand building and social marketing (6 credits)

Nonprofit organisations, characterised by having a wide range of stakeholders, rely heavily on community goodwill and public engagement to attain desirable social goals. Building a strong brand with appropriate marketing and public relations strategies can help nonprofit organisations strategically attract financial support, volunteers, beneficiaries, talents, as well as strengthen organisational identity, cohesion and capacity. Social marketing, which refers to the application of marketing concepts and techniques and integration with other social science approaches, can effectively help influence specific behaviours that benefit individuals and communities for social good. Successfully branded nonprofits enable themselves to gain greater attention and capacity to mobilise the community for creating greater social good when applying social marketing technique. This course adopts a mode of professional practicum to cover the essential concepts and tools for nonprofit to formulate branding and social marketing strategies, which synchronise with the social values and positioning of the organisation. Students will also learn the basic

concepts of nonprofit marketing, digital marketing and PR functions as well as how to develop a marketing plan, conduct competitive analyses and market segmentation; understand target audience needs and how to adopt marketing philosophies to overcome threats and reap the opportunities in the current environment. Veteran professionals will be invited to share their invaluable experiences in class and students will be provided the opportunity to support a local nonprofit organisation in an actual marketing project through the course assignment.

Assessment: 100% coursework

MNPM7014. Organizational analysis and strategic development in changing context (6 credits)

This course targets at middle and senior managers of non-profit organizations, foundations and corporate social responsibility programs to be equipped with the core knowledge and cutting edge trends in strategizing organizational management and development. In confronting global challenges of rapid changes in public, business and social sectors, this course will offer deep analysis on organizational changes and learning to enhance students' knowledge and skills of multidisciplinary management. Topics may include change management, quality and performance monitoring systems, digital accountability and governance, strategic leadership, risk management, social economy and organizational innovations, etc.

Assessment: 100% coursework

MNPM7015. Current topics in nonprofit management (6 credits)

Effective nonprofit management requires students to be familiar with the often-complex issues created by a rapidly changing global environment and to understand the approaches being taken to address those challenges. This course provides the students with an opportunity to explore current and emerging issues in nonprofit management from both a theoretical and practical perspective.

The specific issues addressed will vary from year to year but may include such areas as nonprofit law and regulation; civic engagement, volunteering and volunteer management; new institutional forms and the blurring boundaries of the nonprofit sector; collaboration, networking and acquisition; interorganizational relations and public private partnership; challenges and opportunities in a digital environment; and the policy environment.

Assessment: 100% coursework

MNPM7016. Working toward sustainable development goals through experiential learning (6 credits)

This credit-bearing Experiential Learning course coalesces scholars and expert practitioners to offer a unique learning experience through a study trip that aims to empower students with strong entrepreneurial and humanitarian spirit to work towards the Sustainable Development Goals with new insight, skills, knowledge, and leadership. Specifically, the study trip will examine successful social innovation and startup models, conservation and development struggles, and other critical topics that harness social innovation, local and international nonprofits, and public-private partnerships for social good in developing countries. Students will also learn to solve problems using a set of tools, including design thinking, project management and leadership, and marketing. Students will also learn how to design and lead similar types of experiential learning in the future.

Assessment: 100% coursework

MNPM7017. Nonprofit management programme internship (6 credits)

The Nonprofit Management Programme Internship presents a unique opportunity for students who have limited experience working in nonprofit organizations. To fulfill the course requirements, students must complete a minimum of 100 internship hours in local or international nonprofits or nonprofit-related unit in private organizations. Students must seek approval from the internship coordinator for the suitability of the internship positions to fulfill the course requirement.

Before undertaking the internship, students need to attend the pre-internship workshops to be prepared for this experiential learning opportunity. During the internship, students need to maintain a logbook to document their experiences and obtain endorsements from their internship supervisors. Upon completion of the internship, students are expected to provide reflections on their internship experiences throughout the process.

