Guidelines for Completing an Application for HKUST DBA Program

BEFORE filling in the online application:

- Get relevant application information & documents listed below handy with you.
    - They are required for evaluating your application.
    - All the documents are to be uploaded to the system.
    - There is no need to send paper documents to the University by mail at the application stage.

- Contact two suitable persons to be your referees.
- Make sure you have a valid credit card / WeChat Pay / Alipay account for making online application fee payment.
- Check the deadline for application submission.
- Enable the pop-up function of your browser as there will be pop-up dialogue box.
- Suggest using Microsoft Edge / Mozilla Firefox / Google Chrome internet browser.

A. Information and Documents to Gather

1. **Identify Document**
   - Hong Kong applicants: Hong Kong ID card
   - Mainland applicants:
     Mainland ID card / EEP / passport
   - Other applicants:
     Social security card / passport

2. **Transcripts and Degree Certificates**
   - To cover your full tertiary education history
   - Latest transcript if the degree program is not yet completed
   - Final transcript and degree certificate for a completed program

3. **Grading Scale/System**
   - To show the transcript legends/keys/grading scales; normally found at the back of the transcript or student handbook

4. **Proof of English Proficiency**
   - Only one of the following is needed:
     i. TOEFL/IELTS score report, if available
     ii. An official letter confirming that your bachelor's degree (or equivalent qualification) was awarded by an institution where the medium of instruction was English
   - Not required if your first language is English

5. **Past Research Experience (if any)**
   - You may wish to first prepare your writing of past experience and participation in research projects with a text editor (e.g. notepad) and then copy the content to your application (Section 1.7)

6. **Proposed Research Plan**
   - You may choose to address the question(s) either with the provided textbox(es) in Section 1.8 or upload a file in PDF format in Step 2: Upload Documents.

For more details about the admission requirements and documents required by the Doctor of Business Administration program, please refer to: https://dba.hkust.edu.hk/.

Once you log into the online application platform to start completing the form:

- you will find instructions on relevant pages
- you may choose to complete sections 1.3 to 1.11 in any order
- do remember to click "Save and Continue" before you proceed to work on the next section
- be sure that you fill in all fields marked with "*" and upload all the required document(s) marked with "#".

B. How to Get Help?

When you required additional assistance, try the following:

| My Applications | Change Password/ Email | Help | Logoff |
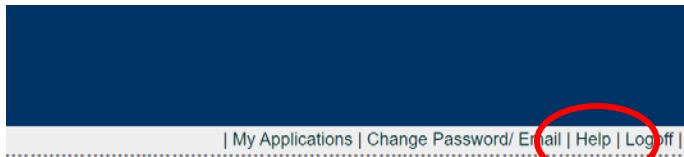
Click "**Help**" at the top right-hand corner of the page.

Current GPA / Average Mark ⓘ
(if you have not yet graduated)

Look for the "encircled i" for further explanations.

If trouble still persists, try to enable pop-up messages in your browser. If it still does not work, write to us at https://fytgs.hkust.edu.hk/enquiry. To help us understand your problem, don't forget to send us a screen capture.

C. About Your Personal Particulars (Section 1.1)

Name in English * (same as in identity documents)	CHAN Tai Man — Family Name / Surname / Last Name Given Names / Other Names
Preferred Name	
Name in Chinese (if any)	
Date of Birth (dd/mm/yyyy) *	▾ / ▾ /
Place of Birth *	Please select ▾
Gender *	○ Male ○ Female
I.D. Document Number * (please provide at least one of the following)	
Hong Kong I.D. Card Number, if any	□ □ (□)
Other I.D. Number and Issuing Country / Region	Please select ▾
Passport Number and Issuing Country / Region	Please select ▾
Place of Origin *	Please select ▾
	For applicants from The Mainland of China, please indicate:
	Registered Place of Household (戶口所在地): Please select ▾
Need for student visa / entry permit * (Click here for explanation)	Do you need a student visa or entry permit to study in Hong Kong? ○ Yes ○ No
	Please specify what document you will present instead.
	Please select ▾
	If others, please specify
Local / Non-local	--

- Name, date of birth, place of birth: must tally with information shown in the identity document or passport.
- For applicants from the Mainland of China, please provide your name in Chinese and your Registered Place of Household (戶口所在地).

