香港教育大學
The Education University of Hong Kong

Faculty of Education and Human Development
教育及人類發展學院

Department of Education Policy and Leadership
教育政策與領導學系

Bachelor of Science
Executive Management
Care. Ethics. Social Responsibility.

BACHELOR OF SCIENCE (HONOURS) IN EXECUTIVE MANAGEMENT BSC(EM) (SENIOR YEAR ENTRY)

THE EDUCATION UNIVERSITY OF HONG KONG

www.eduhk.hk/epl



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- Hotline: 2948 6886
- Email: admission@eduhk.hk

| Bachelor of Science in Executive Management



Programme Features

- **Education-focused:** executive management in educational organisation
- **Careers:** schools, NGOs and private sectors
- **Instructors:** academic and practitioner experiences
- **Broad-based:** corporate languages, information technology, and different business management functions
- **Internship:** apply theory and knowledge in a professional setting

Programme Information

Target Students: Local and Non-local

Study Period: 2-year Full-time

EdUHK Programme Code: A2B104

Tuition Fee:
HK$49,500 per annum (2027/28, local)
HK$210,000 per annum (2027/28, non-local)
(provisional and subject to adjustment)

Website:
www.apply.eduhk.hk/ug/programmes/bsem

What is executive management?

Manager	Executive
• Oversees specific operations or team • Manages daily processes and performance	• Makes key business decisions.Leads the organisation's overall direction • Usually supervises managers and other leaders.





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CHAPTER

01

The Market Needs of Education-Focused Executive Talent





Purpose of serving in Schools and NGOs

For the causes we care about

- Commitment to students
- Sustainable development
- Social Inequality
- Environmental sustainability
- Sustainable development

Schools: Who are they looking for?

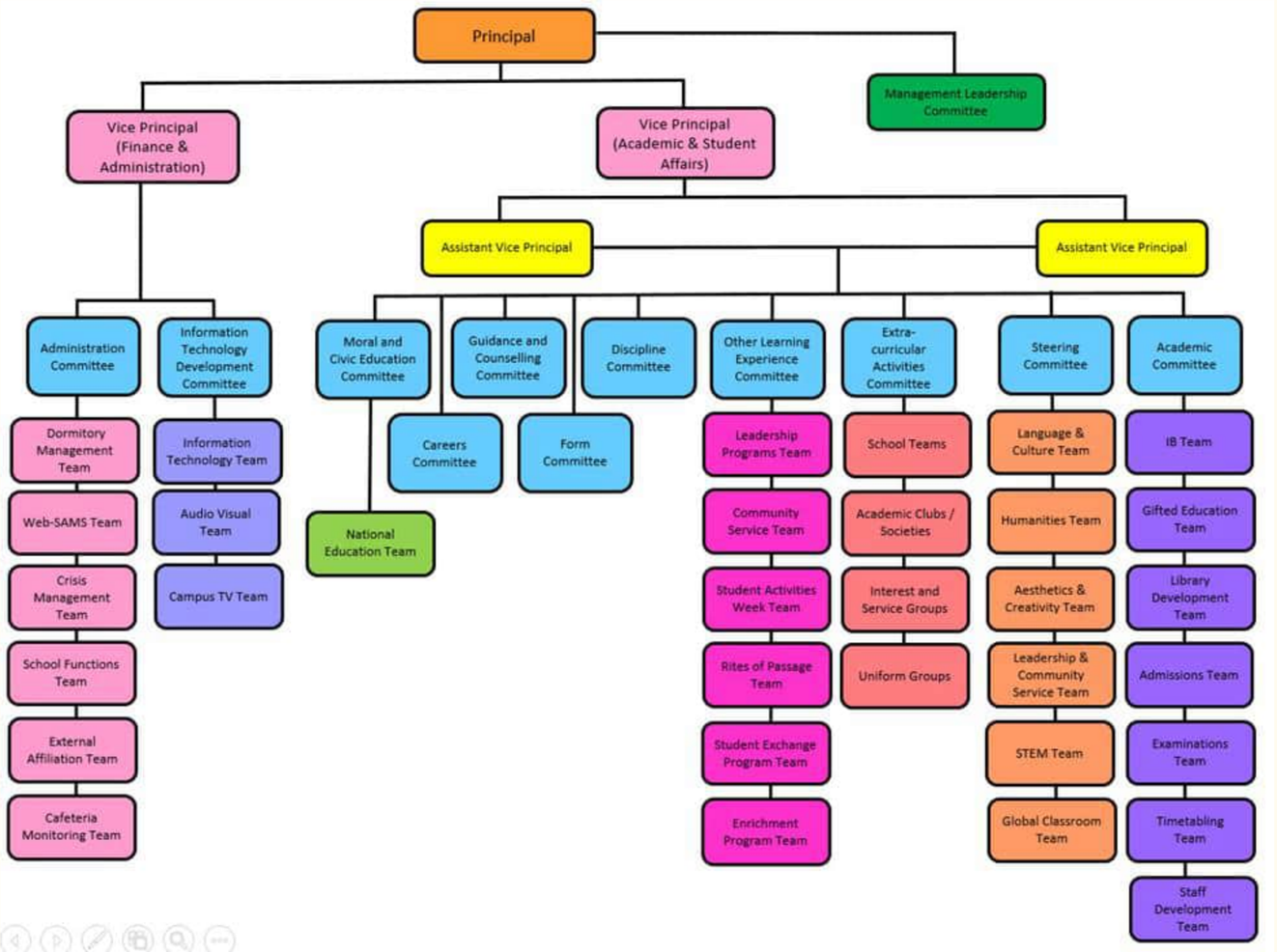


保良局田家炳千禧小學 陳寶玲校長

Schools: Who are they looking for?

