



Southern Cross
University

Application Instructions: Doctor of Business Administration

(CRICOS Provider No: 01241G)

These instructions will assist you to correctly complete your application for admission.

Applications which are received without the required documents may not be considered.

Do not send this instruction sheet with your application.

For overseas applicants, send your application to:

For other applicants, send your application to:

International Office
Southern Cross University
PO Box 157
Lismore NSW 2480 Australia

DBA Administrator
Graduate College of Management, Southern Cross University
Tweed Gold Coast Campus
PO Box 42, Tweed Heads NSW 2485 Australia

APPLICATIONS FOR ADMISSION MAY BE SUBMITTED AT ANY TIME.

1 Personal details

Include a passport size photo on the front page.

Name

Please print your name clearly and in full.

If any of your documents (including Academic Transcripts) show a name which is different from the one you have used on the application form, you must present documentary evidence of the change (e.g. marriage certificate, deed poll, statutory declaration) with your application.

Contact address

All correspondence relating to your application will be forwarded to the address you have indicated.

If you change your address after lodging your application, it is your responsibility to advise the University immediately. Please send a letter stating your name and course and indicate your new address, telephone number and fax and e-mail contact details, if applicable.

2 Citizenship

Full fee paying overseas applicants may be considered for admission to postgraduate courses.

An overseas applicant is an applicant who is **not**:

- an Australian citizen
- a New Zealand citizen (however permanent residents of New Zealand are classed as overseas students)
- a migrant holding a visa giving permanent resident status in Australia; or a refugee.

The category of overseas applicants includes holders of permits for temporary entry into Australia, such as:

- overseas students
- diplomats
- temporary residents who hold permits for work purposes
- dependants of the above.

3 Aboriginality

The Australian Government requires you to answer this question.

4 English language proficiency

Overseas applicants whose **first language is not English** must submit:

- An essay with their application, written in their own hand, describing their topic, why it is important to business and why they want to study the DBA.
- An original IELTS test result, showing a score of 7.0 or better (including a minimum score of 6.5 in the sub-bands);

Other tests of English language proficiency or evidence of ability to study in English may be considered.

Note: Evidence should not be more than two (2) years old at the date of application. Advice on this matter should be sought from the University's International Office.

To qualify for their award, candidates are required to submit a thesis with a standard of English acceptable to the University. To achieve this standard, supervisors may direct candidates to seek language assistance. In addition, candidates may be required to pay for final editing of the thesis, should there be evidence of unsatisfactory academic writing skills.

5 Proposed commencement

Academic year

- Trimester A: mid January to early May
- Trimester B: mid May to late August
- Trimester C: early September to mid December

Application closing dates

- Trimester A: 31 October of the previous year
- Trimester B: 28 February of the same year
- Trimester C: 30 June of the same year

Note: Overseas applicants intending to study in Australia will need to apply at least two months earlier than the dates indicated above to allow time for visa processing.

6 Proposed enrolment status

Note: Overseas students on campus in Australia **must** study full time.

An internal candidate will study at the Tweed Gold Coast campus. Usually an offshore candidate will study part time, although it is possible to complete the DBA on a full-time basis offshore just as it is possible to complete the degree on a full-time basis through external studies. A full-time candidate will complete at least three units per trimester. Completion of two units or fewer than two units per trimester is part-time study.

7 Facilities

Applicants who will not be studying on campus must demonstrate that they have access to library facilities, equipment and computers as required for their research. Applicants are urged to discuss their proposed study with employers. Provide additional details if appropriate.

8 Tertiary qualifications

1. All applicants who have completed relevant tertiary studies must submit an **original** academic transcript or a certified copy of their academic transcript which provides evidence of all subjects taken, grades obtained (including failures), stage reached or qualification gained.
2. Applicants who graduated from NRCAE, UNE-NR or Southern Cross University are not required to provide documentation for those particular courses.
3. Applicants who are currently enrolled in an institution are asked to present their examination results and/or assessment notification immediately it is available.
4. Applicants who have completed overseas tertiary studies and have documents which are not in English **MUST** submit Certified English Translations as well as certified copies of the original documents.

9 Research and publications

Publications and research output in any form is required to assist your application. Provide details of journal articles, working papers, chapters in books or the equivalent.

10 Summary of career: Previous years

Provide brief details of key positions over the past seven years – job title, employer, number of years employed and your responsibilities. Your first entry should be your present position.

11 Proposed research field

We require some indication of your field of research and interest at this stage, even though the precise field may change as you complete your advanced units. Please provide a brief description no longer than 1 page in length.

12 Advanced standing

Please see the attached document regarding advanced standing.

13 Financial assistance

Overseas students on campus in Australia must provide evidence of financial support for accommodation and living expenses.

14 Declaration

Your application will only be considered if you have signed the declaration.

Additional relevant information

To be admitted to a DBA, applicants should normally possess Honours I or Honours IIA or any Master tertiary qualification. However, applicants may be admitted on the basis that their work experience and/or published or other written material together constitute the equivalent of Honours at least the level of IIA. It is nevertheless the **applicant's responsibility** to convince the Faculty by submitting all relevant details.

For further information please contact:

**The DBA Administrator
Graduate College of Management
Southern Cross University
Tweed Gold Coast Campus
PO Box 42, Tweed Heads NSW 2485
AUSTRALIA**

Phone: +61 7 5506 9303

Fax: +61 7 5506 9301

Email: dba@scu.edu.au

URL: <http://www.scu.edu.au/schools/gcm/DBA>



Southern Cross
University