Assessment: 100% coursework

MNPM7018. Environmental, Social, Governance (ESG): the opportunities for nonprofits (6 credits)

This course explores the emerging trend of Environmental, Social, and Governance (ESG), with a focus on the unique opportunities it presents for the nonprofit sector. As the demand for sustainable development continues to grow, the holistic management of organizations, encompassing business and nonprofits alike, is becoming increasingly vital. Students will develop an understanding of ESG history, ESG principles, ESG practices, the global ESG landscape, and the drivers of adoption and promotion by both business and nonprofits. With the help of lectures, case studies, interactive discussions, guest speakers and group activities, students will learn how to embrace the new opportunities brought by ESG and how to effectively integrate ESG practices into nonprofits, creating lasting social and environmental impact and mitigating risks.

Assessment: 100% coursework

Capstone Experience Course

MNPM7013. Capstone in nonprofit management (12 credits)

The capstone project enables students to integrate what they have learned from the programme and demonstrate their ability to analyse critical issues, mobilise resources and build creative synergy in strategic nonprofit management. Students will attend a workshop as part of capstone and through active participation with distinguished academics, entrepreneurs and practitioners in the field, will develop expertise in those skills, tools and competencies essential to leading effective and efficient nonprofit organisations. Topics covered in the workshop include managing interpersonal and group conflicts; advocating for social change; information strategy in the digital age; and the art of networking and forming strategic alliances. Students will then work in small groups or on individual basis to complete a professional project. A topic is selected in consultation with relevant teaching staff by the end of the first month of the final academic year of study. The project is then researched, written and submitted for examination by the end of the final academic year.

Assessment: 100% coursework

VI. University's Educational Aims & Programme Learning Outcome

	University TPg Curricula Educational Aims	Programme Learning Outcome
1	Critical intellectual enquiry and acquiring up-to-date knowledge and research skills in a discipline / profession	<ol style="list-style-type: none"> 1. Understand the historical, political, economic and social contexts of civil society and nonprofit organisations, and their role in public governance; 2. Have acquired cutting edge knowledge in nonprofit governance and strategic leadership; 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; 5. Integrate and synthesise theoretical knowledge and professional practice for problem-solving
2	Application of knowledge and research skills to practice or theoretical exploration, demonstrating originality and creativity	<ol style="list-style-type: none"> 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; 4. Become reflective leaders with the ability to critically examine issues and problems of nonprofit management and to generate innovative solution; and 5. Integrate and synthesise theoretical knowledge and professional practice for problem-solving
3	Tackling novel situations and ill-defined problems	<ol style="list-style-type: none"> 1. Understand the historical, political, economic and social contexts of civil society and nonprofit organisations, and their role in public governance; 2. Have acquired cutting edge knowledge in nonprofit governance and strategic leadership; 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; 4. Become reflective leaders with the ability to critically examine issues and problems of nonprofit management and to generate innovative solution; and 5. Integrate and synthesise theoretical knowledge and professional practice for problem-solving

4	Collaboration and communication of disciplinary knowledge to specialists and the general public	<ul style="list-style-type: none"> 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; 4. Become reflective leaders with the ability to critically examine issues and problems of nonprofit management and to generate innovative solution; and 5. Integrate and synthesise theoretical knowledge and professional practice for problem-solving
5	Awareness of and adherence to personal and professional ethics	<ul style="list-style-type: none"> 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; 4. Become reflective leaders with the ability to critically examine issues and problems of nonprofit management and to generate innovative solution; and 5. Integrate and synthesise theoretical knowledge and professional practice for problem-solving
6	Enhancement of leadership and advocacy skills in a profession	<ul style="list-style-type: none"> 3. Have possessed professional knowledge and competencies for achieving effective nonprofit leadership; and 4. Become reflective leaders with the ability to critically examine issues and problems of nonprofit management and to generate innovative solution

