

BACHELOR OF SCIENCE HONOURS INFORMATION TECHNOLOGY AND BUSINESS INFORMATION SYSTEMS

(Registration No.: 251740)

Briefing Session

Briefing session, which will give details of the programme and respond to any queries raised by prospective applicants, will be held

on: Thursday, 9 August 2018

from: 7:00 pm - 8:00 pm

Venue: 1/F First Commercial Building
33-35 Leighton Road, Causeway Bay, HONG KONG
香港銅鑼灣禮頓道 33 至 35 號第一商業大廈 1 樓

Reservation Methods

1. Click on to www.hkma.org.hk/ncc and reserve a seat online or;
2. fax back the reply slip below on 2365 1000 or;
3. call our Customer Service Hotline on 2774 8500

Places are limited and on a first-come, first-served basis.

Fax: 2365 1000

BSc Hons Information Technology and Business Information Systems

- Reserve a seat for briefing session on 9 August 2018.
 Request for brochure

BIS-Brief-2018-3-FC

Mr/Ms: _____ HKID Card: _____

Company: _____

Position: _____ Mobile: _____

Company Telephone No.: _____ Company Fax No.: _____

Company Address: _____

**E-mail: _____

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.

Signature: _____ Date: _____

BACHELOR OF SCIENCE HONOURS INFORMATION TECHNOLOGY AND BUSINESS INFORMATION SYSTEMS

APPLICATION FORM FOR APPLICANTS

Please tick

- NCC Education Level 5 Diploma in Business Information Technology** (Reg. No.: 250127)
Fee: HK\$200 (non-refundable application fee BIT-02799-2018-2-NL)
- Final Part of BSc Hons Information Technology and Business Information System (BIS)**(Reg. No. 251740)
HK\$250 non-refundable application fee (BIS-02796-2018-2-NL)
(Please also fill in and submit the "Undergraduate Application Form" of Middlesex University.)

PHOTO

Name: Mr/Ms _____

(Surname) (Other Names) (Chinese Name)

HKID Card No.: _____ Date of Birth: _____

Position: _____

Company: _____

Address of Company: _____

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

Tel. No. (Office): _____ (Residence): _____ (Mobile): _____ Co. Fax No.: _____

Correspondence Address: _____

**E-mail: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Sponsored by: Self Company

Name & Title of Nominator (if applicable) _____

Nominator email / address: _____

HKMA ASSOCIATE MEMBERSHIP

Upon successful admission to the programme, you will be granted Associate Membership of the Association for a year for free (Value: HK\$490).

As a member of the Association, you can enjoy the opportunities to meet, influence and be associated with successful, experienced and professional executives and to develop important business contacts. You will also be regularly brought up-to-date on the Association's services and events through various communication channels.

For details, please visit <http://www.hkma.org.hk/membership>

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): _____

* The Middlesex University, NCC Education 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 will send you various updates / information via e-mail.

*** The Association reserves the right to cancel a programme and make alterations in relation to its lecturers, contents, dates, time and venue without prior notice.

**** It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

A. ACADEMIC ACHIEVEMENT (please attached 2 copies of educational qualifications & other supporting documents)		
1. Education Level	<input type="checkbox"/> Master or above	<input type="checkbox"/> Bachelor
	<input type="checkbox"/> Other Diploma	<input type="checkbox"/> Matriculation
	<input type="checkbox"/> Others (Please specify) _____	<input type="checkbox"/> HKMA Diploma
		<input type="checkbox"/> Secondary
2. Academic Qualification (please attached photocopy of certificate and transcript)		
Awarding Institution	Title of Qualification	Year Obtained
3. Professional Qualification (please attached photocopy)		
Awarding Institution	Title of Qualification	Year Obtained
B. WORK EXPERIENCE		
1. Total Years of Work Experience: _____		
2. Employment History for past 5 years (In chronological order)		
Company Name	Position	Dates of Employment
(use separate sheet if necessary)		

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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.

Applicant's Signature: _____ Date: _____

Middlesex University Application Form



OFFICE USE ONLY

Regional ID/Agency Code:

MISIS Student Number:

This form is to be used for Direct applications only
Full Time Undergraduate applications should be submitted through UCAS. PGCE applications must be submitted through the GTTR

Personal Details (As it appears on your passport/driver's licence or other official ID)

Family Name: _____ Previous Name: _____

First Name: _____ Date Of Birth: (DD/MM/YY) _____

Middle Name(s): _____ Gender: Male Female

Title: (Mr/Ms etc) _____

Permanent Address: _____ Correspondence Address: (If different from permanent)

