

MGSM POSTGRADUATE AND MBA PROGRAMS HONG KONG
**APPLICATION FOR
ADMISSION**

Applications must be lodged by the closing date in accordance with the instructions on the back page of the form. Applications by fax or email will not be accepted.
All questions must be completed and incomplete applications will delay assessment.

PERSONAL DETAILS

01 Mr Mrs Miss Ms Dr Other

Family Name or Surname

First Given Name

Other Given Names

Preferred Given Name

Previous or Former Surnames

02 Date of Birth (dd/mm/yy) / /

Sex: Male Female

CONTACT ADDRESS DURING TERM

(Mailing address for all correspondence)

03 Address

Country

PERMANENT HOME RESIDENCE ADDRESS

This must not be a PO Box address. For Temporary residents and International students, this must be a non-Australian residential address.

04 Same as above

Address

Country

OTHER CONTACT DETAILS (MANDATORY)

05 Email

Mobile

Home Telephone ()

Work Telephone ()

Facsimile ()

06 Organisation

Position

Industry

07 Have you previously applied to or been enrolled as a student at Macquarie University?

Yes No

If yes, indicate year(s) of enrolment and student number (whether or not you proceeded with the programme).

Programme

Years Applied/Enrolled

Student Number

PROGRAM CHOICE

08 Please indicate which programme you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only)

Master of Business Administration (MBA)

MBA

Master of Management

General Management

Financial Management

International Management

Marketing Management

People and Performance

No specialisation

Postgraduate Diploma in Management

Please indicate area of interest for articulation:

Postgraduate Certificate in Management:

Please indicate area of interest for articulation:

09 Please indicate the intake and year for which you are applying:

Term 1 (January) Year

Term 3 (June) Year

10 If your application is unsuccessful, would you like to be considered for a place in an alternative program?

Yes No

NEXT OF KIN OR EMERGENCY CONTACT DETAILS

11 Full Name

Home Address

Country

Home Telephone ()

Work Telephone ()

Mobile

Relationship to applicant (please tick (✓) one option)

- Parent Spouse
 Partner Brother/Sister
 Son/Daughter Other Relative
 Other (please specify)

RESIDENTIAL STATUS

12 What is your official residential status? (please tick (✓) one option)

Hong Kong Citizen

HKID Card/Passport Number

Name in the order it appears on the HKID Card/Passport

(Please provide a copy of HKID card and bring the original document to the induction seminar for authorisation)

Australian Citizen (including Australian Citizen with dual citizenship – provide a copy of passport/Australian Citizenship Certificate and bring the original document to the induction seminar for authorisation).

If yes, are you an Australian Aboriginal or a Torres Strait Islander?

- No
 Yes, Australian Aboriginal
 Yes, Torres Strait Islander
 Yes, Australian Aboriginal & Torres Strait Islander

New Zealand citizen or a diplomatic representative of New Zealand, a member of the staff of such a representative, or the spouse or dependant relative of such a representative, excluding those with Australian citizenship.

(Note: Includes any such persons who have Permanent Residency status of Australia – provide a copy of passport and bring the original document to the induction seminar for authorisation)

Permanent Australian Resident (not Australian or New Zealand Citizen – provide a copy of all documentation and bring the original document to the induction seminar for authorisation)

If yes, are you the holder of an Australian Permanent Resident Humanitarian Visa?

- No
 Yes

Year residency was granted (dd/mm/yy)

Year of arrival in Australia (dd/mm/yy)

Citizen of country other than Australia or New Zealand or Hong Kong (provide a copy of all documentation and bring the original document to the induction seminar for authorisation)

Of which country are you a citizen?

13 Country of birth

Main language spoken at permanent residential address.

PLACE OF RESIDENCE

14 Please provide details of your residence (if different to the address details provided previously).

Home Address

Country

Telephone ()

ENGLISH LANGUAGE PROFICIENCY

- 15** Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English.

The required scores for English Academic Tests are:

- **IELTS Academic** (General tests not accepted) – Overall 6.5, with minimum scores of 6.0 in all components
- **TOEFL (Paper)** – Overall 570, with minimum scores of Listening 53, Writing 59, Reading 52 and Essay Writing 4.5
- **TOEFL (Internet)** – Overall 90, with Speaking 20, Listening 20, Structure/Writing 22, and Reading 20.

Have you completed a qualification where the primary language of instruction was English?

- Yes, state the qualification and institution:

- No, have you undertaken an English language test?