VII. Policies on Learning

A. Attendance and absence

Students are expected to attend all lectures and be on time. Tutorials/Seminars/Workshops attendance is also compulsory. Regarding absence from lectures/tutorials/seminars/workshops, students should explain to the concerned course teachers and Programme Secretary in writing. If possible, prior notice should be given for reasonable absence. In case of illness, a medical certificate is required. For absence, which is unexplained or unsatisfactorily explained, deduction of marks will be resulted. A minimum attendance rate of lectures/tutorials/seminars/workshops is stated in respective course outlines. A student who cannot meet these requirements without acceptable reasons may be deemed to have performed unsatisfactorily in which case G11 of the Postgraduate Degree Regulations may apply:

G11. Unsatisfactory performance or progress:

A student whose performance at examinations or in continuous assessment as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate (a) to discontinue his studies, or (b) to repeat any part of his course before being admitted to further assessments or before being allowed to present his thesis or dissertation, or (c) to represent himself for assessment without repeating any part of his course.

Source: <http://www4.hku.hk/pubunit/drcd/files/pgdr2016-17/genreg.pdf>

B. Assessment

Multiple approaches of assessment will be used including written assignments, term paper, projects, presentations, quizzes/examinations and participation etc.

(i) Written Assignments

All papers will be evaluated on the content and also the quality of writing. Students must conform to a consistent style in writing papers. An academic paper requires the integration of concepts and theories, and most preferably with an independent and critical view expressed on the topic under examination. Students must also conform to a particular referencing style such as that of the APA format. Poor writing will result in a lowering of the grade on the written assignment. If students would like to improve their writing skills, we strongly encouraged you to seek assistance from the Centre for Applied English Studies. The following website will be useful.

Word limit: 3,000 – 5,000 words (written assignments)
 6,000 – 15,000 words (capstone project)

Academic Grammar

✧ <http://www4.caes.hku.hk/acadgrammar/>

(ii) Presentation

Students are to present materials for discussion either individually, or in small groups. The content and style of presentation will be assessed.

(iii) Quizzes

Quizzes are compulsory for some courses. Marks given will be weighted and aggregated. Details could be referred to the respective course outlines.

(iv) Participation

This includes attendance and the overall level of participation in the lectures/tutorials.

Important Note to Students Sitting Examinations/Quizzes

- Students are reminded that “all electronic devices MUST be switched off and put under the chair/on your desk throughout the examination/quizzes in a position visible to the invigilators.
- Make sure that you do not have any printed/written matter, mobile phone, or any other electronic/communication/sound-making devices in your pocket or on your body throughout the examination/quizzes.
- Unless you have obtained the prior permission of an examiner or invigilator, you are not allowed to access the content of your bag at any time during the examination/quizzes.
- Students do not comply with the above-mentioned instructions may be disqualified.

D. Grading system

Where an alternative rubric is not specified by the instructor, the following grading rubric will apply and students will receive the following grades instead of marks for their assignment.

Table 1: Grade Descriptors for Group Presentation

A+ A A-	B+ B B-	C+ C C	D+ D	F
Clear & logical structure & rich content showing good exploration of the topic	Clear structure & content showing good understanding of the topic	Clear structure & relevant content showing basic understanding of the topic	Weak organization but relevant content	Poor organization & thin content
Creative in exploration method	A number of exploration methods adopted	Exploration achieved but methods could be enriched	Not creative / elaborate in exploration strategies	Casual exploration
Good facilitation of student participation	Clear facilitation of student participation	Some participation invited	Limited student participation facilitated	Did not invite participation
Good time management to allow adequate presentation & student participation	Reasonable time management in presenting own ideas with possible areas for improvement	Use of time need some improvement	Slightly overtime	Poor use of time to present ideas clearly