School structure

- Practical legal knowledge
- Risk management
- Human resources
- Financial management
- Public relations
- Programme/ project management
- Corporate Language





Schools: Who are they looking for?

27	63,100
26	60,290
25	57,580
24	55,060
23	52,575
22	50,215
21	47,950
20	45,660
19	43,495
18	41,430
17	39,490
16	37,585
15	35,780

(i) creating a regular School Executive Officer (School ExO) post[1] within the approved non-teaching staff establishment of aided schools for appointing a full-time School ExO with a local bachelor's degree (or equivalent). The salary of the School ExO is pegged at that of a civil service Executive Officer II, i.e. Master Pay Scale Points 15 to 27. Please refer to **Appendix 1** for the entry requirements, proposed scope of responsibilities, remunerations and other appointment details of the post; or

Characteristic of this job



Stable



Administration oriented



School: Who are they looking for?

- Leadership
- Financial management
- Human resources management
- Knowledge and data management
- Corporate language

聖公會聖十架小學

學校行政主任 (代產假) (11 月中到職) (2024/25 學年)

More jobs from this Company

Descriptions

- 持有本地學士學位或同等學歷，具良好中英口語及書寫能力
- 對資助學校的運作、相關則例有認識
- 協助督導及統籌學校行政事務
- 協助財務資源管理、招標、採購、人事管理及處理學校日常行政事務等
- 支援法團校董會的運作
- 有學校行政管理工作經驗優先
- 持會計或行政管理相關資歷優先
- 學歷要求及工作內容可參閱教育局通函 37/2019 號「一校一行政主任」政策

St. Francis Xavier's College

Contract Administrative Executive

More jobs from this Company

Our school is an EMI Catholic aided boys' school. We invite enthusiastic candidates to apply for the above post, commencing as soon as possible.

Descriptions

- Bachelor's degree or equivalent, preferably in Language, Human Resources, Management or related discipline.
- Good command of written and spoken English and Chinese.
- Good communication, organization and computer skills.
- Responsible, attentive to detail and able to handle different tasks.

Key Duties :

- Provide academic administrative support.
- Provide secretarial and writing support, including arranging meetings, taking minutes, and drafting documents in English and Chinese.
- Support the daily operations of the General Office.



School: Who are they looking for?

香港教育大學
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Executive Officer II (Ref: 2600924)
Department of Health and Physical Education

The appointee will be responsible for supporting a project that aims to promote physical literacy among kindergarten children in Hong Kong and enhance teachers' efficacy in delivering quality physical activity and movement-related learning experiences in preschool settings.

The appointee will assist in the implementation and coordination of project activities. Major duties include liaising with project partners, participating kindergartens, and other stakeholders; leading the design, development, and implementation of project materials, including an exercise toolkit to support the physical activity of kindergarten children and their parents; supporting the organisation and delivery of teacher professional development programmes, workshops, and training activities; assisting with project administration, documentation, and reporting; and performing any other duties as assigned by the supervisors. The post will require regular travel to kindergartens and other venues across Hong Kong.

Applicants should have a Bachelor's Degree in Physical Education, Sport Science, Early Childhood Education, Educational Studies, or a related discipline, along with several years of relevant post-qualification work experience. Experience in Project Coordination, School-based Programmes, Teacher Professional Development, Research Projects, or Community-based Initiatives will be an advantage.

Applicants should demonstrate strong organisational, interpersonal, and communication skills, and be capable of managing multiple tasks effectively. They should be self-motivated, attentive to detail, and able to work both independently and collaboratively as part of a team. Applicants should be proficient in both written and spoken English and Chinese.

- Leadership
- Programme development and management
- Public relations management for educational and non-profit organisations





Type of NGOs

- Charity (e.g., Crossroads Foundation)
- Service (e.g., Red-cross, St. John)
- Social enterprise

