

英國格林多大學

工商管理碩士(中文/英文修讀) 新生報名須知

Master of Business Administration (Assessed in Chinese / English)

(Reg. No.: 252769)

APPLICATION INFORMATION FOR NEW APPLICANTS

一. 申請辦法

1. 填寫申請表格前，請先參閱課程章程。
2. 請在截止申請日期前，準備以下的文件寄或送交秘書處(請參考第五項的地址):
 - 已填妥的入學申請表
 - 學歷證明副本(如學歷證明為中文版本，請自行翻譯為英文，並到民政事務署作宣誓。有關宣誓事宜，請向民政事務署查詢)
 - 工作證明，需列明職位、年期、與管理相關的職責(沒有學士學位申請者適用)
 - 個人履歷
 - 英語水平證明副本(英文考核適用)
 - 身份證副本
 - 1張證件相
 - 報名費HK\$250元(不設退還)，以「香港管理專業協會」抬頭的劃線支票(請在支票背面寫上申請人全名及身份證號碼)

二. 入學程序

1. 入學申請由大學個別評核，錄取與否由大學決定。
2. 申請結果將以電郵通知。
3. 第一期的課程費用須於取錄通知書發出後七日內繳交。有關繳費詳情，秘書處將專函或電郵通知。

三. 學費

- 整個工商管理碩士學費共計HK\$105,500，詳情如下：
- 第一階段(6門面授課)學費為HK\$90,000，學費分3期繳付，每期HK\$30,000元。
 - 第二階段(論文)學費為HK\$15,500，在完成第一部份後一次過繳交。
 - 申請入學必須繳交報名費為HK\$250元。
 - * 上述費用包括講義和論文指導費用；不包括參考書、到英國參加畢業禮的交通、住宿費用、參加畢業禮的個人消費開支及其他雜費。

五. MGMA 秘書處

香港管理專業協會
香港黃竹坑業興街十一號
南匯廣場B座十六樓
電話 : 2774 8563(黃小姐) / 2774 8541 (黃小姐)
傳真 : 2365 1000
電郵 : gumba@hkma.org.hk
網址 : www.hkma.org.hk/gu/mba

四. 日期

開課日期：2020年1月 截止日期：2019年12月6日(星期五)

A. Application Procedures

1. Please read the brochure carefully before filling the Application Form.
2. Please make sure you include the following documents in your submission to the address stated in (E) before the application deadline:
 - Completed and signed application form
 - copy of academic qualifications (If the transcript and certificate is in Chinese, please translate it into English and make an oath at the Home Affairs Enquiry Centre. For details, please contact the Home Affairs Department)
 - copy of reference letter with position, duration and job duties related to management (for applicants without Bachelor's Degree)
 - Curriculum Vitae (CV)
 - copy of English language qualifications (for assessed in English only)
 - copy of HKID Card
 - 1 passport photo
 - A crossed cheque for HK\$250 (non-refundable application fee) made payable to "The Hong Kong Management Association" (with applicant's name and HKID number at the back)

B. Admission Results

1. Admission decisions will be made at the discretion of the University.
2. Candidates will be notified of their application results by email.
3. The 1st instalment of tuition fee is due 7 days after the issue of the matriculation letter. Details will be notified by the Secretariat.

C. Tuition Fee

- The whole MBA Programme is HK\$105,500:
- Part One (6 taught modules) is HK\$90,000 payable in 3 instalments, HK\$30,000 each.
 - Part Two (Dissertation) is HK\$15,500 payable after the completion of Part one.
 - * The tuition fee covers notes and dissertation supervision fee; but not reference books, transportation, accommodation, personal expenses and miscellaneous costs spend on attending the University graduation ceremony in UK.

D. Dates

Course Commencement : January 2020
Deadline for Application : Friday, 6 December 2019

E. MGMA Secretariat

The Hong Kong Management Association
16/F Tower B Southmark
11 Yip Hing Street
Wong Chuk Hang, Hong Kong
Tel : 2774 8563 (Ms Celeste Wong) /
2774 8541 (Ms Rosalind Wong)
Fax : 2365 1000
Email : gumba@hkma.org.hk
Website : www.hkma.org.hk/gu/mba

英國格林多大學 Glyndŵr University

時間表 Time Table

課程分為兩個階段。第一階段佔120學分，共6科。上課時間如下：

The programme comprises two Parts. Part One contributes 120 credits, in a total of 6 taught modules.