Table 2: Grade Descriptors for Individual Paper, Essay, and Capstone Project

A+ A A-	B+ B B-	C+ C C	D+ D	F
Rich and relevant knowledge coverage, showing good mastery of the topic	Adequate knowledge coverage showing good understanding	Limited knowledge coverage showing basic understanding	Very limited coverage of relevant literature showing some understanding	No mention of any relevant literature
Logical and rich analysis of different view points	Clear & valid analysis of view points	Limited but valid analysis of view points	Descriptive listing of ideas, not analytical	Ungrounded comments & analysis

Systematic presentation of ideas allowing easy reading	Generally clear organization of ideas in the paper	A little jumpy in the certain part of the paper	Loose organization of arguments	Poor organization of arguments
Proper referencing and fluent English	Proper referencing & slight errors in English	Showing minor problems in referencing and language use	Showing some problems in referencing and language use	Lack referencing and poor language use

Table 3: Grade Descriptors for Quizzes

A+ A A-	B+ B B-	C+ C C	D+ D	F
Able to apply and integrate theories and own insight to fully address the question in a logical manner	Able to integrate theories to fully address the question	Able to apply just sufficient learned materials to address the questions	Able to apply little learned materials to address the questions	Unable to show learning in answering the questions

E. Submission of assignments

For most of the courses (subject to the course teachers), students are expected to submit their assignments via **Turnitin at the Moodle system**. This system will detect any plagiarized materials. More information and training can be obtained in the Turnitin website: <http://lib.hku.hk/turnitin>.

For some courses, teacher may require students to submit hard copies of their assignments. Please follow the instructions according to the respective course outlines.

F. Submission deadlines

Written assignments are to be submitted on or before the due date. Students should hand in assignments on time.

Penalty of late submission

All assignments should be submitted on time. According to the Departmental regulations, late submission of assignment will receive the following penalties:

Late for	% of marks to be deducted
1 day	10%
2 days	20%
3 days	30%
4 days	40%
5 days	50%
6 days	60%
7 days	70%
More than 7 days	No mark will be given

If the submission is **overdue for more than 7 days, **zero mark** will be given to the assignment, but the teachers concerned will provide feedback on the paper.*

G. Penalty on late submission of re-assessment of failed paper

If a student fails a particular paper, and if re-assessment is allowed by means of a resubmission of assignment, the student must submit the assignment for re-assessment on or before the due date. No mark will be given to late paper unless prior approval is sought from the teacher of the course.

H. Academic dishonesty will **NOT** be allowed and tolerated

The University Regulations on academic dishonesty will be strictly enforced. Please check the University Statement on plagiarism on the web: <http://www.hku.hk/plagiarism/>.

Academic dishonesty is behavior in which a deliberately fraudulent mis-representation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

(i) **Plagiarism**

- (a) According to the HKU policy, ***“Plagiarism is defined as the unacknowledged use, as one's own, of work of another person, whether or not such work has been published.”*** Plagiarism covers any form of work submitted for assessment, including theses, dissertations, take-home examinations, assignments, capstone projects and other forms of coursework.
- (b) Submission of assignments with similar content by the same student to different courses can also be considered as **self-plagiarism**.
- (c) The representation of someone else's ideas as if they are one's own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. Paraphrasing of someone else's ideas is still using someone else's ideas, and must be **acknowledged**.
- (d) The following also constitute plagiarism: (i) copying past papers of seniors or classmates without proper referencing, (ii) submission of assignments with similar content by the same student to different courses can be considered as self-plagiarism.
- (e) Plagiarism is a serious offence in the academic world. This University takes plagiarism seriously. Academically, it is almost certain that the plagiarized work will receive a failing grade (and most likely a zero mark). There may also be disciplinary action against the student who commits the offence of plagiarism. A warning letter will be issued in cases of minor plagiarism. In the more serious cases, the students concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action (extracted from HKU website <http://www.hku.hk/plagiarism/>).

(ii) **Dishonesty in collaborative work**

Where a candidate for a degree or other award represents his/her work as solely one's own when in fact it is the result of a joint effort of a group of persons constitutes dishonesty and will thus be penalised.