香港紅十字會
HONG KONG RED CROSS
中國紅十字會分會 Branch of the Red Cross Society of China

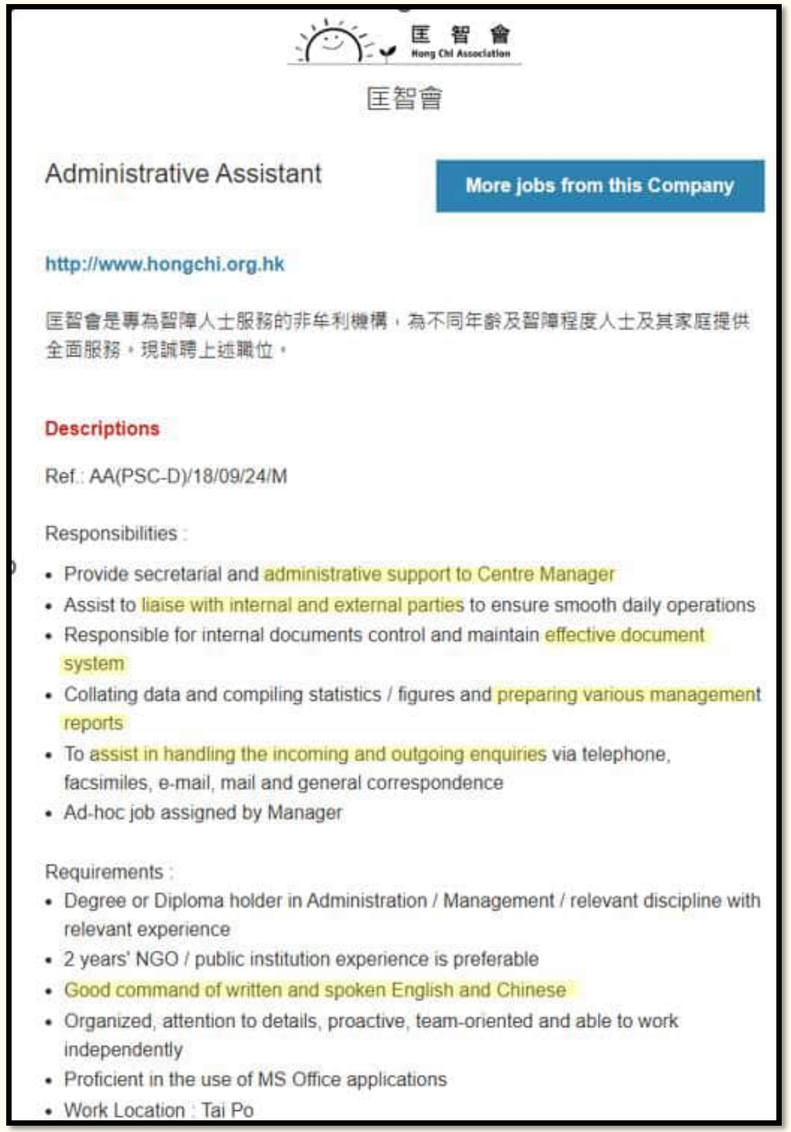
St John
HONG KONG · 香港

Crossroads Foundation 國際十字路會

Animal 動物社企 SE
Hong Kong Vet Groomers

0923 青年創意伙伴

NGO: What they looking for?



匡智會

Administrative Assistant

More jobs from this Company

http://www.hongchi.org.hk

匡智會是專為智障人士服務的非牟利機構，為不同年齡及智障程度人士及其家庭提供全面服務，現誠聘上述職位：

Descriptions

Ref.: AA(PSC-D)/18/09/24/M

Responsibilities :

- Provide secretarial and administrative support to Centre Manager
- Assist to liaise with internal and external parties to ensure smooth daily operations
- Responsible for internal documents control and maintain effective document system
- Collating data and compiling statistics / figures and preparing various management reports
- To assist in handling the incoming and outgoing enquiries via telephone, facsimiles, e-mail, mail and general correspondence
- Ad-hoc job assigned by Manager

Requirements :

- Degree or Diploma holder in Administration / Management / relevant discipline with relevant experience
- 2 years' NGO / public institution experience is preferable
- Good command of written and spoken English and Chinese
- Organized, attention to details, proactive, team-oriented and able to work independently
- Proficient in the use of MS Office applications
- Work Location : Tai Po

Junior level:

- Public relations management
- Data management
- Corporate language



NGO: What they looking for?

Assistant Scout Executive

Reference：JA/2025/C6/A6

Main Duties

- Assist in monitoring the daily operation and administration of the office;
- Assist in reviewing and implementing relevant policies and procedures;
- Manage project documentations;
- Organise activities and support project management;
- Collaborate and maintain effective relationship with various internal and external stakeholders;
- Provide administrative support to committees and related meetings.