Student visa/entry permit

- In general, you don't need a student visa/entry permit if you have one of the following:
  - an HKID card showing A,R or U below the date of birth

  出生日期 Date of Birth
  01-01-1968
  ***A7
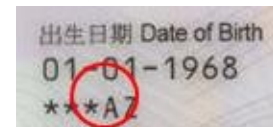
  - a visa under IANG
  - a dependent visa
  - a one-way permit
  - a work permit (for Part-time study only)

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D. About Your Program Choice (Section 1.2)

Program Choice

Program Choice	Doctor of Business Administration ▾
	Mode of Study: ○ Full-Time ● Part-Time

- Please select "Doctor of Business Administration"

E. About Your Education Background (Section 1.3)

Qualification Pursued *	Bachelor Degree ▾
	If others, please specify
Awarding Institution *	The Hong Kong University of Science and Technology 🔍
	Country / Region Hong Kong SAR, China
Title of Award * ⓘ	BBA in Economics
	(e.g. BSc in Biology)
Major Area(s) of Study *	Economics
	(e.g. Biology and Business Management)

Will the above program be completed before commencing study at HKUST? *	● Yes Date / Expected Date of Completion 08 / 2020 (mm/yyyy)
	○ No, program will not be completed before commencement of study at HKUST
Current Status *	○ Attending program Current Year of Study
	○ Graduated
	● Pending for Graduation
	○ Discontinued

Current GPA / Average Mark ⓘ (if you have not yet graduated)	Highest Score in the Grading Scale of Your Institution
	Please select ▾
	(e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.)
	Current GPA / Average Mark
	at the end of Semester / Term (e.g. Fall Term 2013)
Final GPA / Average Mark (if you have completed the above program)	Highest Score in the Grading Scale of Your Institution
	5 ▾
	(e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.)
	Final GPA / Average Mark 4

Add More

Save Save and Continue

- Please provide your full tertiary education history including programs which had been discontinued.

- Click the magnifying glass for a list of awarding institutions

- You may submit an application even if you have not yet completed your Bachelor's degree.

- Check the grading system, which is normally available at the back of the transcript.

Letter Grade	Course Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0

- Click "Add More" at the bottom of the page to provide your full tertiary education history.

F. About Your English Language Proficiency (Section 1.4)

English Language Proficiency

☐ I took TOEFL / IELTS (Academic Module).
(Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".)

☐ I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available.
(Please enter the planned examination date by clicking the relevant test below.)

☐ My degree was awarded / will be awarded by an institution where the medium of instruction was/is English.
(Please provide a letter of certification issued by your institution in "Step 2 : Upload Documents" if your institution is not in a country where the official language is English.)

☐ English is my mother tongue.

Save

To provide / update the test scores / planned exam date, please click the relevant test below:
IELTS (Academic Module) TOEFL-Internet Based TOEFL-Revised Paper-delivered TOEFL-Paper Based Others

- You may select multiple items here, as appropriate.

- Click "Save" to lock your choice(s) before proceeding to enter TOEFL/IELTS test results

G. About Your Awards and Professional Qualifications (Section 1.5)

1	Level of Award	Please select
		If others, please specify
	Award Name / Title ⓘ	
	Name of Awarding Body	
	Country / Region	Please select
	Details of the Award ⓘ (up to 500 characters including spaces)	
	Basis of Award	Please select
	Date / Expected Date of Award (mm/yyyy)	/

- We would be pleased to know about any awards and professional qualifications that you hold.

- Tell us more about the award/professional qualification under "Details of the Award" e.g. how competitive or how prestigious it is.