(iii) **Completing assignments for others**

The department does treasure mutual support among students. Yet, it does not mean a student can complete assignment for another classmate. Even the act is of good intention, both students will be penalised for such act.

Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, students must make explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. Paraphrasing of someone else's ideas is still using someone else's ideas and must be **acknowledged**.

Penalty

Plagiarism is a serious academic misconduct and a disciplinary offence in the academic world. Academically, the students will receive a grade of "F" on the component(s) of assessment that contains plagiarized materials or in the course which the misconduct is identified.

The course lecturers will notify the Programme Director, the Plagiarism Officer and the Head of Department of the case concerned and issue a warning letter to the student. A permanent record of this event will be placed in the students' file and kept in the Department.

If there is a second or serious offence of academic misconduct, the students concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action which can result in serious consequences, including expulsion from the University.

VIII. Student-Staff Consultation Committee meeting (SSCC)

Communication, formal and informal, between students and teachers is important for facilitating mutual understanding and nourishing mutual trust. In order to promote frank exchange and open communication between students and teachers, a student-staff consultative committee meeting is arranged at least once every semester, as an open forum for sharing between students and teachers on various issues relating to students' learning. Students are encouraged to bring up their concerns in the meetings, while teachers can also share their views on related issues.

The meetings are formally arranged. Informal exchanges between students and teachers are also encouraged. As the student of this Master Program, your contributions on future improvements will be absolutely essential.

IX. Scholarship

A. Simatelex Charitable Foundation Scholarship in Nonprofit Management

In 2015, the Simatelex Charitable Foundation pledged a donation in support of a scholarship to attract outstanding candidates from the Greater China and overseas to pursue the Master of Social Sciences in Nonprofit Management Programme [MSocSc (NPM)] at the Department of Social Work and Social Administration. The Scholarship aims to train and nurture professionals in nonprofit organisations to take on leadership roles to create public good.

Purpose and Scope

The Scholarship shall be awarded annually to academically outstanding and leadership competency student(s) studying in the MSocSc (NPM) programme. The selected Scholarship holder will receive a grant which shall be equivalent to the composition fee on admission of the programme.

B. Madam Lo Ng Kiu Ying Anita Memorial Scholarships in Nonprofit Management

In memory of his beloved mother, Madam Lo Ng Kiu Ying Anita, Mr Sunny HK Lo donated a sum in January 2016 to establish the Madam Lo Ng Kiu Ying Anita Memorial Scholarship in Nonprofit Management (羅吳翹英夫人非營利管理學紀念獎學金) which aims to train and nurture professionals in nonprofit organisations to take on leadership roles to create public good.

Purpose and Scope

The Scholarship shall be awarded to newly admitted student(s) enrolled in the MSocSc (NPM) programme on the basis of academic merit and leadership qualities. The scholarship recipients are required to successfully complete the curriculum within the normative study period (i.e. one year for full-time and two years for part-time) and attain an average of Grade B+ or above during the programme of study.

The value of each scholarship shall be between HK\$10,000 - HK\$100,000. The exact scholarship value and the number of awards shall be determined by the Selection Committee each year, after taking into consideration of the following criteria in the order of importance - quality of applicant, financial need and funding availability.

The scholarship money will be disbursed to the recipient upon completion of programme within the normative period of study with an average grade of Grade B+ or above being maintained.

Number of awards shall be determined by the Selection Committee each year, after taking into consideration of the following criteria in the order of importance - quality of applicant, financial need and funding availability.

The scholarship money will be disbursed to the recipient upon completion of programme within the normative period of study with an average grade of Grade B+ or above being maintained.

ained.

Each scholarship recipient shall submit a learning report and be required to give a

presentation of his/her learning as arranged by the Department for knowledge sharing.

