

# DBA Programme Admission

Attach a coloured,  
passport sized photo  
here

Completed form should be submitted to [hwdba@hkuspace.hku.hk](mailto:hwdba@hkuspace.hku.hk). Original or certified copies of transcripts must be posted to Doctoral Admissions, Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS, UK. All other supporting documents can be electronic.

## Personal Details

Family Name/Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Title (Mr/Mrs/Miss/Ms/Dr/Other) \_\_\_\_\_ Gender (please tick)    M    F

Date of Birth       /    /       Marital Status (please tick)    Married    Single    Other

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Country of Residence \_\_\_\_\_ Passport No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Home Tel No \_\_\_\_\_ Mobile/Cell No \_\_\_\_\_

Correspondence Address (if different from above) \_\_\_\_\_

Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Tel No \_\_\_\_\_ Mobile/Cell No \_\_\_\_\_

All applicants will initially be registered on the Postgraduate Certificate in Business Research Methods. This consists of the three Doctoral Business Research courses that make up the course stage of the DBA programme. Upon completion of the courses and submission of a viable research idea, you will be transferred to the DBA programme.

## Academic and Professional Qualifications

Please ensure that you submit a **certified** colour copy of your Masters degree certificate and transcript of subjects studied and grades obtained (for all years of study), translated into English where appropriate, to the address on the front of the form. Alternatively we can accept a copy of your transcript sent direct from the institution who awarded you the degree to ourselves, either by post or email.

### Most Recent/Current Academic Qualifications

Name of University/College (including country)	Qualification obtained e.g. MSc, BCom, PG Diploma	Grade e.g. first, second, pass, distinction	Main Subject Area	Date of Award (or Expected Award Date)

Length of Course (years): \_\_\_\_\_

Dates of Attendance: From     /     /     To     /     /      
DD / MM / YYYY DD / MM / YYYY

Mode of Study (tick as appropriate):

Full-Time

Part-Time

Distance Learning

### Other Academic Qualifications Completed

Please list any other relevant academic qualifications obtained from the age of 16 onwards.

Name of University/College/School (including country)	Qualification obtained e.g. degree, diploma, school level	Grade e.g. first, second, pass, distinction	Study Mode Full-time, Part-time or distance learning	Date of Award (or Expected Award Date)	Period of Study month/year to month/year

### Professional Qualifications

Please provide details of membership of any professional bodies or other qualifications.

Name of Professional Body	Classification of Membership e.g. student, affiliate, fellow	Entry Route e.g. by examination, work experience, prior learning	Date Admitted (or Expected Date)

## Employment Information

Please provide details of your current and previous employment and work experience. You may, **in addition to completing this section**, include a CV.

### Most Recent/Current Employment

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

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

\_\_\_\_\_

Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

Web Address \_\_\_\_\_

Position held \_\_\_\_\_

Full-Time

Part-Time

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Describe the nature of the work undertaken and your main areas of responsibility

\_\_\_\_\_

### Previous Employment

Name of Company	Dates of Employment mm/yy      mm/yy	Position Held	Full/Part-Time

## English language\*

An excellent command of the English language is required for entry to the programme. If English is not your first language and it is over two years since you studied in English for your Masters degree, you must provide further evidence in the form of an IELTS test or a letter from your employer confirming that English is the main language of communication at your place of work.

Is English your first language?

Yes

No

If no, what is your first language? \_\_\_\_\_

Was English the language of instruction for your previous qualifications?

Yes

No

If yes, please indicate in the boxes below how many years you have spent studying in English.

At School

At University

Other

Please indicate the year in which you last studied in English. \_\_\_\_\_

## English Language Tests

Please give details of English language qualifications you have undertaken within the last two years and attach certified copies of your certificates/test results.

Name of English language test \_\_\_\_\_

Date of test \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Mark/grade obtained

Name of English language test \_\_\_\_\_

Date of test \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Mark/grade obtained

\* If it becomes apparent that your English language skills are not of sufficient standard, at any point prior to entering the supervised stage of the programme, you may be required to sit an English language test and obtain the requisite results before progressing.

**If you are unsure if you have the necessary language skills for doctoral level study you are strongly advised to take an IELTS exam .**

## Equal Opportunities Monitoring

The University encourages applications from students from all cultural and ethnic backgrounds and as part of our Equal Opportunities Action Plan we are committed to finding out and understanding as much as possible about the ethnic make-up of our student body. This not only allows us to fulfil the requirements of the Race Relations (Amendment) Act 2000 but helps us to proactively address the individual needs of different ethnic or religious groups, and also promote good race relations across the whole institution. The information you provide here is crucial to this process. If however you do not wish to give this information please select “Do not wish to specify”.

