

**Specification for an Essential Module for
Professional Diploma in Company Direction:
Project Assignment**

Background

This is a mandatory module of learning, among other courses, to qualify for a **Professional Diploma in Company Direction** (“the Professional Diploma”) conferred by The Hong Kong Institute of Directors (“HKIoD”). A candidate for the Professional Diploma is expected to have completed a minimum of 15 sessions of the HKIoD training courses, either through the Credits Programme route or through the Fastrack Programme route. To start this module of **Project Assignment**, a candidate must have completed the 15 sessions or a vast majority thereof.

The Project

The **Project** should be related to director practices and corporate governance, applying the learning acquired from the sessions of training courses attended by the candidate.

Processes

1. A candidate will be required to present to HKIoD a brief **Project Proposal** outlining the theme, objectives, approach and plan of the proposed project, in one or two pages.
2. HKIoD will assign a **Project Adviser** for the candidate. The Project Adviser will meet with the candidate to discuss and advise on the *Project Proposal*. If necessary, the candidate may have to revise the *Project Proposal* before it is formally accepted.
3. Throughout the project period, the candidate may seek advice from the Project Adviser via email or any other approach mutually agreed between the Project Adviser and the candidate.
4. When the project is completed, the candidate will submit to HKIoD his **Project Report**, preferably in the form of presentation slides, in four hard copies and one soft copy.
5. HKIoD will arrange for a session with the **Project Panel** for the candidate to present his report and answer questions. The Project Panel will consist of the candidate’s Project Adviser and two other Project Panel Members. The session date will usually fall within a fixed schedule organized by HKIoD or, in some cases, a date to be mutually agreed. Typically, the session will last for about one hour, with the first 30 minutes allocated for presentation and the last 30 minutes reserved for questions and answers.

Evaluation Criteria

The Project will be evaluated on the relevance of the subject matter to director practices and corporate governance, the depth and breadth of understanding on the subject matter by the candidate, the approach or methodology applied by the candidate, the findings and conclusions drawn by the candidate from the Project and impact of the Project, both to the candidate's learning outcome and in real-life situations.

Module Fee

The module fee for this module is HK\$3,000, to cover the honoraria for the Project Adviser and the other two Project Panel Members plus a symbolic administrative charge of HKIoD. This fee is payable upon formal acceptance of the Project Proposal.

Notes on the Professional Diploma

Candidates who have completed all required training courses and the module of Project Assignment will be granted the Professional Diploma. All members of HKIoD who are holders of the Professional Diploma may use the post-nominal designation of "PDipCD" to signify the recognition from HKIoD.

The status of a Professional Diploma obtained through the Credit Programme route is on par with the status of a Professional Diploma obtained through one of the Fastrack Programmes, whether it is a *Professional Diploma in Corporate Governance and Directorship* or a *Professional Diploma in SME Directorship* or any other equivalent programme.

Of the training courses, there are two mandatory sessions, viz *Role of Company Directors I: Legal and Regulatory Framework* and *Role of Company Directors II: Fiduciary Duties*.

HKIoD's training programmes have been developed on the basis of its definition of Core Competencies for Directors.

For further details on training programmes and schedules of programme offerings, please visit HKIoD's website www.hkiod.com