X. Typhoon and Black Rainstorm Warnings

Under the situations as listed below:

- (a) Tropical Cyclone Warning Signal No. 8 (or above) is hoisted; or
- (b) Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or
- (c) “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or
- (d) Black Rainstorm Signal is in force

the following arrangements will apply:

A. **Face-to-face** classes and in-person examinations

i) **For classes and examinations NOT yet started**

If any of the warnings or announcements is hoisted or in force <i>at or after 6:00am</i>	All classes and examinations commencing <i>before 2:00pm</i> will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force <i>at or after 11:00am</i>	All classes and examinations commencing at any time <i>from 2:00pm and before 6:00pm</i> will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force <i>at or after 3:00pm</i>	All classes and examinations commencing from <i>6:00pm onward</i> will be cancelled automatically.

ii) **For classes and examinations already started**

When Tropical Cyclone Warning Signal No.8 or above is hoisted or the No.8 Signal will be issued within two hours as announced by the Hong Kong Observatory, or “extreme conditions” are in force	<ul style="list-style-type: none">- All classes and outdoor examinations will be suspended immediately.- All examinations, except those held outdoors, will continue until the end of that examination session.
When Black Rainstorm Warning Signal is hoisted	<ul style="list-style-type: none">- All classes and examinations, except those held outdoors, would continue.- For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.

B. **Online** classes and online examinations

Unless otherwise advised by the course coordinator* through the course syllabus and/or HKU Moodle, all online classes and online examinations will continue as scheduled under all weather conditions.

The Examinations Office/the Department will re-schedule postponed examinations to a later time and inform candidates of the details as soon as possible.

When Tropical Cyclone Warning Signal No. 3 or below or Red or Amber Rainstorm Signal is in

force, it should be assumed that all classes and examinations will be held as scheduled unless an announcement to the contrary has been made by the University.

XI. Important Resources and Services in the University

A. Academic resources

(i) Libraries

The University Libraries are an important part of the educational facilities provided by the University. They consist of the General Library and six specialist branch libraries, providing excellent access to local and overseas library resources. Library orientation programme and courses will be organized for new students during the orientation period of each academic year.

Website: <http://lib.hku.hk/>

Tel: 3917 2202

(ii) Information Technology Services (ITS)

ITS provides comprehensive information technology (IT) support services, including services offered under the Student Information System (SIS), electronic mail, learning management system, web-based administrative application, and Library services through a high-speed campus network.

Website <https://its.hku.hk/service-desk/>

:

Tel: 3917 8888 (Service Counter 1, 1/F, Chi Wah Learning Commons)

Tel: 3917 5122 (Room 204, K. K. Leung Building)

University student services

(i) Centre of Development and Resources for Students (CEDARS)

CEDARS is located on the third floor of Meng Wah Complex and first & third floor of Main Building. Activities, services, consultation and guidance are provided on matters including

- ✧ *Campus Life (Tel: 3917 2305; Email: cedars@hku.hk)*
- ✧ *Careers & Placement
(Tel: 3917 2317; Email: careers@hku.hk)*
- ✧ *Counselling & Person Enrichment
(Tel: 3917 8388; Email: cedars-cope@hku.hk)*
- ✧ *General Education Team
(Tel: 3917 5044; Email: gened@hku.hk)*

Website: <http://www.cedars.hku.hk>

(ii) University Health Service (UHS)

UHS is located on the second and third floors of Meng Wah Complex that provides services range from primary medical, dental and Physiotherapy care, referral to specialist clinics, hospital care, as well as health education for students.

Website: <http://www.hku.hk/uhs>

Tel: 2549 4686 (Medical appointment)
2859 2511/ 2859 2512 (Dental appointment)

(iii) Institute of Human Performance (IHP)

The Institute is responsible for promoting health and physical fitness among students. There are two sports centres managed by the Institute, namely, Flora Ho Sports Centre and Stanley Ho Sports Centre. These centres are equipped with different facilities such as out-door swimming pools, sports halls, multi-purpose rooms and specific areas for sports, fitness and weight training rooms, athletics stadium with a synthetic running track, floodlit artificial turf pitch, golf driving bays, softball diamond, and tennis courts, etc. Regular physical education, sport and wellness programmes are provided to students.

