

# MASTER OF BUSINESS ADMINISTRATION

## APPLICATION FORM FOR APPLICANTS

Name: Mr/Ms \_\_\_\_\_  
(Surname) (Other Names) (Chinese Name)

HKID Card No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

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

Nature of Business (e.g. Banking), please specify: \_\_\_\_\_

Tel. No. (Office): \_\_\_\_\_ (Residence): \_\_\_\_\_ (Mobile): \_\_\_\_\_ Co. Fax No.: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_

Sponsored by:  Self  Company

Name & Title of Nominator (if applicable) \_\_\_\_\_

Nominator email / address: \_\_\_\_\_

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 Station (please specify): \_\_\_\_\_ Exhibition:  Jobmarket Career & Education (EJEX)  Others (please specify): \_\_\_\_\_

1. The University of South Australia 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.
2. The Association will send you various updates / information via e-mail.
3. 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.
4. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

### 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Important Information	
<p>This form is to be used by prospective students or current UniSA students who wish to apply for an admission to an Offshore program at UniSA.</p> <p>Before submitting this application, please ensure that you have attached all items required in the checklist under 'Student Declaration' (section 6)</p> <p>Australian citizens cannot enrol in offshore programs.</p> <p><b>DISCLAIMER:</b></p> <p>The University of South Australia reserves the right to cancel an intake for a Program if the minimal enrolment has not been met, as per the relevant International Program Agreement and Schedule.</p>	
Application closing date:	UniSA ID number:
	Partner ID number:
	Application Reference number:
<p>Student Photo 1 35x45mm</p>	<p>Student Photo 2 35x45mm</p>
<p>Please attach 2 passport photos 35x45mm in size of you. Your Photos should have your names printed on the reverse side and signed by staff from your local program administration office.</p>	

LODGING YOUR APPLICATION
<p>The completed application package should be returned to:</p> <p>UniSA MBA Local Secretariat The Hong Kong Management Association 16/F, Tower B, Southmark, 11 Yip Hing Street Wong Chuk Hang Hong Kong</p> <p>Phone: 2774 8501 / 2774 8596 Fax: 2365 1000</p>



## Application for Offshore Admission

Section 1: Personal details				
Full name exactly as it appears on your passport/identity card:				
Mr/Miss/Ms/Mrs:		Given name(s):		
Family name:				
Date of birth:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Home address				
Address line 1:				
Address line 2:				
Address line 3:				
City / Suburb:			State / Province:	
Country:			Postcode / Zip:	
Personal Email:				
Business/Organisation				
Address line 1:				
Address line 2:				
Address line 3:				
City / Suburb:			State / Province:	
Country:			Postcode / Zip:	
Business Email:				
Phone details				
Home phone:			Mailing address phone:	
Mobile:			Fax:	
Preferred contact:	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	<input type="checkbox"/> Fax
Application for Program				
Career	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Post-graduate			
Program Name				
Program Code				
Plan (Stream)	<input type="checkbox"/> Marketing <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Finance			



### Section 2: Education and qualifications

List all tertiary education/secondary education or post-secondary courses attempted including any in the current year, and attach Official Transcripts in English.

Name of Institution	Name of Award	Language of instruction	Number of years attended	Full time or Part time	Completed	Transcript attached

### Have you ever been precluded from future study at this university or any other institution

Yes

No

If yes, please give details:

Are you currently employed  Yes  No

If yes, please indicate the number of hours you are employed per week: \_\_\_\_\_

### Section 3: English language proficiency

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Is English your first language?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you studied at secondary or tertiary levels with English as the language of instruction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you currently enrolled in, or have you previously undertaken English Language Studies?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If yes to question 3, Please provide details in the space below and attach evidence of English Standard achieved**

Date of course:	Level:	Institution:
IELTS overall score (academic):		Paper-based TOEFL score:
Computer-based TOEFL score:		Test date:
Certificate of Proficiency in English (University of Cambridge ESOL examination) score:		Certificate of Proficiency in Advanced English (University of Cambridge ESOL examination) score:

**IELTS Test report, TOEFL Official Score Report or University of Cambridge ESOL examination must be attached to application where applicable**





## Section 6: Student Declaration

Please complete this checklist to ensure your application is complete. Incomplete applications will be returned unprocessed.

<input type="checkbox"/>	I have carefully read the Important Information
<input type="checkbox"/>	I have completed all relevant parts of the application form
	I have attached <ul style="list-style-type: none"> <li><input type="checkbox"/> a copy of my Passport or Personal Identification Papers</li> <li><input type="checkbox"/> copies of any degrees, diplomas, certificates or official transcripts in English</li> <li><input type="checkbox"/> a completed English Language Requirement form and supporting documentation as outlined in the form.</li> <li><input type="checkbox"/> Two passport sized photos</li> <li><input type="checkbox"/> A copy of my curriculum vitae</li> </ul>
<input type="checkbox"/>	<b>Referee Report</b> I have arranged / will arrange for two Referee Reports to be sent/mailed to the local program administration office.

### I AGREE TO BE RESPONSIBLE FOR:

- Ensuring that the courses I am enrolled in meet the requirements of the program. I undertake to check my enrolment and academic results on a regular basis through the *myUniSA* student portal.
- Withdrawing by the relevant census date for deletion of a course from my record.
- Reading the announcements on *myUniSA* student portal and my student email at least once a week, as the University's primary method of communication.
- Familiarising myself and abiding by the University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University as listed at [w3.unisa.edu.au/policies/manual/default.asp](http://w3.unisa.edu.au/policies/manual/default.asp)
- Meeting my financial obligations to the University in full and by the due date provided to me. I understand that I will not be permitted to enrol or graduate if I fail to do so.