Arab	Black African	White and Black African
Bangladeshi	Black/British Black Caribbean	Other Mixed Background
Chinese	Black Other	Other Ethnic Background
Indian	White	Do not wish to specify
Pakistani	White and Asian	Additional information can be detailed below if you wish:
Other Asian	White and Black Caribbean	

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## Disability/Medical Condition/Special Need

The University welcomes students with disabilities and will try to meet your needs. The information you provide on the application form will help us to do this. If you have a disability, special need or medical condition please select the most appropriate option from the list. If you do not have a disability, special needs or a medical condition please enter “No Disability”. If you do not wish to give information please select “Do not wish to specify”.

No Disability	Personal Care Support
Autistic Spectrum Disorder	Specific Learning Difficulty
Blind/Partially Sighted	Wheelchair/Mobility Difficulties
Deaf/Hearing Impairment	A Disability Not Listed
Dyslexia	Do not wish to specify
Mental Health Difficulties	Additional information can be detailed below if you wish:
Multiple Disabilities	

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## Confidential References

Two people who have knowledge of your academic and professional ability must provide references in **support** of your application to Edinburgh Business School.

- If you are currently a student or have recently completed your studies, one of your referees must be a lecturer or professor from your university.
- The other referee should preferably be the person you report to in your current company. If you do not wish to inform your current employer that you are applying for admission to Edinburgh Business School please submit references from your previous employers.
- If you did not attend university or you did so a long time ago, you may wish to seek a reference from someone else who can comment on your learning abilities, e.g. a supervisor or staff training officer.

References should be typed on the university/company's official letterhead and include the postal address, telephone number and email address of the referee. They must be signed, dated and be officially stamped where possible.

Please supply details of your chosen referees below:

Referee's Name _____
Address _____ _____
Country _____
Post/Zip Code _____
Telephone No _____
Fax No _____
Email _____
Web Address _____
Relationship to you _____

Referee's Name _____
Address _____ _____
Country _____
Post/Zip Code _____
Telephone No _____
Fax No _____
Email _____
Web Address _____
Relationship to you _____

## Marketing Information

How did you learn about the postgraduate opportunities at Heriot-Watt University?

Edinburgh Business School Website	Heriot-Watt University Website	Prospectus
Graduate Courses Website	Career Service/Educational Advisor	Careers Fair
Education Fair	British Council	Word of Mouth
Edinburgh Business School Alumni/Student	Company Recommendation	Advertisement
Other		
Please provide specific details for any of the above _____		

## Area of Research Interest

This is for indicative purposes only. Acceptance of a place on the programme does not confirm or imply that the stated area of research interest is viable. Additional courses and significant changes may be required before proceeding to the research stage.

## Privacy Notice

We could not exercise our responsibilities and fulfil our education, training and support obligations to you without collecting, holding and using your personal information. Our privacy notice explains what we do with your personal information and why.

I have read and understand Edinburgh Business School's [Privacy Notice](#) for Students. Please tick:\*

## Terms and Conditions

I have read and understand Edinburgh Business School's [Terms and Conditions](#) and agree to them. Please tick:\*

## Declaration

1. I am applying for admission to Edinburgh Business School and understand that the decision to offer me a place rests with the School whose decision is final.
2. I confirm that the information I have given is correct to the best of my knowledge and that I will update Edinburgh Business School with any changes in my personal or contact details.
3. I understand that as a student studying on a programme delivered by Edinburgh Business School, I am required to abide by the Policies and Procedures of Edinburgh Business School and Heriot-Watt University, and the Regulations of Heriot-Watt University, and to ensure that I am familiar with the information contained in the relevant Student Handbook.
4. I accept liability for payment of all fees and additional costs due to Edinburgh Business School or partner institutions in the absence of a payment by an awarding body or sponsor.
5. I understand that Edinburgh Business School may send important communications to my designated email account and recognise that it is my responsibility to check this account regularly.
6. I understand that only by disclosing a disability, medical condition, mental health condition or specific learning difficulty will Edinburgh Business School be able to consider any individual support requirements that I may have.

I have read and understand the declaration above.

Signature\* \_\_\_\_\_

Date \_\_\_\_\_

\* We are unable to process your Student Registration Form if you have not ticked this box.

**E-mail completed form to [hwdba@hkuspace.hku.hk](mailto:hwdba@hkuspace.hku.hk). Masters certificates and transcripts must be posted to: DBA Admissions, Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS**