



UNIVERSITY OF WALES TRINITY SAINT DAVID

DOCTOR OF BUSINESS ADMINISTRATION

(Registration No.: 252717)

APPLICATION FOR ADMISSION

CHECKLIST

Please ✓ to make sure the below information are included, as **incomplete information will cause delays in processing for which neither HKMA nor UWTSD shall be responsible.**

Please submit two sets of the following documents:

- A. Completed and Signed Application Form
- B. Copy of Certificates and Transcripts of Completed Academic Qualifications
- C. Curriculum Vitae (CV)
- D. Employment Letter
- E. 2 Reference Letters in Support of Your Application
- F. Documents Relating to English Proficiency
- G. HKID Card Copy
- H. Non-Refundable Application Fee HK\$250
(Cheque Payable to "The Hong Kong Management Association")

The completed package should be returned by post to:

The Hong Kong Management Association
16/F, Tower B, Southmark
11 Yip Hing Street
Wong Chuk Hang
Hong Kong
(Attn: UWTSD)

1. PERSONAL DETAILS

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

Note: The name registered on this form will be taken as final and be printed on the final award.

Date of Birth: _____ (DD/MM/YY) Nationality: _____

HKID Card No.: _____

Position: _____

Company: _____

Address of Company: _____

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

Tel. No. (Mobile): _____ (Residence): _____

(Office): _____

Correspondence Address: _____

E-mail: _____

2. ACADEMIC QUALIFICATIONS

Please provide details of your academic qualifications starting with the most recent one.

Awarding Institution	Title of Qualification	Period of Study (from to)	Completed (Yes/No)

3. DETAILS OF OTHER QUALIFICATIONS HELD

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

4. ENGLISH PROFICIENCY

Applicants who do not speak English as a first language must demonstrate that they meet the University of Wales Trinity Saint David's English proficiency requirement:-

Have you completed a Master's degree 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 in the medium of English. E.g. transcript, letter of certification from institution etc.

No. Please fill in the following table and provide evidence of English proficiency in the form of a current IELTS certificate (or equivalent) with a minimum overall score of 6.5 (with a minimum score of 6.5 in reading and writing).

Name of test			
Listening score		Reading score	
Writing score		Speaking score	
Overall Score		Date of Test (MM/YY)	

5. SUMMARY OF WORK EXPERIENCE

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

Name of Employer	Job Title	Duties and Responsibilities	Period (MM/YY - MM/YY)

5.2 Total Number of Years of Work Experience: _____

5.3 Office Hours in Current Job (Week/Time): _____

6. RESEARCH DETAILS

Please indicate the proposed area of your final research (no more than 500 words). Use separate sheets if required.

7. REFERENCES

1st Referee

Full name:	
Position:	
Relationship to applicant:	
Email:	
Telephone:	
Address:	

2nd Referee

Full name:	
Position:	
Relationship to applicant:	
Email:	
Telephone:	
Address:	

8. PERSONAL STATEMENT

Please state why you wish to study this programme and your plans after graduation. Use separate sheets if required.

9. OTHERS

- 9.1 Sponsored by Self Company: _____%
 Name & Title of Sponsor (if applicable): _____
- 9.2 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 the website): _____
 MTR Station (please specify) _____
 Exhibition: Jobmarket Career & Education (EJEX) Others (please specify): _____
- 9.3 Have you attended the Information Session? Yes No
- 9.4 Are you a HKMA Member? Yes No

10. DECLARATION

Please sign and return the following declaration.

I agree and understand:

- to abide by rules of UWTSO on admission, enrolment and progression.
- to immediately inform the Secretariat of any changes to the information I have provided in the given application.
- that all documents submitted with this application become the property of UWTSO and the Hong Kong Management Association.
- that continued enrolment at the University is subject to satisfactory progression in my studies and discharge of financial obligations.
- that the UWTSO may obtain official records from any institution I had previously attended.
- that I am fully responsible for my educational expenses while I am enrolled at UWTSO.
- 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.
- 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).

11. 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 _____

- Admission to the course is competitive. This application is not an enrolment form, nor does it guarantee admission.
- The University 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.
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

PLEASE NOTE

Incomplete information
will delay processing

UWDBA-2019-1

HKMA USE ONLY (please print clearly and tick where applicable)

Date of Submission		Doctor of Business Administration
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Candidate Name	
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Admission Criteria

Education Criteria

	An upper second class honours Bachelor's degree, or equivalent, from an approved university or equivalent
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	A Master's degree from an approved university or equivalent
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Education Criteria

	Not less than three years recent and relevant experience at executive/management level
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English Language Criteria

	Evidence of having completed their previous Master's degree in English
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	Evidence of having achieved IELTS overall test score of 6.5 (with minimum score of 6.5 in reading and writing)
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Research Criteria

	Acceptable 500 words research interest outline
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Assessor	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
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	Rejected
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	Accepted
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	Accepted, conditional on:
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