

SBS Swiss Business School

DOCTOR OF BUSINESS ADMINISTRATION INFORMATION SEMINAR

Free information seminar conducted by senior representatives from the SBS Swiss Business School will be organized to provide additional information for potential candidates interested in the DBA program.

Date	Time
Wednesday, 28 June 2017	7:00 pm - 8:00 pm

Date	Time
Tuesday, 8 August 2017	7:00 pm - 8:00 pm
Thursday, 10 August 2017	7:00 pm - 8:00 pm

Seminars will be held at:

HKMA Management Development Centre
3/F, Tower 2 South Seas Centre, 75 Mody Road,
Tsim Sha Tsui, KOWLOON

W Haking Management Development Centre
The Hong Kong Management Association
14/F Fairmont House, 8 Cotton Tree Drive, Central, HONG KONG



As seats are limited please kindly reserve your seat with our secretariat by one of the following methods:

- Telephone: 2774-8501
- Website: www.hkma.org.hk/sbs/dba
- Complete the below form and fax to 2365-1000

TO: The Local SBS DBA Secretariat

Fax: 2365-1000

I would like to make a seat reservation for the below information seminar:

- Wednesday, 28 June 2017 Tuesday, 8 August 2017
 Thursday, 10 August 2017

Name:(English)(Mr/Ms) _____ (Chinese) _____

Position: _____ Company Name: _____

Tel No: _____ Fax: _____

Email: _____



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?

- Mail Newspaper/Magazine (please specify):..... HKMA Email
- E mail Promotion from other Websites (please specify): Website Advertisement (please specify):.....
- HKMA Website (From where did you learn about, please specify):.....
- MTR Station Admiralty (PAM) Causeway Bay (PCWB) Central (PCTL) Kowloon Tong (PKLT) Kwun Tong (PKT)
- Kwai Fong (PKF) Quarry Bay (PQB) Tai Koo (PTK) Others (please specify):.....
- Exhibition Education & Careers Expo (EEX) 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

Declaration

1. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data 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.
2. I authorize the HKMA to obtain, and the relevant authority to release any information about my studies in institutions in Hong Kong and/or overseas.
3. I understand that, upon my registration in the programme, the data will become part of my student record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
4. I authorize the HKMA to use my data to carry out checks on my academic status, including but not limited to multiple admission applications and records of previous studies.
5. I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by HKMA and the laws of Hong Kong from time to time.

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- I consent.
- I do not consent.

Signature _____ Date _____

Please note:

- Admission to the course is competitive. This application is not an enrolment form, nor does it guarantee admission.
- The SBS Swiss Business School 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.
- The Association 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.

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:		