



3. When do you intend to start your MBA or DBA programme?

Month	Year

4. Business Administration Programmes - Masters and Diploma

Please tick which programme you are applying for or indicate a choice by writing 1<sup>st</sup>, 2<sup>nd</sup> etc in the appropriate box.

<b>Master of Business Administration - Full Time</b>		
MBA - International Business	(12 months)	<input type="checkbox"/>
MBA - International Business (including DBA)	(24 months)	<input type="checkbox"/>
MBA - International Business (including Block 2 of DBA)	(21 months)	<input type="checkbox"/>
European MBA (Montpellier)	(12 months)	<input type="checkbox"/>
European MBA (FUNDESEM)	(12 months)	<input type="checkbox"/>
MBA - International Banking and Finance	(12 months)	<input type="checkbox"/>
MBA - European Banking and Finance	(12 months)	<input type="checkbox"/>
MBA - International Banking and Finance (including DBA)	(24 months)	<input type="checkbox"/>
MBA - International Banking and Finance (including Block 2 of DBA)	(21 months)	<input type="checkbox"/>
MBA - European Banking and Finance (including DBA)	(24 months)	<input type="checkbox"/>
MBA - European Banking and Finance (including Block 2 of DBA)	(21 months)	<input type="checkbox"/>
MBA - Strategy and Procurement Management	(12 months)	<input type="checkbox"/>
<b>DBA - Graduate Diploma in Business Administration – Full Time</b>		
	(9 months)	<input type="checkbox"/>
<b>Master of Business Administration - Part-time</b>		
MBA - Strategy and Procurement Management	(24 months)	<input type="checkbox"/>
MBA - Part-time Evenings	(24 – 48 months)	<input type="checkbox"/>
MBA - Executive Modular (UK)	(24 – 48 months)	<input type="checkbox"/>
MBA - Executive Modular (Singapore)	(24 – 48 months)	<input type="checkbox"/>
MBA - Executive Modular (Hong Kong)	(24 – 48 months)	<input type="checkbox"/>

5. For applicants whose first language is not English

Any one of the following tests is acceptable as proof of your ability in the English Language

	score if known		grade if known
IELTS (International English Language Testing Service)	<input type="checkbox"/>	GCE 'O' Level English	<input type="checkbox"/>
TOEFL (Test of English as a Foreign Language)	<input type="checkbox"/>	GCSE English	<input type="checkbox"/>
Warwick English Language Test	<input type="checkbox"/>	Cambridge Certificate Level 2	<input type="checkbox"/>
Davis Test of English	<input type="checkbox"/>	JMB/NEAB Test in English	<input type="checkbox"/>

Please indicate whether the test certificate is enclosed  or to follow

6. Academic Qualifications: Degrees and Diplomas

Please list courses taken and qualifications obtained since leaving school

University, College or Polytechnic	Dates of attendance (state if part-time)	Degree classification. GPA, grade or score	Title of qualification or brief description of course	Date of award or future award

If your degree or diploma was obtained from an institution outside the UK you must supply a transcript of the qualification. Please state whether enclosed  or to follow

7. **G.M.A.T.**                      **score if known**                       **date taken**

Please indicate whether the test certificate is enclosed  or to follow

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**8. Other professional qualifications or vocational courses**

Please give details of any other courses or examinations you have taken and which you think are relevant to your application.

Dates	Location	Nature of Course or Examination	Award or Mark if given

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**9. Employment History**

Please give full details of your career to date. It is particularly important to include information about your management responsibilities, eg size of budgets, number of staff supervised etc. Please state if part-time.

From	To	Employer	Nature of Employment

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**10. Finance**

Please indicate here how you will be financing your course

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**11. Details of other documents enclosed**

1. \_\_\_\_\_ 2. \_\_\_\_\_

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## The Birmingham Business School

### *Reference for Application to the MBA Programme*

Dear Sir/Madam

Please can you give us opinion of the candidate's suitability to undertake the course applied for, (see below for details).

We would be very grateful for any comments you have concerning his/her managerial ability and business experience as well as academic suitability and qualifications. Details of specific duties or skills acquired will also be helpful.

We cannot consider the application until we have received your reference, so please return as soon as possible to the University of Birmingham via:

**School of Professional Education and Executive Development (SPEED)  
Room QR802, 8/F Core R,  
The Hong Kong Polytechnic University  
Hung Hom Kowloon  
HONG KONG**

Tel: 852 3400 2828

Fax: 852 2363 0540

Email: speed@speed-polyu.edu.hk

### **MBA DEGREES AND DIPLOMA**

**MBA - Master of Business Administration**

International Business (12, 21 or 24 months)

**MBA - Master of Business Administration**

International Banking and Finance (12 or 24 months)

The above two courses are both full-time, are assessed by assignments and examinations and are specifically designed to meet the needs of personnel working in industries trading internationally.

#### **MBA - Executive**

A flexible programme taken with eight modules over 2 to 4 years either by evening study or by intensive one-week blocks. It is designed for practicing managers. This programme is also given in Singapore and Hong Kong and Mauritius.

#### **DBA – Graduate Diploma in Business Administration**

Full time (9 months)

This free-standing qualification may also be taken as the first year of the full MBA programme.

#### **MBA – Strategy and Procurement Management**

This programme is specifically designed for managers working in the area of procurement or supply chain management. Delivered over long weekends, it consists of eight modules which can be taken on either a full-time (1 year) or part-time (2 years) basis.

**CONFIDENTIAL**

**1. Name of Candidate**

Surname, principal or family name ..... Mr/Mrs/Ms/Miss

**First names** .....  
(In full)

Programme for which application is being made  
For example: MBA - European Business .....

**2. This Section to be Completed by Referee:**

Name of Referee ..... Position .....

Address ..... Institution .....

.....  
.....  
.....  
Capacity in which you provide this reference  
(Lecturer, employer, manager, head of department, etc)

Postcode ..... Telephone .....

**3. Please supply us with comments regarding the applicant's suitability to undertake this course:**

Date .....

Referee's signature .....  
(Where possible please authenticate with an institution stamp or letterhead.)

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