- Yes* No

English Test Name

Date Test Taken

Result (if known)

** Please attach a copy of your result and bring the original certificates to the induction seminar for authorisation.*

ORIGINAL SOURCE OF INFORMATION

- 16** Please indicate where you first heard about MGSM's programmes:

- Direct Mail TradeShow/Exhibition
 HKMA Email Search Engine
 Display at HKMA Centre Letter to your company
 Word of Mouth
 Newspaper/Magazine (please specify)

- MGSM Website HKMA Website

- Other Website (please specify)

Have you attended an Information Session?

- Yes No

Have you attended a Personal Consultation?

- Yes No

Did you apply to MGSM as a result of a referral?

- Yes No

If yes, was the referral one of the following:

- MGSM Current Student MGSM Alumni
 Colleague
 Other (please specify)

Referrer's Name

ACADEMIC QUALIFICATIONS

- 17** Please provide details of your academic qualifications.

NAME OF INSTITUTION AND LOCATION

COURSE UNDERTAKEN AND QUALIFICATION GAINED (INCLUDING CLASS OF HONOURS, WHERE RELEVANT)

YEAR OF GRADUATION

HIGHEST QUALIFICATION ACHIEVED

OTHERS

	NAME OF INSTITUTION AND LOCATION	COURSE UNDERTAKEN AND QUALIFICATION GAINED (INCLUDING CLASS OF HONOURS, WHERE RELEVANT)	YEAR OF GRADUATION
HIGHEST QUALIFICATION ACHIEVED			
OTHERS			

A copy of an academic transcript of results from each institution attended (including Macquarie Students who have undertaken studies elsewhere) must be submitted with this application. If the transcript is in a former name, evidence of change of name must be submitted. Documents not in English must be accompanied with certified translations. Please note that any original documents will not be returned. Please attached two full sets of photocopies of certificates and transcripts of education qualifications detailed above. All participants must bring the original documents of their education qualifications to the induction seminar for authorisation.

In addition to completing the above table, please attach your résumé/CV (maximum of 5 pages).

ADVANCED STANDING

18 Advanced Standing is only considered for CORE units of the MGSM programme for which you are applying. Are you seeking advanced standing or exemptions for previous tertiary studies or as a result of your membership with a professional association e.g. CPA?*

No

Yes Please download and complete the Application for Advanced Standing available at www.mgsm.edu.au/pgdownloads
New applicants must apply for advanced standing at the time of application.

SUMMARY OF WORK EXPERIENCE

19 Current position held:

Industry:

Please provide a clear outline of your employment/work history, ensuring that you provide details such as: the number of staff reporting to you; budgetary authorities; and reporting lines.

PERIOD OF EMPLOYMENT (START WITH MOST RECENT)	POSITION	NAME AND NATURE OF ORGANISATION	OUTLINE YOUR KEY ACTIVITIES (IN POINT FORM)
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

Total years of work experience

Total years of managerial/professional experience

In addition to completing the above table, please attach your résumé/CV (maximum of 5 pages).

20 Please indicate the number of years you have had experience in each of the following areas.

ACTIVITY	NUMBER OF YEARS	PLEASE GIVE A BRIEF EXAMPLE
Strategic decision making (e.g. own business, senior management, etc)		
Responsibility for managing or supervising staff (indicate number of staff managed/supervised)		
Controlling or being responsible for budgets		
Responsibility for overseeing a functional area (e.g. finance, marketing, etc)		
Responsibility for project design and implementation		
Preparing reports and submissions		
Responsibility for achieving results (e.g. sales targets, etc)		

SPONSORSHIP

21 Is your employer providing you with financial support?

- No
 Yes, please indicate level of financial support:
 Full-sponsorship (100%)
 Part-sponsorship

STATEMENT OF PERSONAL AIMS AND ACHIEVEMENTS (COMPULSORY)

- 22 Please ensure the statement of aims and achievements, including details of your career achievements to date and your professional ambitions, is completed and attached. This statement provides an opportunity to expand on the information already provided.

REFEREE REPORTS (COMPULSORY)

- 23 Applicants are required to obtain two referee reports to provide information about the applicant's work history. Referees should be chosen carefully on the basis of their direct knowledge of your potential managerial capability. Family members should only be used if they have a direct work connection. Referees are asked to return their reports to the applicant in an envelope, signed across the seal to ensure confidentiality before the deadline for application.

Please list the name and contact number for each referee below.

1 Referee Telephone ()

2 Referee Telephone ()

Please ensure referees are aware of the closing date for applications as your application CANNOT proceed without receipt of all referee reports. **Please note references will only be accepted on current MGSM referee forms. No other format is acceptable.**

PASSPORT PHOTOGRAPHS

- 24 Please attach a small envelope with two passport size photographs of yourself with your name on the back.

