

Application for **Doctor of Business Administration**

MS151A

1. PERSONAL DETAILS					2. DISABILITY OR SPECIAL NEEDS					
Title (Mr/Ms/Miss/Mrs other):										
Surname/Family Name: (BLOCK CAPITALS)					Name in Chinese					
First name (s):										
HKID Card / Passport No:										
Permanent HK Resident Yes No (if No, please see Notes to Non-local Applicants)										
Correspondence address:										
Telephone No: (including country/area code)										
Other Phone No:										
E-mail:										
Gender:		Date of Birth		Day		Month		Year		
Male (M)		<input type="checkbox"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
Female (F)		<input type="checkbox"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
3. FEE STATUS										
Country of birth:										
Nationality:										
Country of Domicile or area of Permanent residence:										
4. CRIMINAL CONVICTIONS:										
Do you have any criminal convictions?										
Yes No										
5. WORK EXPERIENCE										
Please provide details of your current and previous employment and working experience. List in reverse chronological order giving most recent first. You may, in addition to completing section, include a CV.										
Job Title		Name of Organisation			Full-time or Part-time		From Month Year		To Month Year	
6. ACADEMIC QUALIFICATION										
Please ensure that you submit a certified colour copy of your Masters degree certificate and transcript of subjects studied and grades obtained (for all years of study), translated into English where appropriate, to HKU SPACE Learning Centre for verification.										
Most Recent / Current Academic Qualifications										
Name of University/ College (including country)			Qualification obtained e.g. MSc, BCom, PG Diploma		Grade e.g. first, second, pass, distinction		Main Subject Area		Date of Award (or Expected Award Date)	
7. PROFESSIONAL QUALIFICATION										
Please give details of any professional qualifications held and specify whether obtained by examination, exemption from examination, or by other means. List in reverse chronological order giving most recent first.										
Name of Professional Body		Classification of Membership e.g. student, affiliate, fellow			Entry Route e.g. by examination, work experience, prior learning			Date of Admitted (or Expected Date)		

8. ENGLISH LANGUAGE TEST

If English is not your first language and your Masters degree was not studied in English, you must provide, in the form of an IELTS test, evidence of your English capability.

English Qualification (including Examining Body)	Result / Score	Date Taken

9. RESERACH IDEA

This research idea should be approximately 1,000 words in length.
You may attach the research idea in a separate document.

10. PERSONAL STATEMENT

The personal statement should be around 800 words.

You may attach the personal statement in a separate document.

11. PHYSICAL OR OTHER DISABILITY OR MEDICAL CONDITION

Including any which might necessitate special arrangements or facilities:

12. CONFIDENTIAL STATEMENT BY REFEREE:

Name of Referee 1:	Company:
Address:	
Telephone No. (including country/area code):	Email:
Relationship to you:	Position:
Name of Referee 2:	Company:
Address:	
Telephone No. (including country/area code):	Email:
Relationship to you:	Position:

13. Emergency Contact Person: In case of emergency, we may need to contact your family or friend. Please suggest.

Contact Person:	Tel No:
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Name:

Full Postal Address:

Photo Here

Please also complete this part

This form may be photocopied: please type or write in black ink within the frame. Typing is very much preferred.
Please affix official stamp, where appropriate, at the end of the statement.

HKU SPACE ALUMNI

All new enrolled students in the School will automatically become ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please check this box.

Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required Yes (Please also refer to Section 2) No

Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.
If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.
7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

General Notes to Applicants

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents.
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

COVID-19 Control Measures at HKU SPACE

To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

Signature

Date

HKU SPACE is a non-profit making University company limited by guarantee.