Requirements

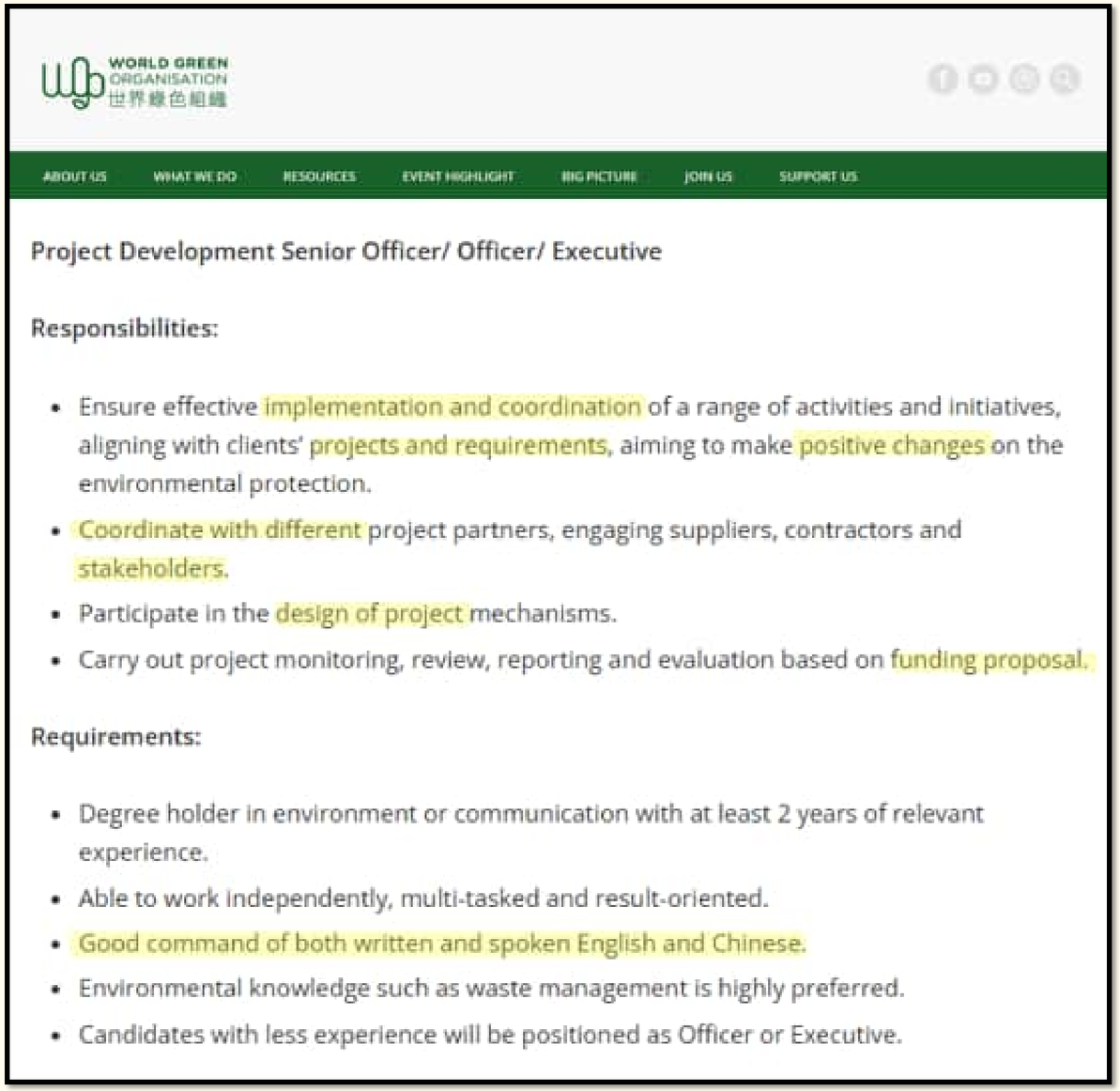
- A degree from a reputable university;
- Preferably a few years working experience;
- Strong command of written and spoken English and Chinese;
- Good communication and interpersonal skills;
- Well-organised and attentive to details;
- Able to work independently and under pressure.

Less qualified candidates may be considered as "Officer".

Middle level:

- Executive management
- Programme development and management
- Public relations management for educational and non-profit organisations
- Knowledge management
- Corporate Language

NGO: What they looking for?



WORLD GREEN ORGANISATION 世界綠色組織

ABOUT US | WHAT WE DO | RESOURCES | EVENT HIGHLIGHT | BIG PICTURE | JOIN US | SUPPORT US

Project Development Senior Officer/ Officer/ Executive

Responsibilities:

- Ensure effective implementation and coordination of a range of activities and initiatives, aligning with clients' projects and requirements, aiming to make positive changes on the environmental protection.
- Coordinate with different project partners, engaging suppliers, contractors and stakeholders.
- Participate in the design of project mechanisms.
- Carry out project monitoring, review, reporting and evaluation based on funding proposal.

Requirements:

- Degree holder in environment or communication with at least 2 years of relevant experience.
- Able to work independently, multi-tasked and result-oriented.
- Good command of both written and spoken English and Chinese.
- Environmental knowledge such as waste management is highly preferred.
- Candidates with less experience will be positioned as Officer or Executive.

Senior level:

- Programme development and management
- Policy advocacy and entrepreneurship
- Public relation management
- Financial management
- Corporate language

NGO: What they looking for?

Characteristics of these jobs:

- All-round skills
- Entrepreneurial spirit
- Passionate
- Full of possibility



What do you gain from an internship?



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Internship Partners

- We try to match your interests
- Pathways—Schools or NGOs
- Location—Hong Kong or other cities in the Greater Bay Area



Experience gained from a school internship

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Faculty of Education and Human Development 教育及人類發展學院
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Various field visits are incorporated into courses to accumulate practical learning experiences



Exploring Knowledge Management at Caritas Lok Yi School (2025)



Exploring ESG at The Mills (南豐紗廠) (2025)



Exploring School Facilities Management at Salesians of Don Bosco Ng Siu Mui Secondary School (2025)



On-site visit at the Breakthrough Youth Village (2026)



Scout Association of Hong Kong (2026)

Various outside Hong Kong learning activities to enrich students' learning experiences :

Study Tour





Turkey

(2024)







Australia

(2025)





South Africa

(2026)

Various outside Hong Kong learning activities to enrich students' learning experiences :

GBA Visit





Shenzhen GBA visit

(2025)





Guangzhou GBA visit

(2026)



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CHAPTER

02

Programme Characteristics and Structure





Programme Structure

Highlights

Practical skills

- Management skills
- Corporate Language

Experiential learning

- Internship (HK & GBA)
- Capstone Project / Honours Project

Domains	Credits
Major	30
Programme Package	15
Internship	6
General Education	2
Final Year Project	6
Digital Competency Requirement	1
Total:	60