第一階段 Part One

日期	上課時間
星期六(主要) Saturday (mainly)	2:00 pm - 8:00 pm
或 星期日 or Sunday	10:00 am - 5:00 pm

主要上課地點 VENUES

黃克競管理發展中心 香港中環紅棉路8號 東昌大廈14字樓	W Haking Management Development Centre 14/F Fairmont House, 8 Cotton Tree Drive Central, HONG KONG
香港管理專業協會管理發展中心 香港尖沙咀東麼地道75號 南洋中心第2座3樓	HKMA Management Development Centre 3/F, Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Tsui, KOWLOON
馬振玉慈善基金管理發展中心 香港灣仔告士打道66號 筆克大廈2號舖	CYMA Charity Fund Management Development Centre 2-4/F Pico Tower, 66 Gloucester Road, Wanchai, HONG KONG

備註：

- 上課日期主要為星期六；
- 每科之詳細時間表 (包括該科之上課日期、時間及上課地點) 將於每科開學前發給各學員；
- 部份科目或補課可能安排在其他平日晚上；
- 秘書處保留更改時間表及上課地點的權利，並會預早向同學就此作出正式通知；
- 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

Note :

- Most classes are scheduled for Saturday;
- A detailed timetable of each module will be sent to students prior to the start of that module;
- Some lectures may be scheduled for weekday evenings;
- The Secretariat reserves the right to alter the date and venue of the lectures. In such case, notice will be given to students in advance;
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

英國格林多大學 Glyndŵr University

工商管理碩士
Master of Business Administration (Reg. No.: 252769)

For Office Use Only	
Admission to:	
Application No.	

入學申請表 APPLICATION FOR ADMISSION

Check list

Please make sure you include the following documents in your submission:

遞交申請時，請核對是否已一併夾附下列文件：

- 已填妥的入學申請表 (包括簽名和日期) Completed application form (with signature and date)
- 學歷證明副本 Copies of academic qualifications
- 英語水平證明副本 (英文考核適用) Copies of English language qualification (For applicants of English assessment only)
- 工作證明 Reference letter
- 個人履歷 Curriculum Vitae (CV)
- 身份證副本 HKID copy
- 證件相 Passport photo
- 報名費 HK\$250 (不設退還) Non-refundable application fee HK\$250
以「香港管理專業協會」抬頭的劃線支票 A crossed cheque payable to "The Hong Kong Management Association"

請以英文填寫此申請表

Please fill in the application form in **English**

1. 申請考核語言 ASSESSMENT LANGUAGE WHICH YOU ARE APPLYING FOR (請選其一 Please tick one only)

- 中文考核 Assessed in Chinese (MGMAN-43095) 英文考核 Assessed in English (MGMA-43052)

2. 個人資料 PERSONAL DETAILS

稱謂 Title: 先生 Mr 女士 Mrs 小姐 Ms 男性 Male 女性 Female

姓名 Name: 姓 _____ 名 _____ (Surname) (Other Name) (中文 Chinese)

注意：請以身份證／身份證明文件上的名字為準。大學將根據以上填寫的名字頒發學歷文憑。

Note: Please insert full name as shown on HKID Card/identification document. The name registered on this form will be taken as final and be printed on the final award.

出生日期 Date of Birth: _____ 年 Y/ _____ 月 M/ _____ 日 D

出生地點 Country of Birth: _____ 香港身份證 HK Identity Card: _____

通訊地址 Correspondence Address (中文) (Chinese): _____
(英文) (English): _____

住址 Home Address: _____

辦公室地址 Office Address: _____

電話 (住所) Phone (Home) _____ (辦公室) (Office) _____ (手提) (Mobile) _____

電郵地址 Email Address _____

3. 教育背景 EDUCATION BACKGROUND

如所預留位置不夠填寫，可以附頁形式另行填報。

請呈交已完成的課程資料及學歷證明，包括證書和成績表。

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

Please submit copy of the certificate(s) and academic transcript(s) of the course(s) you have completed.

3.1 學歷 (由最近年份開始填寫)

ACADEMIC QUALIFICATIONS (in descending chronological order)

頒授機構 Awarding Institution	學歷 Title of Qualification	修讀期間 (由 至) Period of Study (from to)

3.2 專業資格 (由最近年份開始填寫)

PROFESSIONAL QUALIFICATIONS (in descending chronological order)

頒授機構 Awarding Institution	學歷 Title of Qualification	修讀期間 (由 至) Period of Study (from to)

4. 英語水平 ENGLISH LANGUAGE PROFICIENCY

若申請中文班，此項無須填寫。

Types of Qualification	Test Date	Test Score (Please attach a copy of your result certificate)
	(MM/YY)	
International English Language Testing System (IELTS)		
English Language of HKCEE		
Use of English of HKAL Examination		
English Language of HKDSE		

5. 工作經驗 WORK HISTORY (由目前職位開始填寫 in descending chronological order)

5.1 請列出過去相關的工作履歷：如所預留空位不夠填寫，可以附頁形式另行填報。

List all relevant work experience: If there is insufficient space, please give details on a separate sheet and attach it to this application form.

僱主姓名 Name of Employer	職位 Job Title	職責 Duties and Responsibilities	受僱日期 (由 至) Dates of Employment (from to) (mm/yy - mm/yy)

5.2 累積工作經驗年數 Total Years of Work Experience: _____

5.3 累積管理相關的工作經驗年數 (沒有學士學位申請者適用)

Total Years of Management - related Work Experience (For Applicants without Bachelor's Degree): _____

5.4 現任工作的辦公時間 (星期 / 時間) Office Hours in Current Job (Week/Time): _____

6. 報讀原因 PERSONAL STATEMENT

本課程要求申請人提交個人聲明以支持其報讀申請。請在以下空位填寫你選讀此課程的原因及畢業後你的事業和生活計劃，這部份必須以英文填寫。(如所預留空位不夠填寫，可以以附頁形式另行填報) This course requires applicants to submit a personal statement to support their applications.