H. About Your Work Experience/Internship/Training (Section 1.6)

Work Experience / Internship / Training

Note:
Please list your relevant experience in reverse chronological order.

* Mandatory Fields

Total years of work experience (Full-time) * [ ]
Total Annual Compensations (in HK$) * [ ]

1	Type *	Please select
	Name of Organization *	
	Industry *	
	Country / Region *	Please select
	Position Held *	
	Course or Program attended *	
	Period * ⓘ (dd/mm/yyyy)	▼ / ▼ / [ ] - ▼ / ▼ / [ ] ◯ Full-time ◯ Part-time ☐ Currently Employed
	Job Duties / Training Areas * (up to 750 characters including spaces)	

- Please indicate the total years of work experience and total annual compensation (in HK$) of the most recent year.

- You may wish to list work experience/internship/training if such experience is:
  o helpful in assessing your strength, capacity and suitability for pursuing the program
  o relevant to your proposed research

I. About Your Past Research Experience (Section 1.7)

1. Please share your past research experience below, if any. (Up to 3500 characters including spaces, approximately 500 words)

Character Count: 0

- Note the word limit.

J.   About Your Research Proposal (Section 1.8)

Area(s) of Research Interest

Please specify a primary area of your research interest. For interdisciplinary research, please also specify a secondary area of your research interest. A secondary area could be one of the seven research areas of School of Business and Management, or an area of other schools in HKUST.

* Mandatory Fields

* Primary Area :   Please select

* Secondary Area :   Please select
   If others, please specify

- Please indicate your interested research area(s).
- You could select "None" if you don't have any secondary area of research interest at this stage. For others, please specify the area in the textbox.

K.   About Your Research Proposal (Section 1.8) Continued

Proposed Research Plan

Your Proposed Research Plan will help us to understand your research interest and identify possible supervisor(s).

Note: You could address the below question(s) either with the provided textbox(es) or upload a file in PDF format in Step 2 : Upload Documents. For textbox(es), we strongly advise that you complete your writing with a text editor (e.g. notepad) and then paste the text in the fields below.

* Mandatory Fields

* 1. Please briefly describe your possible research topic(s). The description should include the general field of the research and the specific research question(s). (Up to 3500 characters including spaces, approximately 500 words)

Character Count: 0

2. Please briefly describe your research plan (if any). The description should include detailed aims and objectives; and the possible research methodology or approach. (Up to 3500 characters including spaces, approximately 500 words)

Character Count: 0

- You may choose to address the question(s) either with the provided textbox(es) or upload a file in PDF format in Step 2: Upload Documents.

  6   Proposed Research Plan
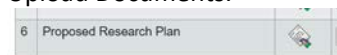
- Please key in the below message in the textbox(es) if you choose to upload a file: "To upload a PDF file."

- Note the word limit.

L.   About Your Extracurricular Activities/Volunteer Work (Section 1.9)

Extracurricular Activities / Volunteer Work

1	Type	Please select
	Name of Organization	
	Nature of Business (e.g. promoting environmental protection)	
	Position Held	
	Participation Period ⓘ (dd/mm/yyyy)	▢/▢/▢ - ▢/▢/▢ ○ Full-time ○ Part-time
	Major Responsibilities / engagements (up to 750 characters including spaces)	

- You may wish to list extracurricular activities/volunteer work if such activity/work is:
  o helpful in assessing your strength, capacity and suitability for pursuing the program
  o relevant to your proposed research

M. About Your C.V./Additional Information (Section 1.10)

C.V.

A latest C.V. is required to be submitted in this application, please upload the document in Step 2 : Upload Documents.

Additional Information

You may provide further information in support of your application (e.g. availability for interview and supplementary information about your background that you would like the selection committee to take into account). You can input up to 7500 characters (including spaces) below and/or upload additional documents in "Step 2: Upload Documents".

- Note the word limit.