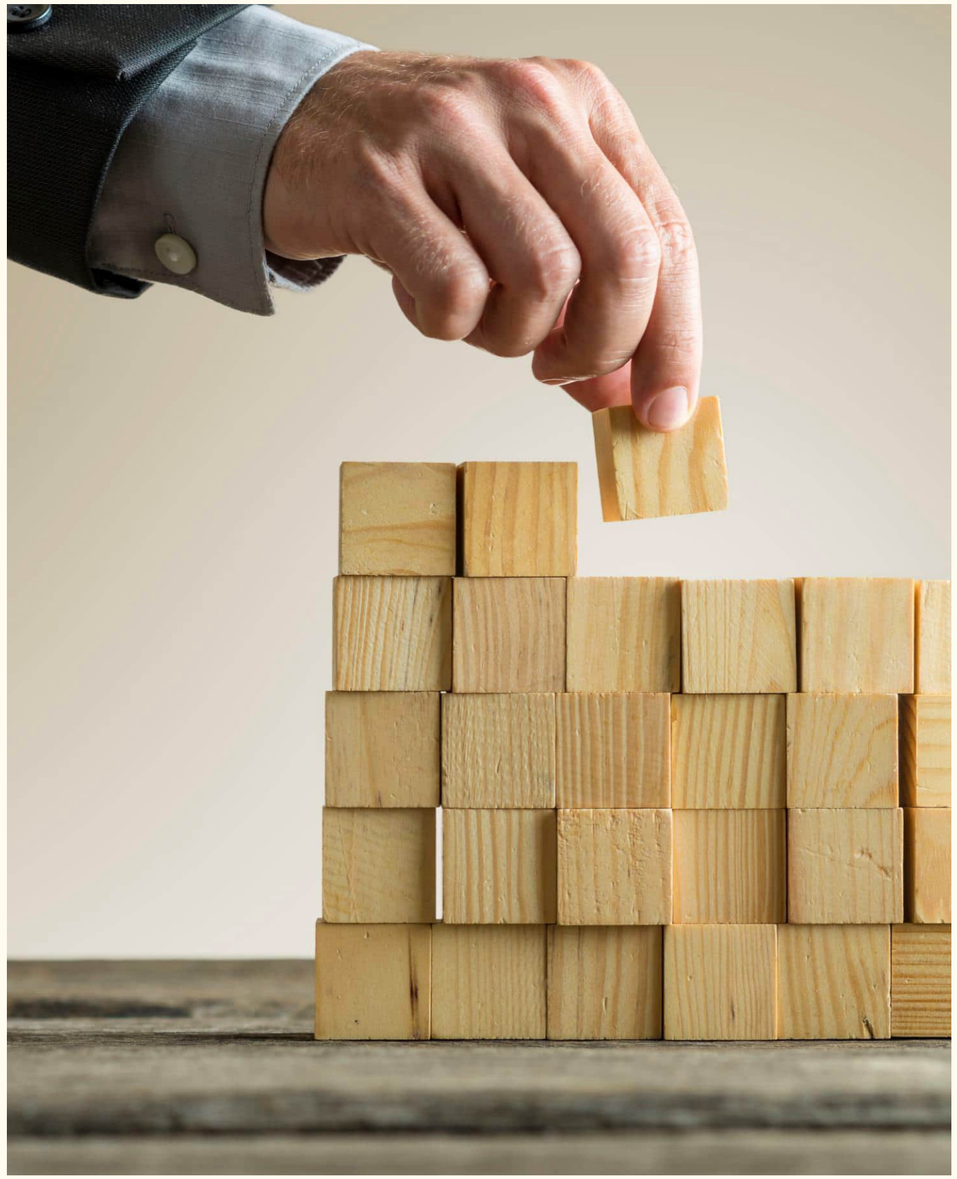
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Major Courses

- Entrepreneurs in educational and non-profit organisations
- Leadership and organisational sciences for educational and non-profit organisations
- Programme development and management
- Practical legal knowledge for educational practitioners & NGOs
- Human resources management and development
- Financial management and accounting for educational and non-profit organisations
- Public relations management for educational and non-profit organisations
- Knowledge and data management: Scientific perspectives
- Policy advocacy and community engagement
- Cross-Faculty Core Course: Engagement in the Greater Bay Area



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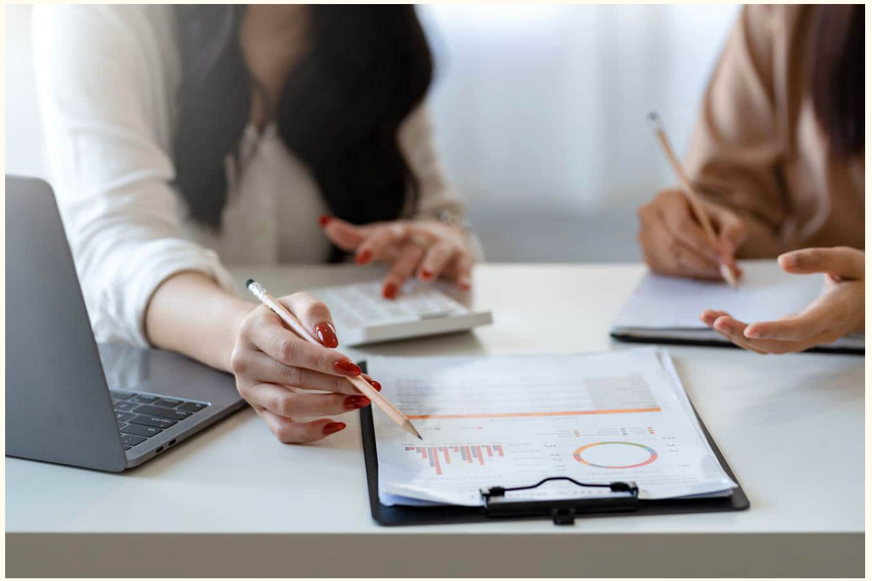
Programme Package