PRIVACY NOTIFICATION

I wish to be considered for enrolment in the specified programme at Macquarie Graduate School of Management (MGSM), as part of Macquarie University, and declare that the information submitted is correct and complete. The information provided on this form is "personal information" as defined by the Privacy and Personal Information Act 1998 (the "Act"). I understand that the collection of this information will be used for the purpose of assessing my application and for further correspondence. I consent to the intended recipients of the information being MGSM, Macquarie University staff and the Hong Kong Management Association (HKMA) staff, data service providers engaged by MGSM and HKMA and/or the University from time to time, the Employer Organisation and/or referees in circumstances when such disclosure is deemed necessary by MGSM and HKMA and/or the University to further the application, any other body which forms part of MGSM and HKMA and/or the University, to further the application, any other participating University to the Privacy Code and overseas partners and/or education partners who require the information for administrative purposes. I hereby consent to and authorise MGSM and HKMA and/or the University to obtain official records from any university or other tertiary institution previously attended by me. I understand that the provision of the information is voluntary but if this information is not provided, MGSM and HKMA and/or the University may be unable to process my application or to conduct further correspondence. I understand that MGSM and HKMA and/or the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information and that I have a right of access to and alteration of personal information concerning myself in accordance with the Act or Macquarie University's Code of Practice. The information is being collected by MGSM/Macquarie University and HKMA and will be held by MGSM/Macquarie University and HKMA.

Signature

Date / /

CHECKLIST

- All parts of the application form have been completed
- Ensure the following documents are included with your application:
 - Two sets of photocopies of all certificates of education qualifications including academic transcripts
 - Résumé/CV
 - Details of your nominated referees
 - Statement of personal aims and achievements
 - Two referee reports
 - Two passport size photographs
 - Application Fee of HKD250.00 in the form of a cheque made payable to the Hong Kong Management Association
- Ensure the following documents (where applicable) are included with your application:
 - Copies of documentation showing residential status or copies of visa or passport
 - Documentation showing change of name
 - Proof of proficiency in English
 - Advanced standing form and related information
- Ensure that referees are aware of the closing date for applications as your application **CANNOT** proceed without receipt of all referee reports
- Send the original application addressed to The Local MGSM Secretariat

Please ensure all questions are answered and all documentation is attached as incomplete applications will delay assessment.

Please note all documents submitted become the property of MGSM and will not be returned.

APPLICATION LODGEMENT

By mail to:

The Local MGSM Secretariat
c/o The Hong Kong Management Association
16/F
Tower B, Southmark
11 Yip Hing Street
Wong Chuk Hang
HONG KONG

In person at any HKMA centre.

Further Information

The Hong Kong Management Association
Telephone: +852 2774 8592/8500/8585
or 2774 8511 (ext. 309)
Facsimile: +852 2365 1000
Email: carolwong@hkma.org.hk/
dorising@hkma.org.hk
Web: www.hkma.org.hk/mgsm

**STATEMENT OF
PERSONAL AIMS AND
ACHIEVEMENTS**

APPLICANT DETAILS

Family Name or Surname

Given Names

Name of Postgraduate Programme Applied For

Please expand on your achievements to date and your professional ambitions.

APPLICANT DETAILS

Family Name or Surname

Given Names

Telephone ()

Email

REFeree DETAILS

Name of Referee

Position

Organisation

Address

Telephone ()

Email

How long have you known the applicant?

What is your work connection with the applicant?

For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

NOTE TO REFeree

The applicant mentioned has applied for admission to a program at Macquarie Graduate School of Management (MGSM) and has nominated you as a referee.

The purpose of this MGSM program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. However, far more applications are received than there are places available and it is necessary to select carefully those applicants to be admitted. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

PLEASE RETURN YOUR REPORT TO THE APPLICANT IN AN ENVELOPE, SIGNED ACROSS THE SEAL TO ENSURE CONFIDENTIALITY, BEFORE THE DEADLINE FOR APPLICATION.

Please rate the applicant on the following characteristics (tick (✓) appropriate box). Use what you consider to be general managerial ability as a base for comparison.

	VERY POOR LOWEST 10%	POOR NEXT 25%	AVERAGE NEXT 30%	GOOD NEXT 25%	EXCELLENT TOP 10%	COMMENT OPTIONAL
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

What are the applicant's outstanding strengths?

What are the key areas in which the applicant would benefit from development?

Do you have any comments about the applicant undertaking a demanding postgraduate program in respect to his/her:

1. Motivation

2. Aptitude to study

3. Time Management

Signature of Referee

Date: / /