N. About Your References (Section 1.11)

References

Note:

1. You should nominate at least two referees who can comment on your academic and professional capabilities, character and capacity for postgraduate study.
2. For applicants with extensive work experience, professional referee(s) such as direct supervisor, senior management team member or business partner will be accepted. Friends are not accepted.
3. The University will send an email to the referees named below and invite them to complete a reference form online after you have successfully submitted this application.
4. If you wish to provide other recommendation letter(s), please upload them as "Additional Documents". Please note that the recommendation letter(s) should include the referee's signature, professional title and contact information for verification purposes.

* Mandatory Fields

3	Salutation *	○ Prof ○ Dr ○ Mr ○ Ms ○ Miss ○ Mrs
	Name of referee in English *	Family Name / Given Name
	Job Title and Position *	
	Organization / Institution and Department *	
	Referee's Relationship with You * ⓘ	
	Email Address * ⓘ	
	Phone Number	Country ( ) Area ( )
	Message to referee, if any	

Access to Reference Report *
○ I waive my right to access the reference report.
○ I will not waive my right to access the reference report.

[Save] [Save and Continue] [Save and Send Invitation]

- Please seek prior consent from the proposed referees before you put in their names and contact details.

- For applicants with extensive work experience, professional referee(s) such as direct supervisor, senior management team member or business partner will be accepted. Friends are not accepted.

- You can invite your referees for reference report before application submission by clicking "Save and Send Invitation". Invitation(s) will be sent to any newly added referees automatically after this indication.

- If you click "Save and Continue", the University will send email invitations to your referees once you have submitted your application. It is helpful that you keep your referees posted accordingly.

O. About Your Uploading Documents

- Click ✎ to upload documents currently available to you

- Click 📅 to insert an expected date for documents not yet available.

IMPORTANT: Do not click both of them!!

You may upload multiple documents under one document type.
- Maximum size for all file in total: **3.00MB**
- Once a document is uploaded, the file name will be shown.
- Click 🔍 to review an uploaded document.
- You may remove an uploaded document by clicking 🗑 before the application is submitted.

P. About Your Uploading Documents (Continued)

IMPORTANT
- As there will be a pop-up dialogue box, it is important that you disable the pop-up blocker of your browser.
- We suggest uploading your documents using Microsoft Edge, Mozilla Firefox and Google Chrome
- To keep file within 1MB, you may have to reduce some file size by decreasing the document resolution (i.e. dpi). However, please make sure that the document can still be clearly read.

Q. About Your Application Fee Payment

- You can settle the application fee by Visa/Master Card, Alipay, WeChat Pay.

- The payment process will take some time; do not interrupt until you see either an acknowledgement or an error screen.

R. About Submitting Your Application

- You will see an Acknowledgement after successfully submitting your application.

- To check the data submitted, you can log in any time and click "View Application"

- A summary of the application(s) you have lodged with us is provided in the Application Summary.

S. About Your Application Summary

Application No.	Term	Applied Program	Offered Program	Status
62300000390 🔍	Fall/2023-24	Doctor of Business Administration (Part-Time)	--	Submitted and under consideration

After application submission:
- Click 🔍 to view your application.
- Click your application number to update contact information or provide information not yet available by application submission.
- You may check the admission status in the system any time after the application submission.
- When your offer status changes, you will be notified by email.

If you see the following status:	It means:
Under preparation	Please submit the application by the closing date
Submitted and under consideration	Your application is being reviewed by the relevant Department/Program Office
Offer pending acceptance Deadline: dd-mmm-yyyy	An offer has been issued to you, please accept it online before the deadline specified
Offer accepted	Please send official documents to substantiate your offer
Offer confirmed – pending program registration	Please watch out for the invitation for program registration sent to you by the Academic Registry
Offer lapsed – failed conditions	Deposit refund will be arranged if official documents are submitted to show that you were unable to fulfill the condition(s) for admission. Refund cannot be made if you did not take the required test.

If you have any enquiries on the HKUST Doctor of Business Administration program, please contact us at dba@ust.hk or (852) 2358 8130.