

# MASTER OF BUSINESS ADMINISTRATION

## HONG KONG ENTRY

### 1. FREE INFORMATION SEMINAR FOR MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

Free information seminar conducted by senior representatives from the University of South Australia will be organized to provide additional information for potential candidates interested in the MBA program.

Date	Time
Wednesday, 10 July 2019	7:00 pm - 8:00 pm

Date	Time
Thursday, 11 July 2019	7:00 pm - 8:00 pm

Information Seminars will be held at:

W Haking Management Development Centre  
The Hong Kong Management Association  
14/F Fairmont House, 8 Cotton Tree Drive, Central, HONG KONG

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



**Wine and Cheese will be provided for Free**

Enquiries and Reservation: 2774 8596 (Ms Hannah Sit) Website: [www.hkma.org.hk/unisamba](http://www.hkma.org.hk/unisamba)

### 2. HOW TO APPLY

Candidates should send the following:

- i Completed Application Form
- ii Copies of Certificates and Transcripts of Completed Qualifications in English
- iii IELTS Test Report Form, TOEFL Official Score Report, University of Cambridge ESOL Examination (where applicable), or Evidence of English Language Proficiency
- iv A Detailed Curriculum Vitae
- v A copy of ID document (e.g. HKID)
- vi 2 Passport Sized Photos (Names printed on the reverse side)
- vii Non-Refundable Application Fee HK\$250 (Cheque Payable to The Hong Kong Management Association)

**Early Bird Discount  
\$2,000  
by 31 July 2019**

**BY Friday, 16 August 2019 return to HKMA with either one of the following ways:**

**Post to:**  
The Local UniSA MBA Secretariat  
c/o The Hong Kong Management Association  
16/F, Tower B, Southmark, 11 Yip Hing Street,  
Wong Chuk Hang, HONG KONG

**Submit to HKMA training centres.**

**For detailed address, please visit  
[www.hkma.org.hk/trainingcentre](http://www.hkma.org.hk/trainingcentre)**

\* Applicants will be asked to bring along original certificates and transcripts for verification at the Student Registration if they are admitted to the program.

### 3. PROGRAM FEES\*

The total fee HK\$148,800 is to be collected in 6 instalments over two years (HK\$24,800 per instalment) and is a composite fee including:

- Registration with the University of South Australia
- Commencement Seminar
- 12-subject Intensive Seminars
- Assessments
- Study Notes and Essential Textbooks (if any)
- Access to e-learning platform and e-library
- Local Administration Support

\* Students should note that all fees are subject to review and change by the University of South Australia.

### 4. IMPORTANT DATES FOR THE INTAKE

Deadline for Application                      Friday, 16 August 2019  
 Commencement Seminar Date              Thursday, 19 September 2019

### 5. PROGRAM STRUCTURE #

CORE SUBJECTS		
1. Strategic Thinking: Concepts and Tools	4. International Business	7. Strategic Marketing
2. Accounting for Decision Making	5. Entrepreneurship and Innovation	8. Ethics, Governance and Sustainability
3. Managerial Finance	6. Managing People and Organisations	9. Leadership for Growth
SPECIALIZATIONS		
MARKETING	HUMAN RESOURCE MANAGEMENT	FINANCE
10. Brand Management	10. Managing the Global Workforce	10. Investment Management
11. Marketing Information and Analysis	11. Managing Employee Performance and Rewards	11. International Finance
12. Strategic Research Project	12. Strategic Research Project	12. Strategic Research Project

# Please note courses on offer may subject to change by the University of South Australia.

### 6. TERM ONE TIMETABLE OF INTENSIVE SEMINARS, SEPTEMBER 2019 INTAKE\*

	MBA (Finance)	MBA (HRM)	MBA (Marketing)
Term 1			
20 - 22 September 2019	Managerial Finance	Managerial Finance	Managerial Finance
27 - 29 September 2019	Strategic Thinking: Concepts and Tools	Strategic Thinking: Concepts and Tools	Strategic Thinking: Concepts and Tools

\* The above dates are correct at the time of publication. The UniSA reserves the right to change the dates and courses without prior notification.

### 7. STUDY SCHEDULE

Week 1	Pre-Reading
Week 2	Intensive Seminar
Week 3	Intensive Seminar
Week 4	Intensive Seminar
Week 5 - 14	Study & Revision
Week 15	Exam / Assignment & Break

a. Each Intensive Seminar consists of a total of 15 contact hours and will be scheduled on weekends as follows:

Time:      Friday              7:00 pm - 10:00 pm  
               Saturday          2:00 pm - 7:00 pm  
               Sunday              9:00 am - 5:00 pm

b. Intensive Seminar will be held in Hong Kong.

\* HKMA reserves the right to change the dates and venue without prior notification.