- Corporate language (Chinese)
- Corporate language (English)
- Information technology and automation for educational and non-profit organizations
- Organizational and executive management: Cross-cultural perspectives
- 21st Century Skills and Values Education

Final Year Project

Honours Project

- Phase I: Research methods and proposal
- Phase II: Research report



Capstone Project

- Phase I: User experience design-organizational/project management proposal
- Phase II: User experience design - Implementation and report

Experience and portfolio building

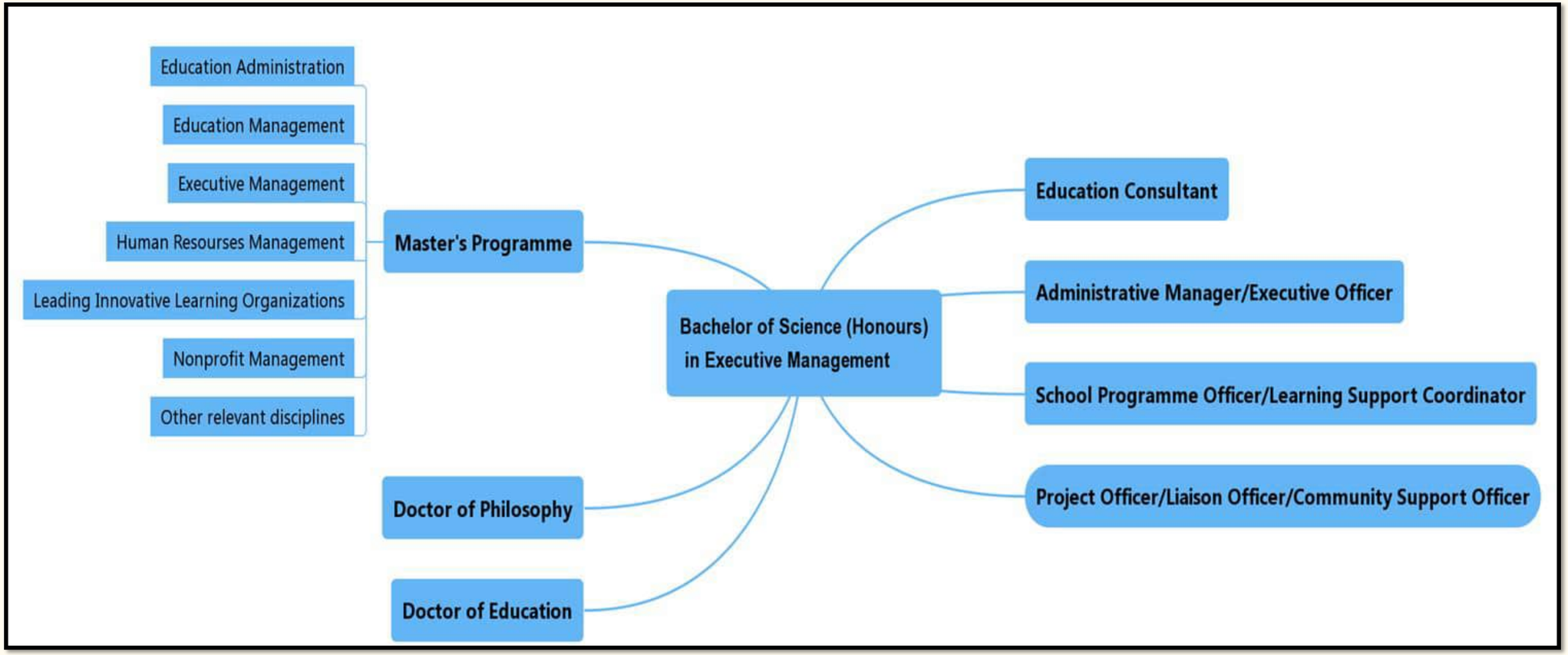
- Internship (6 cps) (Summer)
- Final Year Project
- University ePortfolio



