

# Bachelor of Arts (Hons) Business Studies

Reg.no.: 252020

## Application Form

### CHECKLIST

The following items (A – D) are all **COMPULSORY**. Before submitting your application, please put a “✓” to make sure all information is included. **INCOMPLETE** information will cause delays in processing for which neither The Hong Kong Management Association nor the University of Greenwich shall be responsible.

- A.  Completed Application Form. **Please ensure ALL Sections are completed.**  
 B.  Certificates and Transcripts of ALL completed qualifications listed in the form (1 photocopy).  
 C.  Documents relating to English Proficiency, if appropriate.  
 D.  1 passport sized photo.

Please note that all applications will be sent to the University of Greenwich for assessment and all admission decisions are made by the University.

### 1. Entry

- Year 2 Entry  Year 3 Entry  Year 3 Entry (Day time)

### 2. Intake (Please put a “✓” to indicate your selection.)

- April Intake  
 September Intake

Programme applied for: Bachelor of Arts (Hons) Business Studies with specialization in:

(Please select ONE specialization)

- Business Studies (BGBS-43032)  
 Digital Marketing (BGDM-83722)  
 E-Business (BGEB-43101)  
 Events Management (BGEM-83702)  
 Finance (BGBF-22705)  
 Human Resource Management (BGHRM-A2524)  
 Logistics (BGBL-92581)

### Are you a Student / Graduate of HKMA?

- No.  
 Yes. Programme:  ADMS(DMS)  ADBM (DBM)\*  ADSA  
 PD \_\_\_\_\_  
 Others: \_\_\_\_\_

\*Proof of English Proficiency is required. Part 6 must be completed with supporting document.

Affix Photo

**FOR OFFICE USE ONLY**

CATEGORY



**6. English Proficiency**

All applicants must either have completed Diploma studies or equivalent instruction in English, or have an IELTS overall band score of at least 6.0 or above. Have you completed a diploma programme(s) where the primary language of instruction was English?

Yes, please state the qualification and institution

Qualification: \_\_\_\_\_

Institution: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

No, have you undertaken English Language Test

No.

Yes. (Please enclose a copy of your result)

English Test Name	Dates of Test Taken	Result (if known)
* <input type="checkbox"/> IELTS / <input type="checkbox"/> TOFEL / <input type="checkbox"/> GCSE / <input type="checkbox"/> Others _____		
* <input type="checkbox"/> HKCEE / <input type="checkbox"/> HKDSE / <input type="checkbox"/> HKALE		

\* Please put a "✓" where appropriate.

**7. Summary of Work Experience**

Please provide details of your work history starting with the most recent. Use separate sheets if required.

Period of Employment (Start with the most recent)	Position	Name of Organisation / Employer	Outline of your key activities
From  To			
From  To			
From  To			
From  To			
From  To			
From  To			

Total years of work experience: \_\_\_\_\_ years.

## 8. From where did you first learn about this programme?

- HKMA Email     Mail     Newspaper/Magazine (please specify): \_\_\_\_\_
- Email Promotion from Other Websites (please specify): \_\_\_\_\_     Online Advertisement (please specify): \_\_\_\_\_
- Search Engine (please specify): \_\_\_\_\_     Social Media (please specify): \_\_\_\_\_
- HKMA Website (Where did you find this information): \_\_\_\_\_
- MTR Stations:     Admiralty (PAM)     Causeway Bay (PCWB)     Central     Kwun Tong (PKT)  
 Kwai Fong (PKF)     Quarry Bay (QOB)     Taikoo (PTK)     Others (please specify): \_\_\_\_\_
- Exhibitor:     Jobmarket Career & Education (EJEX)     Others (please specify): \_\_\_\_\_

9. a. Will your company sponsor you?     Yes     No
- b. Do you think you will receive a sponsorship if admitted?     Yes     No     Likely
10. Have you attended the information seminar?     Yes     No

### Notes for Application

1. Acceptance is subject to the discretion of University of Greenwich.
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
4. University of Greenwich 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.

### Personal Data Collection Statement

1. 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. 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. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

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.

### Applicant's Declaration

1. 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. 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. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

### Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

<p>Applicant's Signature</p>	<p>Date</p>
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PLEASE SEND YOUR APPLICATION FORM TO:	ENQUIRIES
<p>The Local Greenwich BABS Secretariat The Hong Kong Management Association 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong <b>OR</b> In person at any HKMA Centre</p>	<p>Tel: 2774 8513 / 2774 8523 Fax: 2365 1000 Website: <a href="http://www.hkma.org.hk/greenwich/bgbs">www.hkma.org.hk/greenwich/bgbs</a> Email: <a href="mailto:degree.greenwich@hkma.org.hk">degree.greenwich@hkma.org.hk</a></p>

All application forms and accompanying documents (if any) submitted will be destroyed in case the application is unsuccessful or the programme is cancelled.

The HKMA supports 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 make alterations in relation to its lecturers, contents, dates, time and venue without prior notice.