

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.

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 that the studies were conducted and examined solely in the English Language.

- No. Have you completed any of the following language tests in the last 2 years?

IELTS iTOEFL TOEFL Other _____ Date of Test _____

Evidence of the test results must be provided with your application.

- No. Have you undertaken at least two years professional work experience, carried out in the medium of English and undertaken within the last 2 years?

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

5. 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			

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)*

Date of application

Doctor of Business Administration

Candidate Name

Admission Criteria

Education Criteria

An MBA degree, or equivalent, from an approved university or equivalent

A Masters degree, from an approved university or equivalent

Experience Criteria			
	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		
English Language Criteria			
	Evidence of having completed their previous masters or honours degree in English		
	Evidence of having achieved an acceptable IELTS overall test score		
Research Criteria			
	Acceptable 1,000 word research interest outline		
Assessor 1	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
Assessor 2	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
	Rejected		
	Accepted		
	Accepted, conditional on:		