

# BA(HONS)

## APPLICATION FORM

### CHECKLIST

The following Items A-E are all COMPULSORY. Before you submit your application form, please ✓ to double-check and make sure all information are included, as **incomplete information will cause delays in processing for which neither HKMA nor Huddersfield shall be responsible.**

- A.  Completed forms (1 original copy and 1 photocopy)
- B.  Certificates and Transcripts of ALL completed qualifications listed in the form (2 photocopies)
- C.  Documents relating to English Proficiency, if appropriate
- D.  Passport size photos (2 copies)
- E.  Programme Brochure / List of subjects studied + Detailed subject outlines (for programmes studied at institutions other than HKMA) (2 photocopies)
- F.  Application fee waived for March 2020 Intake

Please note all applications will be sent to University of Huddersfield for assessment and all admission decisions are made by the Selection Committee at the University.

Commencing Term : March 2020

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

\_\_\_ No

\_\_\_ Yes, programme of study (please tick):

<input type="checkbox"/> ADMS	<input type="checkbox"/> ADBM	<input type="checkbox"/> PD _____	<input type="checkbox"/> Others _____
-------------------------------	-------------------------------	-----------------------------------	---------------------------------------

### 2. Programme applied for: Bachelor of Arts (Hons) (please tick)

<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> International Business
--	---

Affix  
Photo

FOR OFFICE USE ONLY

CATEGORY

### 3. Personal Details

HKID Card /  Passport No\*.: \_\_\_\_\_ (Optional, for verification of the applicant's identity)

Title:\*  Mr /  Mrs /  Ms Surname Name \_\_\_\_\_ First name (s) \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Home Address (if different): \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status:  Single  Married Sex:  Male  Female

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Nationality: \_\_\_\_\_  
                          dd           mm           yy

\* Please put a "✓" where appropriate

### 4. Present Employment Details

Company Name: \_\_\_\_\_ Company Telephone No.: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

**5. ACADEMIC QUALIFICATIONS (POST-SECONDARY LEVEL)**

Applicants should list all qualifications and subjects taken, whatever the result, in chronological order. If you are awaiting the result of any examination recently taken write **PENDING** in the result column.

Please attach transcript of all results if known. Where examinations are still to be taken, please list all modules with value and level of each. Continue on a separate sheet if necessary.

You must attach photocopies of the following documents

1. Certificate
2. Transcript
3. Course brochure (for non-HKMA programme)
4. Detailed subject outline (for non-HKMA programme)

Level, eg diploma, degree or professional qualifications (Start with Highest Qualification Achieved)	Name of Qualification	Subject	Date		Awarding Institute (e.g. HKMA)	Results (grades or bands) / pending
			Month	Year		

**6. PROFESSIONAL QUALIFICATIONS (Relevant certificates must be attached)**

Qualifications and Awarding Institution	Level Attained	Date Obtained (DD/MM/YY)

## 7. ENGLISH PROFICIENCY

All applicants must either have completed Diploma studies or equivalent instruction in English, or have a TOEFL score of at least 550, GCSE Grade C or an IELTS score of at least 6.0.

Have you completed a diploma 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 attach a copy of your result)

English Test Name	Dates Test Taken	Result (if known)
* <input type="checkbox"/> GCSE / <input type="checkbox"/> TOEFL / <input type="checkbox"/> IELTS		
* <input type="checkbox"/> HKCEE / <input type="checkbox"/> HKAL / <input type="checkbox"/> HKDSE		

\* Please put a "✓" where appropriate

## 8. SUMMARY OF WORK EXPERIENCE

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

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

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

**9. 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 (PQB)    Taikoo (PTK)    Others (please specify): \_\_\_\_\_
- Exhibitor:    Jobmarket Career & Education (EJEX)    Others (please specify): \_\_\_\_\_

**10. a. Will your company sponsor you?** Yes     No**b. Do you think you will receive a sponsorship if admitted?** Yes     No     Likely**11. Have you attended the information seminar?** Yes     No**12. Notes for Application**

- Acceptance is subject to the discretion of University of Huddersfield.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- 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.
- University of Huddersfield 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**

- 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.
- 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.
- 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**

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

Applicant's Signature

Date

**PLEASE SEND YOUR FORM TO:**By Post

The Local Huddersfield BA Secretariat  
The Hong Kong Management Association  
16/F Tower B Southmark  
11 Yip Hing Street  
Wong Chuk Hang  
HONG KONG

In person at any HKMA centre

**ENQUIRIES**

Tel: 2774 8585 / 2774 8527 / 2774 8500 / 2774 8501

Fax: 2365 1000

Website: [www.hkma.org.hk/hud](http://www.hkma.org.hk/hud)Email: [degree.huddersfield@hkma.org.hk](mailto:degree.huddersfield@hkma.org.hk)

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.