### 8. ENQUIRIES

For detailed enquiries about the program and application procedures, please contact Ms Hannah Sit on 2774 8596.

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

# MASTER OF BUSINESS ADMINISTRATION

## APPLICATION FORM FOR APPLICANTS

Name: Mr/Ms \_\_\_\_\_  
(Surname) (Other Names) (Chinese Name)

HKID Card No. (For verification of the applicant's identity): \_\_\_\_\_ Date of Birth (YY/MM/DD): \_\_\_\_\_

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

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

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

Nature of Business (e.g. Retail), 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: \_\_\_\_\_

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

1. The University of South Australia 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.
2. The Association will send you various updates / information via e-mail.
3. 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.
4. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

### 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: \_\_\_\_\_

## Important Information

This form is to be used by prospective students or current UniSA students who wish to apply for an admission into the Master of Business Administration or the Graduate Certificate in Business Administration programs. Before submitting this application, please ensure that you have attached all items required in the checklist under 'Student Declaration' (section 5).

The University of South Australia reserves the right to cancel an intake for a Program if the minimal enrolment has not been met, as per the relevant Offshore Program Agreement and Schedule.

**Application closing date:**

## Section 1: Personal details

Full name exactly as it appears on your passport/identity card:

Mr/Miss/Ms/Mrs:

Given name(s):

Family name:

Date of birth:

Gender:  Male  Female

## Home address

Address line 1:

Address line 2:

Address line 3:

City / Suburb:

State / Province:

Country:

Postcode / Zip:

Personal Email:

## Business/Organisation

Address line 1:

Address line 2:

Address line 3:

City / Suburb:

State / Province:

Country:

Postcode / Zip:

Business Email:

## Phone details

Home phone:

Mobile:

## Application for Program

Program Name and Code

Master of Business Administration - OMMAA

Graduate Certificate in Business Administration - OCMAA

Plan (Stream)

Marketing

Human Resource Management

Finance

### Section 2: Education and qualifications

List all tertiary education/secondary education or post-secondary courses attempted including any in the current year, and attach Official Transcripts in English.

Name of Institution	Name of Award	Language of instruction	Number of years attended	Full time or Part time	Completed	Transcript attached

### Have you ever been precluded from future study at this university or any other institution

Yes

No

If yes, please attach further details to your application

### Section 3: English language proficiency

Is English your first language? If 'No', please fill out the 'English Language Requirement' form.

Yes

No

### Section 4: Work Experience summary

#### Managerial Work Experience:

I have at least 3 years full-time (or equivalent) managerial work experience

Yes

No

#### Supervision (must have at least one of the following):

I have been a Team Leader for at least 3 years

Yes

No

I have managed major projects for at least 3 years

Yes

No

In these roles I have been responsible for supervising the following number of staff:

1 -5

6 - 20

20+

#### Financial Management (must have both of the following):

As a manager, I have had exposure to financial management reports for at least 3 years

Yes

No

As a manager, I have been involved in budgeting and/or responsible for performance management against budgets for at least 3 years

Yes

No

#### Small Business Owners/Professionals

I have been a small business owner/manager for at least 3 years

Yes

No

I have been a professional (accountant/lawyer/medical practitioner etc.) for at least 3 years

Yes

No

#### Referees:

Please provide the contact details of two work-related referees. UniSA may contact your referees if required:

Name:

Position :

Contact Details :

Name:

Position :

Contact Details :

**Please note that you are also required to provide a Curriculum Vitae with this application that is to include details of the information you have provided in this section (4).**

## Section 5: Student Declaration

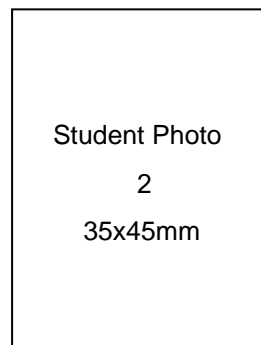
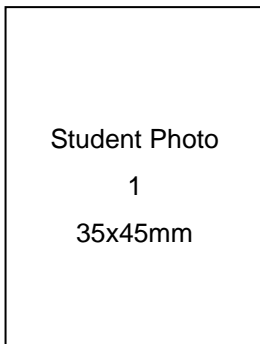
Please complete this checklist to ensure your application is complete. Incomplete applications will be returned unprocessed.

I have carefully read the Important Information

I have completed all relevant parts of the application form

I have attached:

- a copy of my Passport or Personal Identification Papers
- copies of any degrees, diplomas, certificates and official transcripts in English
- a completed English Language Requirement form and supporting documentation as outlined in the form.
- two passport sized photos with names printed on the reverse side and signed program administration staff.



a copy of my curriculum vitae

### I AGREE TO BE RESPONSIBLE FOR:

- Ensuring that the courses I am enrolled in meet the requirements of the program. I undertake to check my enrolment and academic results on a regular basis through the *myUniSA* student portal.
- Withdrawing by the relevant census date for deletion of a course from my record.
- Reading the announcements on *myUniSA* student portal and my student email at least once a week, as the University's primary method of communication.
- Familiarising myself and abiding by the University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University as listed at <https://i.unisa.edu.au/policies-and-procedures/codes>
- Meeting my financial obligations to the University in full and by the due date provided to me. I understand that I will not be permitted to enrol or graduate if I fail to do so.