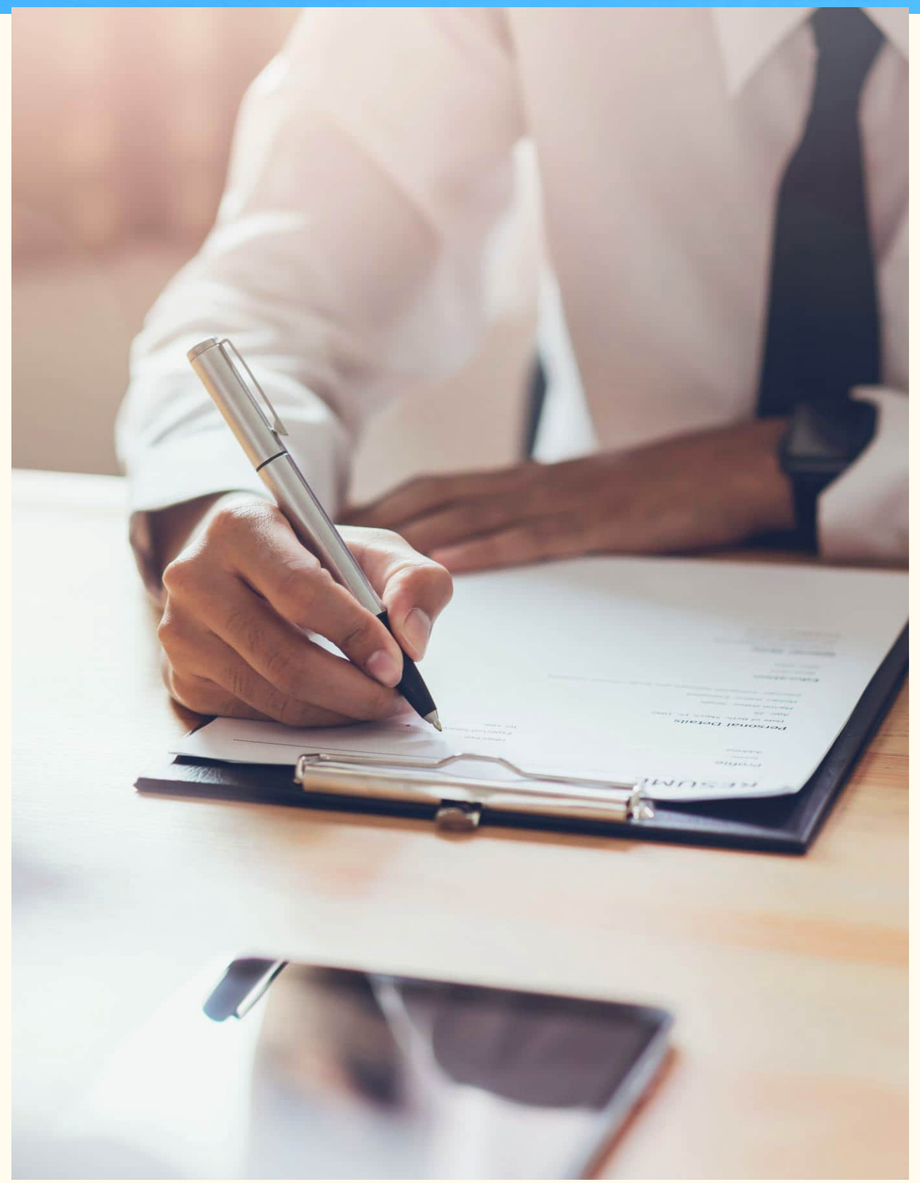
Career Prospects After Graduation







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General Admission Requirements

A recognised **post-secondary** qualification

e.g. an **Associate Degree / Higher Diploma** preferably in areas

- **Education** and **Social Science** related areas;
- Business Management, Event Management,
- Applied Social Services, Communications,
- Social Policy and Administration;

For further enquiries: bscem@eduhk.hk



Why BSc(EM)?


行政管理榮譽理學士
學生分享
黃思慧同學（Cecilia）
香港大學專業進修學院工商管理副學士


香港教育大學
The Education University of Hong Kong
行政管理榮譽理學士
學生分享
賴曉鵬同學 (Leon)
香港大學專業進修學院保良局何鴻燊社區書院
旅遊與款待高級文憑畢業生
Faculty of Education and Human Development
教育及人類發展學院
Department of Education Policy and Leadership
教育政策與領導學系