Sports Facilities: Home > Sport > Sports Facilities

Website: <http://www.hku.hk/ihp/>

– Stanley Ho Sports Centre and Henry Fok Swimming Pool

Location: 10 Sha Wan Drive, Sandy Bay, Hong Kong

Tel: 2819 5450

Opening Hours: Monday to Sunday at 0630 – 2230

(Please refer to announcement for the opening hours on special days)

(iv) Protection against sexual harassment

As an equal opportunity employer and institution, the University has zero tolerance towards sexual discrimination and sexual harassment. There is now in every Department an officer responsible to handle related issues related to such matters. The Equal Opportunity Advisors of our Department are

- Prof. Paul W.C. Wong (Tel: 39175029; paulw@hku.hk)
- Dr. Carrie Li (Tel: 3917 2091; li.carrie@hku.hk)

Students are encouraged to approach them for any issues related to sexual harassment.

B. Catering outlets

Restaurants, café and kiosks are located throughout the Main Campus and Centennial Campus. Further details of locations and operating hours could be found in <http://www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlets.php>

C. Study Room inside Chi Wah Learning Commons

There are 22 Study Rooms at the Learning Commons, with 11 rooms on Level 1 (CPD-1) and 11 rooms on Level 2 (CPD-2) of Centennial Campus for self-study or group project discussion. Display panels are available in some of the Study Rooms for notebook projection.

All current HKU students (for group of 3 persons or more) are eligible to book these study rooms. The maximum session one student can reserve per day is 4 sessions (30 minutes per session). Students are able to reserve the study room via the link with HKU portal as below.

<https://booking.lib.hku.hk/Secure/FacilityStatusDate.aspx>

XII. Programme Teaching Team

Programme Director

Professor Cheryl H.K. CHUI	徐曉君副教授	chkchui@hku.hk
----------------------------	--------	----------------

Teaching Staff

Dr. Ke LU	盧軻博士	luke22@hku.hk
-----------	------	---------------

Dr. Johnson C.S. CHEUNG	張俊聲博士	cjcs@hku.hk
-------------------------	-------	-------------

Professor Bernadette W. S. TSUI	徐詠璇教授	bernadette.tsui@hku.hk
---------------------------------	-------	------------------------

Professor Annie K.L. TAM	譚贛蘭客席教授	atam1213@hku.hk
--------------------------	---------	-----------------

Mr. Kurt NAN	藍朗先生	kurtnan@gmail.com
--------------	------	-------------------

Ms. Anita MA	馬慧敏女士	anitamawm@gmail.com
--------------	-------	---------------------

Ms. Rhoda S.W. CHAN	陳淑慧女士	rhodac@hku.hk
---------------------	-------	---------------

Mr. Simon LEE	李兆波先生	simonsplee11@gmail.com
---------------	-------	------------------------

Ms. Benita B.Y. CHICK	戚本乙女士	benita@encompasshk.com
-----------------------	-------	------------------------

Professor Rebecca CHOY	蔡美碧女士	rchoy@hku.hk
------------------------	-------	--------------

XIII. Enquiry Contacts

Programme Director

Professor Cheryl Chui

Tel: (852) 3917 7310

E-mail: chkchui@hku.hk

Deputy Programme Director

Dr. Ke Lu

Tel: (852) 3910 2471

E-mail: luke22@hku.hk

General Enquiry

Tel: (852) 3917 3814 / (852) 3917 2075

E-mail: mnpm@hku.hk

Programme Website

<http://www.socialwork.hku.hk/mnpm>

Department of Social Work and Social Administration

Room 534, 5/F, The Jockey Club Tower

Centennial Campus

The University of Hong Kong

Pokfulam Road, Hong Kong