### I AUTHORISE THE UNIVERSITY TO:

- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at <https://i.unisa.edu.au/siteassets/policies-and-procedures/docs/>
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described at <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies>

I hereby state that the information I have provided to the University is true and factual and I understand that the University will take appropriate action if part or all of the information provided is subsequently found to be incomplete, misleading or false.

Student Signature:

Date:

## LODGING YOUR APPLICATION

The completed application package should be returned to:

The Local UniSA MBA Secretariat  
The Hong Kong Management Association  
16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG  
Tel: 2774 8501 / 2774 8596 Fax: 2365 1000

### How can candidates meet UniSA's English Language Requirements?

To be successfully admitted to the MBA program, you must provide evidence of your English language proficiency. This can be done in one of three ways:

1. An IELTS English proficiency testing score taken in the last 2 years OR
2. A non-IELTS equivalent English test score taken in the last 2 years OR
3. A deemed equivalent recent English language experience

#### 1. IELTS score

The base entry requirement is an IELTS test score of 6.5 or higher, with sub-scores of at least 6.0 for both Reading and Writing.

#### 2. Non-IELTS equivalent English test scores

Test Score system	Minimum requirement (taken within last 2 years)
TOEFL PBT	577 with TWE of 4.5
TOEFL iBT	90 with no band less than 20
Cambridge CPE	45
Cambridge CAE	58
Pearson PTE	66 with no communicative score less than 60
CELUSA	AE5

#### 3. Equivalent English language experience

- Successful completion within the last two years of a tertiary qualification at diploma level or above and undertaken in English in Australia OR
- Successful completion of at least two years of tertiary study at diploma level or above and undertaken in English within the last four years in a country in which English is widely used, as determined by the University (Hong Kong is considered as such a country) OR
- At the University's discretion, significant and relevant work experience obtained in an English speaking setting may also be accepted in lieu of an English language test score obtained via one of the tests recognised by the University.

### What do you need to do?

Tick one of the following boxes, attach the required evidence, and forward to HKMA as soon as possible.

Tick applicable	English criterion to be used	Evidence required to be submitted
<input type="checkbox"/>	I hold a relevant IELTS, TOEFL, Cambridge, Pearson or CELUSA score	Official documentation that evidences this score in the last 2 years
<input type="checkbox"/>	In the past 4 years, I have undertaken studies at tertiary level (Diploma or higher) for at least 2 years in English. This was studied in Hong Kong, Australia, or another country where English is widely used.	If from a country where English is the official national language, an academic transcript evidencing at least 2 years of tertiary study. If from a country where English is not the official language, an academic transcript, and any documented evidence that clearly states that both teaching and assessment were conducted in English. This evidence can take the form of an official publication from the institution or registering authority, or can be a signed statement from an authorised officer of the institution.
<input type="checkbox"/>	In the past 2 years I have completed tertiary study of at least 1 year in Australia at Diploma level or above.	An academic transcript evidencing completion of tertiary qualification in Australia.
<input type="checkbox"/>	I have significant and relevant recent work experience obtained in an English speaking setting.	This will require a statement by a senior company officer of your current or recent (in the last 2 years) employer confirming this. This statement can be done by either the officer signing the attached statement with company CHOP affixed, or by the same statement signed on company letterhead, with the company officer's official role clearly stated. Refer overleaf for further guidelines.  If you have an English test score or have studied in English, but they have not been in the timeframe as outlined in the 3 options above, submit this evidence with your employer statement as it will enhance the evidence base.

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Business School

## English Language Requirement Form - MBA

To the Admissions Officer,

University of South Australia Master of Business Administration

Candidate's name: \_\_\_\_\_

I can confirm that the abovenamed candidate has had significant and relevant work experience in the last 2 years in an English speaking setting.

The candidate's use of English encompasses the following contexts and regularity (please tick as relevant):

The candidate is required to use English for communication:

Constantly       Often       Sometimes       Never

English is the predominant workplace language

The candidate has experience with dealing with clients in English

The candidate has experience with dealing with colleagues in other countries/branches regularly in English

The candidate is required to write, read and/or speak in English for business communication

Other information: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of signatory: \_\_\_\_\_

Position title of signatory: \_\_\_\_\_

Name of Company/Organisation: \_\_\_\_\_

Please affix company CHOP