行政管理榮譽理學士
學生分享
江浩瑤同學（Joey）
香港教育大學幼兒教育高級文憑畢業生

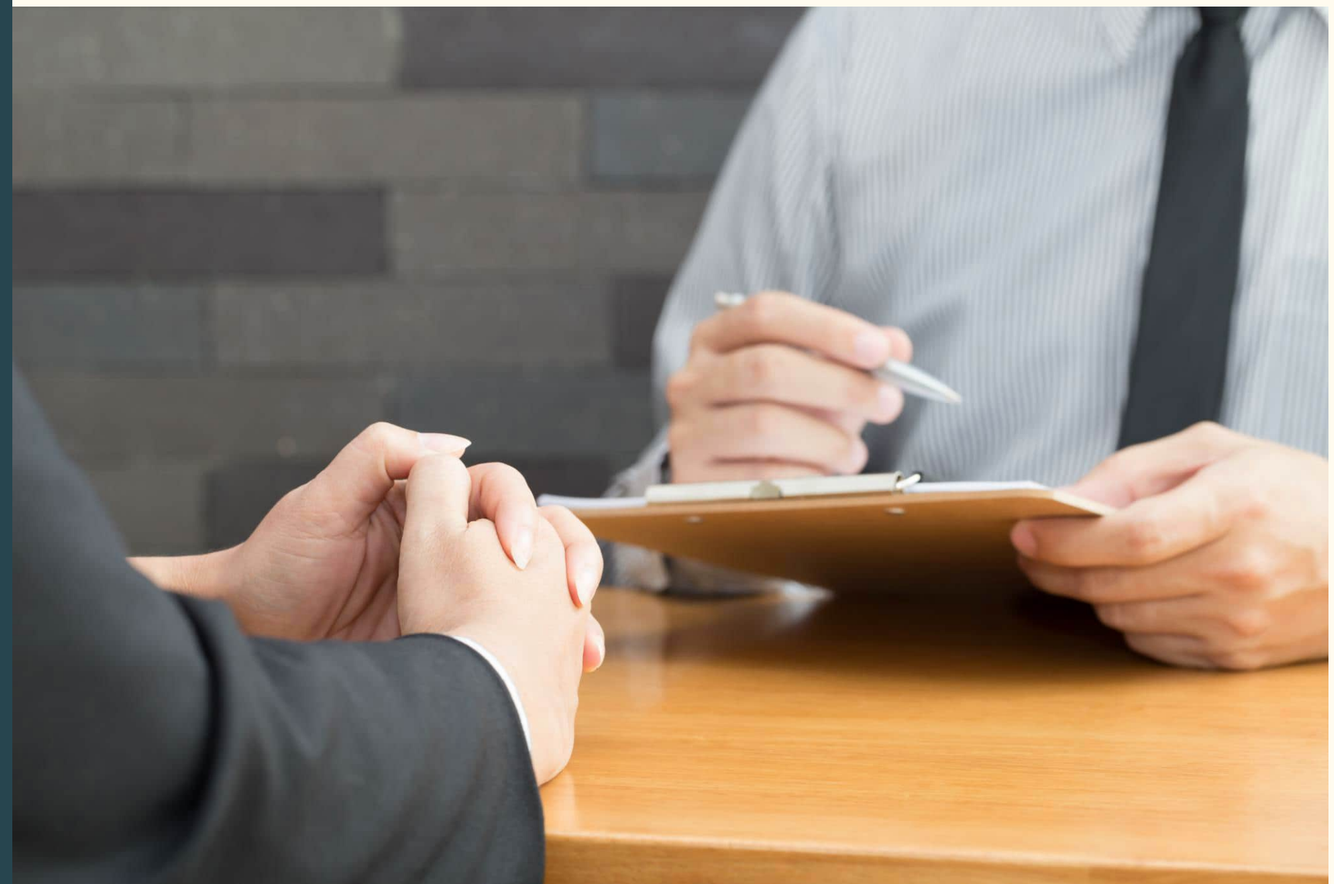


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CHAPTER

03

Tips for Interview





Interview Flow

Step 1: Self Introduction (approx: 1 min)

Self Introduction

- Positive lasting impression
- Be relevant
- Be natural
- Be original
- Be considerate

Appearance

- Be Punctual
- Dress Smart
- Be well-groomed
- Smile
- Relax

Step 2: Case Studies In groups (approx: 10 mins)

Problem Solving Skills

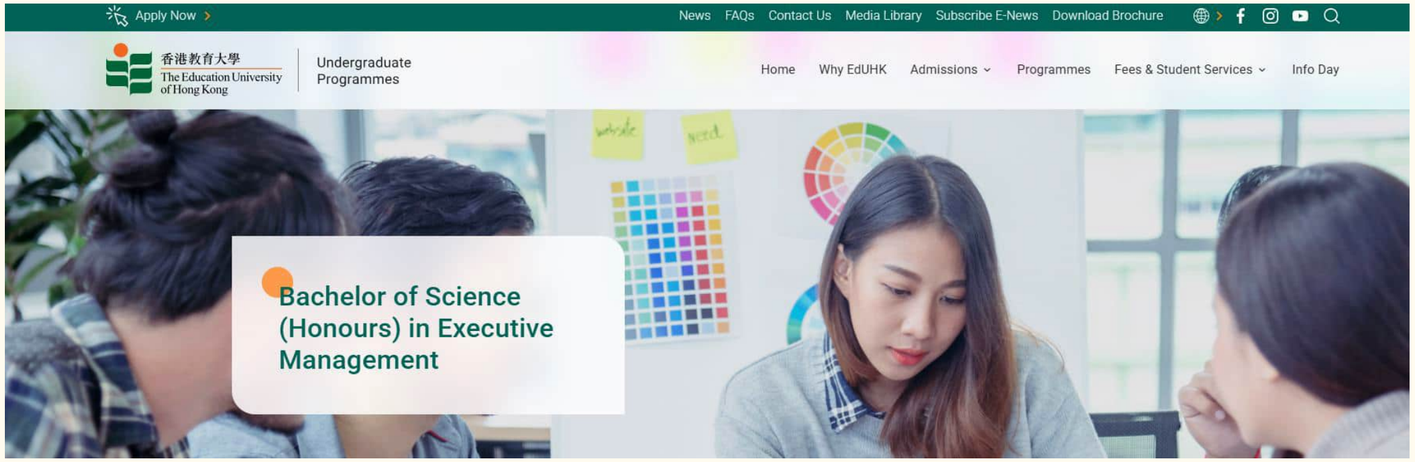


Cooperation



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Apply Website



Keep in Contact

https://bscem.eduhk.hk/

bscem@eduhk.hk

(852) 2948 6576



Our Departmental Association



@EDUHK_CELESTIAL

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CONNECT WITH US!

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