Postcode: _____ Postcode: _____

Country: _____ Country: _____

Tel No: _____ Mobile: _____

Email: _____

Course(s) Applied For

Programme Title: _____

Level Of Study: Undergraduate Postgraduate

Entry Point: Year 1 Year 2 Year 3

Mode Of Study: Full Time Part Time Other: (Specify) _____

Intake Year: _____ Month: Jan Sept

Programme Title: _____

Level Of Study: Undergraduate Postgraduate

Entry Point: Year 1 Year 2 Year 3

Mode Of Study: Full Time Part Time Other: (Specify) _____

Intake Year: _____ Month: Jan Sept

Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

- | | | | |
|---------------------------------|----------------------------|----------------------------------|----------------------------|
| No Disability | <input type="checkbox"/> 0 | Learning Difficulty | <input type="checkbox"/> 1 |
| Blind/Serious Visual Impairment | <input type="checkbox"/> 2 | Deaf/Serious Hearing Impairment | <input type="checkbox"/> 3 |
| Wheelchair User/Mobility Issues | <input type="checkbox"/> 4 | Personal Care Support | <input type="checkbox"/> 5 |
| Mental Health Condition | <input type="checkbox"/> 6 | Unseen Disability: e.g. Diabetes | <input type="checkbox"/> 7 |
| Autistic Spectrum/Asperger's | <input type="checkbox"/> T | Other disability not listed here | <input type="checkbox"/> 9 |

Please detail other disability or additional support needs:

Residential Information/Visas

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country of permanent residence:

If UK, please give County/Borough: _____

Country of birth: _____

Nationality (as on passport): _____

If you are a non EEA/UK national please answer the following questions:

Passport number (include copy of photo page with ADP): _____

Have you ever lived outside the UK/EU? Yes No

If Yes, please indicate date of entry to the UK/EU: _____

Do you currently have a UK Visa? Yes No

If Yes, enter type, expiry date and Visa number: _____

Have you been granted indefinite leave to remain? If Yes, enter date: _____

Do you require a Tier 4 Visa to study in the UK? Yes No

Have you ever studied in the UK on a Student Visa? Yes No

If Yes, please give details:

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees? Self-Funded: Yes
Employer (please specify): _____
Other (please specify): _____

If you intend to apply for a Middlesex University Scholarship/Award, please specify:

Highest Qualification

If you previously studied at Middlesex, please enter Student ID:

Please enter your highest level of education, e.g. BSc/MSc: _____

If this award was taken in the UK enter institution name: _____

If taken elsewhere please enter name and country: _____

Academic Qualifications

If you are a non EEA national you must give ALL details of previous study undertaken in the UK.

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the Admissions Office, clearly stating the programme you are applying for.

Note: Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

Qualifications Pending				
Award Type & Subject	Award Date	Grade (Including Predicted)	Institution & Address	Dates From – To

Qualifications Achieved Including Professional Qualifications				
Award Type & Subject	Award Date	Grade Achieved	Institution & Address	Dates From – To

English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

If you require a Tier 4 Visa, please note that you must also be able to demonstrate English ability to the minimum level required by UKBA.

Qualification Name	Grade Achieved	Award Date

GMAT – Graduate Management Admission Test

Verbal	Quantitative	Analytical Writing	Total	Award Date

Employment And Work Experience (Most recent first)

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Number of years full time work experience* (at 1 September prior to start of programme)

*Please do not include part time work, internships or summer jobs.

Personal Statement

You are advised to complete this section as fully as possible and with particular care. In many cases this may be the only contact you have with the admissions tutors and your statement will be assessed as part of the admissions process.

As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Please attach a type written sheet or continue on a separate sheet if necessary.

Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (**however, see next paragraph**).

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes

If Yes, please state the date and reference number: _____

Do you have a relevant unspent criminal conviction?

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

References from friends and family members will not be accepted

First Referee

Second Referee

Full name: _____

Full name: _____

Occupation: _____

Occupation: _____

Relationship: _____

Relationship: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Email*: _____

Email*: _____

*Private email address not acceptable

Checklist

Before submitting this application form, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

- Copies of all academic documentation including transcripts, certificates, etc
- Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- Personal Statement
- References as applicable
- Photocopies of passport to include photograph and personal detail pages
- Resume/Curriculum Vitae if applicable
- Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- CD Portfolio for Art & Design programmes

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including any record of attendance.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed: _____ Date: _____

Marketing Monitoring

Please indicate how you heard about Middlesex University:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> British Council/Education UK | <input type="checkbox"/> Direct Mail From Middlesex | <input type="checkbox"/> Employer | <input type="checkbox"/> MBA Fair |
| <input type="checkbox"/> UCAS Website | <input type="checkbox"/> Middlesex Website | <input type="checkbox"/> Middlesex Student/Alumni | <input type="checkbox"/> AMBA |
| <input type="checkbox"/> Middlesex Regional Office | <input type="checkbox"/> Tube Station | <input type="checkbox"/> Prospects.ac.uk | <input type="checkbox"/> Social Networking Site |
| <input type="checkbox"/> Google | <input type="checkbox"/> Careers Adviser/Tutor | <input type="checkbox"/> Push | <input type="checkbox"/> Other: (please specify) |
| <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Whatuni | |

Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A–F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		