



# University of Wales Trinity Saint David Doctor of Business Administration

(Registration No.: 252717)

## Application Information

### A. Application Information

1. Please read the brochure carefully before filling in the application form.
2. Please make sure you send **a set** of the following documents\* in your submission to the address stated in (I) **on or before 15 May 2020**:
  - Completed and signed application form
  - Copy of certificates and transcripts of completed academic qualifications
  - Curriculum vitae
  - Copy of employment letter
  - Copy of 2 reference letters in support of your application
  - Copy of documents relating to English language qualifications (Please refer to (H)).
  - Copy of HK Identity Card
  - Non-refundable application fee HK\$250 (A crossed cheque payable to "The Hong Kong Management Association")

\* Applicants will be asked to bring along the original copy of the above documents for verification during the induction seminar if they are admitted to the programme.

### B. Admission Results

1. Admission is at the discretion of the University.
2. Candidates will be notified of their application results by email two weeks before programme commencement.

### C. Tuition Fee<sup>#</sup>

HK\$310,000 (to be collected in 10 instalments)

1<sup>st</sup> - 7<sup>th</sup> instalment: HK\$38,500 each

8<sup>th</sup> instalment: HK\$30,000

9<sup>th</sup> - 10<sup>th</sup> instalment: HK\$5,250 each

### D. Important Dates

Deadline for Application: 15 May 2020

Programme Commencement Date: 6 June 2020

### E. Programme Timetables<sup>#</sup>

#### Part 1 : 6 taught modules

6 taught modules delivered sequentially over 3 semesters in 12 months. Classes for each module are scheduled over 2 weekends.

A typical module cycle:

Activity	Duration per module
<b>Lectures</b>	- 30 hours total - 4 - 5 full days - Across 2 weekends (Sat & Sun)
<b>Assignments</b>	- 3 - 4 weeks' time to complete
<b>Total duration</b>	<b>6 weeks</b>

#### Part 2 : Dissertation

Normally completed in 2 years.

## F. Venues<sup>#</sup>

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

Dr Kennedy Y H Wong Management Development Centre  
1-6/F First Commercial Building  
33-35 Leighton Road, Causeway Bay, Hong Kong

CYMA Charity Fund Management Development Centre  
Shop 2, G/F, Pico Tower,  
66 Gloucester Road, Wanchai, Hong Kong

## G. Application for Recognition of Prior Learning (RPL)

Advanced standing may be granted by the University for applicants holding a relevant postgraduate degree of Master/Doctoral of an approved university. Exemptions will be made on the basis of mapping previously obtained qualifications against the learning outcomes of the Part One modules. Given the importance of research for the doctorate, applicants are unlikely to be exempted from the research modules unless they have studied significant credits of research methods as part of their Master/Doctoral provision. The maximum number of credits that can be exempted is 120 credits in Part One. No exemptions from Part Two of the programme will be granted.

Applicants who wish to apply for RPL must complete the form at <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/aqh-appendices/pl/PL3D-RPCL-Application-Form-for-Collaborative-Partnership-Students-09-2019.docx> together with relevant supporting documents (e.g. transcript, detailed syllabus, assessment requirements and contact hours of the previously studied courses, etc.) and submit to the UWTSD DBA Local Secretariat at least one month before the commencement of the programme. Application for RPL submitted after the programme commencement will NOT be considered. The granting of RPL is at the sole discretion of the University.

Applicants are required to pay a non-refundable exemption processing fee of HK\$500 per module when submitting the application for RPL. The exemption fee is HK\$9,500 per module, which is payable upon successful application for exemption. Applicants will be notified of their results by email.

## H. English Language Requirements

- Completion of a recognised undergraduate or postgraduate qualification within the last 5 years, taught in the medium of English; or
- Completion of a recognised undergraduate or postgraduate qualification over 5 years ago, taught in the medium of English, with the provision of evidence that English is maintained in current professional practice; or
- An overall English language level equivalent to an IELTS score of 6.5 (or equivalent) with no lower than 6.5 in reading and writing, and with no lower than 5.5 in listening or speaking\*

\* Applicants who are required to take an IELTS test to satisfy the English requirements for and only for the programme during the application period are eligible for a one-off reimbursement of 50% of the test fee, on condition that the test results meet the requirements set by UWTSD. The amount of the reimbursement will be deducted from the 1st instalment of tuition fees for the programme. Please present the Secretariat with a receipt of the test charges as evidence.

## I. Enquiries

The Local UWTSD DBA Secretariat  
The Hong Kong Management Association  
16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong

Tel: 2774 8563 (Ms Celeste Wong)  
2774 8536 (Ms Charlotte Liu)  
Fax: 2365 1000

Email: [uwtsddbba@hkma.org.hk](mailto:uwtsddbba@hkma.org.hk)  
Website: [www.hkma.org.hk/uwdba](http://www.hkma.org.hk/uwdba)

<sup>#</sup> *The Secretariat reserves the right to cancel a programme and/or make alterations in relation to its fees, content, dates, time, venues and other particulars without prior notice.*



# 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 a set 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: Please use your full name as shown on your HKID Card/identification document, as 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. (For verification of the applicant's identity): \_\_\_\_\_

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

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

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

Nature of Business (e.g. Retail), 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/Company	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 UWTSD 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 UWTSD 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 UWTSD 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 UWTSD.
- 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



<b>HKMA USE ONLY</b> <i>(please print clearly and tick where applicable)</i>			
<b>Date of Submission</b>		<b>Doctor of Business Administration</b>	
<b>Candidate Name</b>			
<b>Admission Criteria</b>			
<b>Education Criteria</b>			
	An upper second class honours Bachelor's degree, or equivalent, from an approved university or equivalent		
	A Master's degree from an approved university or equivalent		
<b>Education Criteria</b>			
	Not less than three years recent and relevant experience at executive/management level		
<b>English Language Criteria</b>			
	Evidence of having completed their previous Master's degree in English		
	Evidence of having achieved IELTS overall test score of 6.5 (with minimum score of 6.5 in reading and writing)		
<b>Research Criteria</b>			
	Acceptable 500 words research interest outline		
<b>Assessor</b>	Recommend Provide any comments	Request more information Provide specific details	Reject Provide detailed reason
	Rejected		
	Accepted		
	Accepted, conditional on:		