

# MSc Business Psychology

Reg. no.: 253035

## APPLICATION FORM

### CHECKLIST

The following item A – E are all **COMPULSORY**. Before submitting your application, please put a “✓” to double check and make sure all information is included. **INCOMPLETE** information will cause delays in processing for which neither The Hong Kong Management Association nor the University of Worcester shall be responsible.

- A.  Completed Application Form (1 original and 1 photocopy).
- B.  Certificates and Transcripts of ALL completed qualifications listed in the form (2 photocopies).
- C.  Documents relating to English Proficiency, if appropriate.
- D.  Curriculum Vitae (2 copies).
- E.  One passport sized photo.

Please note that all applications will be sent to the University of Worcester for assessment and all admission decisions are made by the University.

### 1. Intake

- March** (MSCBY-43112)
- September** (MSCBY-43112)

### 2. Personal Details

HKID Card /  Passport No.\*: \_\_\_\_\_ (Optional, for verification of the applicant's identity)

Title\*:  Mr /  Mrs /  Ms

Surname Name: \_\_\_\_\_ First name(s): \_\_\_\_\_ (Name to appear on certificate)

Correspondence Address: \_\_\_\_\_

Home Address (if different): \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status:  Single  Married Gender:  Male  Female

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality: \_\_\_\_\_  
DD MM YY

\* Please tick where appropriate.

### 3. Present Employment Details

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone No.: \_\_\_\_\_

Affix  
Photo

**FOR OFFICE USE ONLY**

CATEGORY

#### 4. Academic Qualifications

Please provide details of your academic qualifications. You must enclose photocopies of the following documents for the application:

- Certificates and
- Transcripts

Name of Institution and Location	Course Undertaken and Qualification Gained	Year of Graduation
Highest qualification achieved		
Others		

#### 5. Professional Qualifications

Please provide details of your professional qualifications. You must enclose photocopies of the professional qualification obtained, if applicable.

Professional Body (Full name)	Qualification/Membership Obtained	Date of Award

**6. ENGLISH PROFICIENCY**

All applicants must either have completed undergraduate studies or equivalent instruction in English, or have an IELTS overall band score of 6.5 with a minimum of 5.5 in each element (or equivalent).

Have you completed a degree or other post-graduate qualification(s) where the primary language of instruction was English?

Yes, please state the qualification and institution

Qualification \_\_\_\_\_

Institution \_\_\_\_\_

Year of Graduation \_\_\_\_\_

No, have you undertaken English language test?

No

Yes (Please attach a copy of your result)

English Test Name	Dates of Test Taken	Result (if known)
* <input type="checkbox"/> IELTS / <input type="checkbox"/> TOFEL / <input type="checkbox"/> GCSE / <input type="checkbox"/> Others _____		

\* Please put a "✓" where appropriate.

**7. SUMMARY OF WORK EXPERIENCE**

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

Period of Employment (Start with the most recent)	Position	Name of Organization/ Employer	Outline of your key activities
From  To			
From  To			
From  To			

Total years of work experience: \_\_\_\_\_ years.

**8. Sponsor by**  Self  Company \_\_\_\_\_% Name & Title of Sponsor: \_\_\_\_\_  
Sponsor's email/address \_\_\_\_\_

**9. Where did you learn about this programme first?**

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): \_\_\_\_\_

**10. Have you attended the information seminar?**  Yes  No

**11. Why do you choose this course?**

Recommendation  Location  Course  Price  Other \_\_\_\_\_

**Disability and Special Needs**

Please enter in the box the code from the list of statements below which is most appropriate to you.

- |  |   |
|--|---|
| 0. You do not have a disability nor are you aware of any additional support requirements in study or accommodation | 7. You have an unseen disability, e.g. diabetes, epilepsy, asthma |
| 2. You are blind/are partially sighted   | 8. Multiple disabilities  |
| 3. You are deaf/have a hearing impairment  | 10. You have Autistic Spectrum Disorder                           |
| 4. You are a wheelchair user/have mobility difficulties  | 11. You have a specific learning difficulty e.g. dyslexia         |
| 5. Personal care support   | 96. A disability not listed above                                 |
| 6. You have mental health difficulties   | 97. Information refused   |
|  | 98. Information not sought  |
|  | 99. Not known   |

Support required: \_\_\_\_\_

The university will use this information to look into appropriate arrangements to support your studies.

**Notes for Application**

1. Acceptance is subject to the discretion of University of Worcester.
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
4. University of Worcester 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.

**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. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.
- 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.

Please tick the box to indicate your consent.

Please tick the box to indicate your objection.

**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

PLEASE SEND YOUR APPLICATION FORM TO:	ENQUIRIES
The Local Worcester MSCBY Secretariat c/o The Hong Kong Management Association 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong <u>OR</u> In person at any HKMA Centre	Tel: 3958 4800 / 2774 8527 Fax: 2365 1000 Email: mscby.worcester@hkma.org.hk Website: www.hkma.org.hk/worcester/mscby

- 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 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.