### I AUTHORISE THE UNIVERSITY TO:

- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at [w3.unisa.edu.au/policies/policies/academic/A46.asp](http://w3.unisa.edu.au/policies/policies/academic/A46.asp)
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described at [w3.unisa.edu.au/itu/integrity/default.asp](http://w3.unisa.edu.au/itu/integrity/default.asp)

I hereby state that the information I have provided to the University is true and factual and I understand that the University will take appropriate action if part or all of the information provided is subsequently found to be incomplete, misleading or false.

Student Signature:	Date:
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## OFFICE USE ONLY

<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
<input type="checkbox"/> Conditional	<input type="checkbox"/> Provisional

Conditions:


Authorised by:	Processed by:
Date approved:	Date processed:

## CURRICULUM VITAE - SUMMARY

*It is important to complete ALL sections of this form for the appropriate assessment of your application.*

### PERSONAL DETAILS

Full Name:		Title:	
Preferred Name:			
Current Position Title:			
Company:			
Correspondence address:			
Email address:			

### EMPLOYMENT HISTORY

Current appointment

Year	Position	Location	Main Responsibilities

### PREVIOUS APPOINTMENTS

Year	Position	Location	Main Responsibilities

**Please give details of your experience in the following Management and Finance areas including the duration over which you have gained this experience.**

#### MANAGEMENT: STAFF SUPERVISION & PERFORMANCE MANAGEMENT

#### MANAGEMENT: STAFF MENTORING & PROFESSIONAL DEVELOPMENT

**FINANCIAL AWARENESS: BUDGETS, REPORTS & STATEMENTS****FINANCIAL AWARENESS: PRACTICAL DECISION MAKING****PROFESSIONAL DEVELOPMENT****Business Placements****Business Management****Staff Management & Development****Financial Knowledge Development**



To the Admissions Officer,

University of South Australia Master of Business Administration

Candidate's name: \_\_\_\_\_

I can confirm that the abovenamed candidate has had significant and relevant work experience in the last 2 years in an English speaking setting.

The candidate's use of English encompasses the following contexts and regularity:

(Please mention contexts such as English being the predominant workplace language, experience with dealing with clients in English, dealing with colleagues in other countries/ branches regularly in English, need to write, read and/or speak in English for business communication, etc. as is relevant. Please also mention regularity such as English being used constantly, often, sometimes, rarely or never)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of signatory: \_\_\_\_\_

Position title of signatory: \_\_\_\_\_

Name of Company/Organisation: \_\_\_\_\_

Please affix company CHOP

## English Language Requirement Form - MBA

### How can candidates meet UniSA's English Language Requirements?

To be successfully admitted to the MBA program, you must provide evidence of your English language proficiency. This can be done in one of three ways:

1. An IELTS English proficiency testing score taken in the last 2 years OR
2. A non-IELTS equivalent English test score taken in the last 2 years OR
3. A deemed equivalent recent English language experience

#### 1. IELTS score

The base entry requirement is an IELTS test score of 6.5 or higher, with sub-scores of at least 6.0 for both Reading and Writing.

#### 2. Non-IELTS equivalent English test scores

Test Score system	Minimum requirement (taken within last 2 years)
TOEFL PBT	577 with TWE of 4.5
TOEFL iBT	90 with no band less than 20
Cambridge CPE	45
Cambridge CAE	58
Pearson PTE	66 with no communicative score less than 60
CELUSA	AE5

#### 3. Equivalent English language experience

- Successful completion within the last two years of a tertiary qualification at diploma level or above and undertaken in English in Australia OR
- Successful completion of at least two years of tertiary study at diploma level or above and undertaken in English within the last four years in a country in which English is widely used, as determined by the University (Hong Kong is considered as such a country) OR
- At the University's discretion, significant and relevant work experience obtained in an English speaking setting may also be accepted in lieu of an English language test score obtained via one of the tests recognised by the University.

## What do you need to do?

Tick one of the following boxes, attach the required evidence, and forward to HKMA as soon as possible.

Tick applicable	English criterion to be used	Evidence required to be submitted
<input type="checkbox"/>	I hold a relevant IELTS, TOEFL, Cambridge, Pearson or CELUSA score	Official documentation that evidences this score in the last 2 years
<input type="checkbox"/>	In the past 4 years, I have undertaken studies at tertiary level (Diploma or higher) for at least 2 years in English. This was studied in Hong Kong, Australia, or another country where English is widely used.	If from a country where English is the official national language, an academic transcript evidencing at least 2 years of tertiary study. If from a country where English is not the official language, an academic transcript, and any documented evidence that clearly states that both teaching and assessment were conducted in English. This evidence can take the form of an official publication from the institution or registering authority, or can be a signed statement from an authorised officer of the institution.
<input type="checkbox"/>	In the past 2 years I have completed tertiary study of at least 1 year in Australia at Diploma level or above.	An academic transcript evidencing completion of tertiary qualification in Australia.
<input type="checkbox"/>	I have significant and relevant recent work experience obtained in an English speaking setting.	<p>This will require a statement by a senior company officer of your current or recent (in the last 2 years) employer confirming this. This statement can be done by either the officer signing the attached statement with company CHOP affixed, or by the same statement signed on company letterhead, with the company officer's official role clearly stated. Refer overleaf for further guidelines.</p> <p>If you have an English test score or have studied in English, but they have not been in the timeframe as outlined in the 3 options above, submit this evidence with your employer statement as it will enhance the evidence base.</p>

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_