

# DOCTOR OF BUSINESS ADMINISTRATION APPLICATION FOR ADMISSION

## CHECKLIST FOR APPLICATION

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

- A.  Completed Application Forms (1 Original and 1 Photocopy)
- B.  Certificates and Transcripts of Completed Qualifications (2 Sets of Photocopies)
- C.  2 Passport Sized Photos (1 Affixed and 1 Spare)
- D.  Area of Research Interest Outline (Around 1,000 Words)
- E.  A Detailed Curriculum Vitae (CV)
- F.  Documents Relating to English Proficiency (If Applicable)
- G.  A Copy of ID Document (e.g. HKID)
- H.  Non-Refundable Application Fee HK\$250 (Cheque Payable to The Hong Kong Management Association)
- I.  Signature and Date

Affix Photo  
(2 photos)  
Full name  
printed on back

The completed application package should be returned to:

**The Hong Kong Management Association**  
**16/F, Tower B, Southmark**  
**11 Yip Hing Street**  
**Wong Chuk Hang**  
**Hong Kong**

### 1. PERSONAL DETAILS

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

Date of Birth: \_\_\_\_\_ (DDMMYY) Birth Place: \_\_\_\_\_

HKID Card No.: \_\_\_\_\_

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

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

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

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

Tel. No. (Mobile): \_\_\_\_\_ (Residence): \_\_\_\_\_

(Office): \_\_\_\_\_ Co. Fax No.: \_\_\_\_\_

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

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

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

## 2. ACADEMIC QUALIFICATIONS

Please provide details of your academic qualifications.

Name of Institution and Location	Qualification Gained	Year of Graduation and Language of Instruction

### 3. DETAILS OF OTHER QUALIFICATIONS HELD

Please list membership of professional societies, articles or books published, papers presented etc.

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### 4. ENGLISH PROFICIENCY

An applicant for admission to the program who does not speak English as a first language must demonstrate that they meet the SBS Swiss Business School's English proficiency requirement:-

Have you completed a degree or diploma in the last 5 years where the primary language of instruction was English?

- Yes, please state the qualification and institution

Qualification \_\_\_\_\_

Institution \_\_\_\_\_

Duration \_\_\_\_\_ years

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

*\* Please provide certified evidence from the institution confirming the studies were conducted and examined solely in English.*

- No. Have you completed English tests in the last two years?

- Yes, please specify.

IELTS  iTOEFL  TOEFL  Other \_\_\_\_\_

Date of Test \_\_\_\_\_

*\* Please provide evidence of the test results with you application.*

- No. Have you undertaken at least two years professional work experience, carried out in the medium of English within the last two years?

Yes, please provide a letter from your most recent employer as evidence.



**6. 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): \_\_\_\_\_

**7. a. Will your company sponsor you?**

Yes     No

**b. Do you think you will receive a sponsorship if admitted?**

Yes     No     Likely

**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: \_\_\_\_\_

## AREA OF RESEARCH INTEREST OUTLINE

Please submit a typed outline of approximately 1,000 words which provides information on your area of research interest. The format is outlined below. Please attach your typed outline to this application.

The purpose of this request is to establish the extent to which your research interests fit within the business and management research concentrations of SBS Swiss Business School. We also wish to judge your ability to communicate your understanding of an initial research topic in a logical and coherent way.

### SECTION 1

Family Name

Given Names

### SECTION 2

What is the area of your research interest? For example, Cross-Cultural Mgt, People Mgt, Mgt Accounting, Strategic Mgt.

### SECTION 3

Your 1,000 word outline should address the following questions.

- What is the research area or topic?
- What are you interested in finding out (or what you want to discover)?
- What is the significance of the research and how do you believe it will contribute to the knowledge of the area?

## OFFICE USE ONLY *(please print clearly and tick where applicable)*

<b>Date of application</b>		<b>Doctor of Business Administration</b>
<b>Candidate Name</b>		
<b>Admission Criteria</b>		
<b>Education Criteria</b>		
	An MBA degree, or equivalent, from an approved university or equivalent	
	A Masters degree, from an approved university or equivalent	

<b>Experience Criteria</b>			
	Substantial (no less than five years) experience at executive/management level		
	Substantial (no less than five years) experience in a teaching /research position within an approved university or equivalent higher education institution		
<b>English Language Criteria</b>			
	Evidence of having completed their previous masters or honours degree in English		
	Evidence of having achieved an acceptable IELTS overall test score		
<b>Research Criteria</b>			
	Acceptable 1,000 word research interest outline		
<b>Assessor 1</b>	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
<b>Assessor 2</b>	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
	Rejected		
	Accepted		
	Accepted, conditional on:		