In the space below, state why you wish to study the course and what are your career and life plans after graduation - Please complete in English. (You may attach a typed statement if you prefer.)

7. 其他 OTHERS

7.1 修讀此課程是 自費 公司贊助 提名人的姓名及職位
Sponsored by Self Company: _____% Name & Title of Sponsor: _____

提名人的聯絡電郵 / 地址
Sponsor's email/address: _____

7.2 從哪裡最先知道此課程：

Where did you learn about this programme first?

HKMA 電子郵件 郵寄章程 報章 / 雜誌廣告 (請註明):
HKMA email Mail Newspaper/Magazine (please specify): _____

其他網址電郵 (請註明): 網頁廣告 (請註明):
Email promotion from other websites (please specify): _____ Online Advertisement (please specify): _____

搜尋引擎 (請註明): 社交媒體 (請註明):
Search Engine (please specify): _____ Social Media (please specify): _____

HKMA 網頁 (從哪裡最先知道此課程):
HKMA Website (Where did you find this information): _____

地鐵站陳列 (請註明): 展覽陳列 求職廣場職業及教育博覽 (EJEX) 其他 (請註明):
MTR Station (please specify): _____ Exhibition Jobmarket Career & Education (EJEX) Others (please specify): _____

7.3 有沒有參加課程介紹講座? 有 沒有
Have you attended the Information Session? Yes No

7.4 是否管協會員? 是 否
Are you HKMA Member? Yes No

7.5 選擇此課程的原因是?

Why do you choose this course?

推薦 地點 課程 價錢 其他
Recommendation Location Course Price Others _____

8. 聲明 Declaration

請簽署以下聲明 Please sign and return the following declaration.

本人明白並同意：

1. 遵守格林多大學的入學、註冊及修讀規則。
2. 在本申請表內提供的資料有任何變更，本人需立即通知秘書處。
3. 所有隨報名表附上的證明文件均屬格林多大學及香港管理專業協會所有。
4. 以後是否可以繼續在大學註冊修讀，將取決於本人的學習表現和成績是否達到大學的要求。
5. 格林多大學可向本人過去就讀的學校核實有關資料。
6. 本人需自行負責繳交課程的全部學費。

I agree and understand:

1. to abide by rules of Glyndŵr University on admission, enrolment and progression.
2. to immediately inform the Secretariat of any changes to the information I have provided in the given application.
3. that all documents submitted with this application become the property of Glyndŵr University and the Hong Kong Management Association.
4. that continued enrolment at the University is subject to satisfactory progression in my studies.
5. that the University may obtain official records from any institution I have previously attended.
6. that I am fully responsible for my educational expenses while I am enrolled at Glyndŵr University.

本人鄭重聲明表格上所有填報的資料和夾附的所有文件均為正確無訛及本人親筆簽署。

I declare that the information I have given in this application and supporting documents is true and correct and I have personally signed this form.

請在空格加上「✓」號以表示本人同意。
Please tick the box to indicate your consent.

請在空格加上「✓」號以表示本人不同意。
Please tick the box to indicate your objection.

簽署 Signature _____ 日期 Date _____

個人資料收集聲明 Personal Data Collection Statement

1. 本會收集及保存個人資料的目的及用途為處理課程報名的申請、安排入讀事宜、學生及本會會員事務、課程研究及統計事宜。
The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. 此報名表內所提供的個人資料將供本會職員向申請人進行直接促銷活動，包括優惠、培訓及教育課程、獎項及比賽、會員、舊生會、推廣及其他服務及活動。
The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. 申請人如欲查閱及 / 或更改個人資料，請向本會提交書面申請。
Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

如不欲接收此聲明第二項所述之本會資訊，請於空格內填上 ✓ 號，或隨時向本會提交書面申請。If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

申請人聲明 Applicant's Declaration

1. 本人謹此聲明在此報名表格及附件中填報的資料，根據本人所知，均屬真實無訛，並授權香港管理專業協會向有關機構索取有關本人之考試及就讀資料（如需要）。
I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. 本人明白在此報名表格及附件中填報的資料將用於入學評估的過程，亦明白任何虛假陳述、遺漏或誤導性的資料可能令本人申請及就讀有關課程及被錄取的資格被取消。
I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. 本人已細閱、明白並同意「個人資料收集聲明」的內容。
I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

注意事項 Notes

1. 本人確知課堂上派發之講義僅供本人修習之用。
I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. 本人已明白列於報名表格中的所有「報名須知」。
I have understood all the "Notes for Application" listed in Application Form.

簽署 Signature _____ 日期 Date _____

Please note:

- Admission to the course is competitive. This application is not an enrolment form, nor does it guarantee admission.
- The University and the HKMA support the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

注意 PLEASE NOTE

資料不全的申請
將令手續延誤
An incomplete application
will delay processing