

University of Wales Trinity Saint David

Master of Business Administration

Reg. No.:252735

Notes for Application

A. Application Procedures

1. Please read the brochure carefully before filling in the Application Form.
2. Please make sure you send **1 set** of the following documents in your submission to The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong BY or **BEFORE 14 October 2019(Monday)**.
 - completed and signed Application Form
 - copy of academic qualifications (certificates and transcripts)
 - copy of curriculum vitae (CV)
 - copy of work reference letter
 - copy of English language qualifications
 - copy of HK Identity Card

* Applicants will be asked to bring along the original documents for verification on the induction seminar if they are admitted to the programme.
3. Please submit a **non-refundable application fee HK\$250** together with the application package (A crossed cheque payable to "The Hong Kong Management Association", with applicant's name and HKID no. at the back).

B. Admission Results

1. Admission is at the discretion of the University.
2. Candidates will be notified of their application results by email.

C. Tuition Fee

	MBA
Part 1 (6 taught modules)	\$120,000 (\$40,000 x 3 instalments)
Part 2 (Business Research)	\$8,000 Payable after completion of Part 1
Total	\$128,000

* Students should note that all fees are subject to review and change by UWTSU.

Awarded by



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

D. Important Dates

Deadline of application: 7 October 2019

Programme commencement date: November 2019

E. Programme Timetable and Venues

Date	Time
Sunday	10:00am - 6:00pm

* Some lectures may be scheduled for Saturdays.

Venues:

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

W Haking Management Development Centre
14/F Fairmont House
8 Cotton Tree Drive
Central
Hong Kong

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

* Details of timetable (dates, time and venue of lecture) will be distributed to students before commencement of each module.

* The Secretariat reserves the right to change the timetable and venue.

F. Enquiries

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

Tel: 2774 8537 (Ms Stephanie Leung)

Fax: 2365 1000

Email: uwmba@hkma.org.hk / stephanieleung@hkma.org.hk

Website: www.hkma.org.hk/uwtsd

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

MASTER OF BUSINESS ADMINISTRATION (UWMBA-43079)

APPLICATION FORM

CHECKLIST

Please ✓ to make sure the information below are included, as **incomplete information will cause delays in processing for which neither HKMA nor UWTSD shall be responsible.**

- Please submit A. HK\$250 Application fee and **one set** of the following:
- B. Completed Application form
 - C. Certificates and Transcripts of Academic Qualifications (photocopies)
 - D. Curriculum Vitae (CV)
 - E. Work Reference Letter
 - F. Documents Relating to English Proficiency
 - G. HKID copy

The completed application package should be returned to:

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

1. PERSONAL DETAILS

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

Note: The name registered on this form has to be the same as shown on your HKID / identification document. It will be taken as final and be printed on the final award.

Date of Birth: _____ (DDMMYY) Nationality: _____

HKID Card No.: _____

Position: _____

Company: _____

Address of Company: _____

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

Tel. No. (Mobile): _____ (Residence): _____

(Office): _____ Co. Fax No.: _____

Correspondence Address: _____

E-mail: _____

2. ACADEMIC QUALIFICATIONS (in descending chronological order)

Please provide details of your academic qualifications.

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

An applicant for admission to the program who does not speak English as a first language must demonstrate that they meet the University of Wales Trinity Saint David proficiency requirement:-

Have you completed a 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 solely in the English Language.

No,
Have you completed any of the following language tests?

Types of Qualification	Test Date	Test Score
	(MM/YY)	(Please attach a copy of your result certificate)
International English Language Testing system (IELTS)		
Others, please specify		

Evidence of the test results must be provided with your application.

5. SUMMARY OF WORK EXPERIENCE

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

Name of Employer	Job Title	Duties and Responsibilities	Dates of Employment (from to) (mm/yy - mm/yy)

5.2 Total Years of Work Experience: _____

5.3 Office Hours in Current Job (Week/Time): _____

6. REFERENCES

1st Referee

Full name:	
Position:	
Email:	
Telephone:	
Address:	

2nd Referee

Full name:	
Position:	
Email:	
Telephone:	
Address:	

7. PERSONAL STATEMENT

Please state why you wish to study this programme and your plans after graduation. You may use separate sheets of required.

8. OTHERS

8.1 Sponsored by Self Company: _____% Name & Title of Sponsor: _____

Sponsor's email/address _____

8.2 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): _____ Exhibitor: Jobmarket Career & Education (EJEX) Others (please specify): _____

8.3 Have you attended the Information Session? Yes No

8.4 Are you HKMA Member? Yes No

8.5 Why do you choose this course?

Recommendation Location Course Price Other _____

9. 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 _____

Please note:

- 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.

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PLEASE NOTE

An incomplete application
will delay processing