

Application for Admission: Doctor of Business Administration



Southern Cross
University

[CRICOS Provider No: 01241G]

Send overseas applications to:

Send all other applications to:

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

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

PLEASE PRINT OR TYPE BOLDLY IN BLACK INK. REFER TO INSTRUCTIONS FOR COMPLETING THIS FORM.
FAILURE TO COMPLETE ANY SECTION OR PROVIDE REQUIRED DOCUMENTS MAY DELAY CONSIDERATION OF YOUR APPLICATION.

1 Personal details

Name
 Title (Mr, Ms etc.) Family name Other name (s)

Date of birth **Gender** (M/F) Previous family name
 (day) (month) (year) (if applicable)

Contact address
 Number and street (or PO Box) Daytime phone number (inc. country & area code)

Suburb or town Mobile phone number

State or country Postcode Fax number (inc. country & area code)

Email

Permanent address
 Number and street (or PO Box) Suburb or town State or country Postcode

place
passport-size
photo here

2 Citizenship

Please indicate citizenship status.

Australian **New Zealand** **Granted Australian Permanent Residency**

YES **NO**
Other (please specify country) If 'other', do you hold a current Australian visa?

Country of Birth If 'yes', what category?

3 Aboriginality

Are you of Australian Aboriginal or Torres Strait Islander descent?
 (For persons of both Aboriginal and Torres Strait Islander origin, please tick both YES boxes).

YES Australian Aboriginal **YES** Torres Strait Islander

4 English language proficiency (overseas applicants only)

Is English your first language? **YES** **NO** If 'no', what is your first language?

Was English the language of instruction in previous studies completed? **YES** **NO**

If **yes**, which studies were completed in English?

Do you hold a certificate of English proficiency? **YES** **NO** Date taken (dd/mm/yy)

Certificate name Result (if known)

(If you hold a certificate of English proficiency, please submit a certified copy of your test result with your application.)

I have read the requirements regarding English language proficiency in the *Application Instructions* sheet under 'English Language Proficiency'.

Signature
 Date

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Proposed commencementYear Trimester A B C

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Proposed enrolment status

- full-time on-campus candidate in Australia
- distance-education candidate in Australia (This mode of candidature is **not** available to international students.)
- offshore candidate studying through a DBA offshore centre Kuala Lumpur Singapore Hong Kong
- distance-education candidate offshore

If you will be a distance-education or off-shore candidate, please indicate the number of units you wish to enrol in in your first trimester of study. units

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Facilities

If you are applying for distance education Australia or offshore candidature:

1. List the facilities (library, equipment, computing etc.) available to you for your research.

2. Are any of the above facilities required for your research to be provided by your employer? YES NO
3. If yes, has your employer approved of your using those facilities as a DBA candidate? YES NO

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Workshops

External candidates in Australia and **offshore candidates** not attending a DBA offshore centre **must sign the following:**

I undertake to attend DBA workshops for the duration of the course at Southern Cross University in Australia.

Signature Date

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Tertiary qualifications

List degree(s) held. [If Honours degree(s), state class of Honours.] **Note:** All applicants other than graduates of Southern Cross University or UNE-NR or NRCAE must provide an original official transcript of her/his full academic record or a certified copy of the original transcript. If transcripts are not in English, a certified English translation must also be provided.

Degree	Year of graduation	University	State	Country

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Research and publications

Please list any theses and/or other publications of which you are the author and provide details of any other research you have undertaken. For each publication indicate: (a) all authors in the order in which they appear in the publication concerned; (b) the proportion of the total work that you contributed; (c) full bibliographic details, including page numbers; (d) if for journal articles whether the journal is refereed.

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Summary of career: previous years

Business/professional/government work experience/positions

List key positions over the past seven years with name of employer and brief position description (the first entry should be your current position):

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Proposed research project

1. You are expected to have some ideas (in general terms) of your proposed research field for DBA study purposes. Your research field may be modified as you progress through Business Research Methods and other course units, however, as part of your DBA Application you are required to provide a **hand-written submission** regarding your proposed area of research. An outline of submission requirements is provided below:

- the general topic area of research
- candidates experience in the topic area
- a brief description of the research problem i.e. what does the research aim to find out?
- why this research is important
- why you are interested in this research area

2. The submission needs to be **800–1000 words** in length, legible and in good English.

3. The submission must be verified by signature **and** a statement declaring that the submission was written by the applicant and is an original work.

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Advanced standing

If you wish to apply for advanced standing for some of the DBA units, please indicate here which units:

Business Administration units

YES

NO

Additional units (please supply full supporting documentation)

YES

NO

Please note: (1) the rules and guidelines for advanced standing will be used when considering a request for advanced standing

(2) appropriate documentation in support of your application for advanced standing must be submitted.

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Financial assistance information (required for government reporting purposes)

1. Will you receive financial assistance in the form of sponsorship or scholarship for your study (e.g. from your employer or industry/government body)? YES NO

If YES, please provide sponsor details:

Name Sponsor location:
 Proportion of sponsorship (i.e. 100%) Sponsorship amount \$

Note: Please advise DBA Administration Officer if these details change.

2. Will you be undertaking paid employment during your course of study? YES NO
 If YES, give details, such as the work time involved

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Declaration

I wish to be considered for entry to DBA candidature and I declare that the information submitted is correct and complete. I understand that the University may obtain official records from any tertiary institution I have previously attended. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

My proposed commencement date will be:

Signature Date

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Application and admission checklist

- application form completed in accordance with the instruction sheet one passport photo
 original academic transcripts or certified copies of academic transcripts a résumé or curriculum vitae
 for overseas applicants whose first language is not English: evidence of proficiency in English in the form of an original IELTS test result, no more than two years old, showing a score of 7.0 or better with no less than 6.5 in the sub-bands. Advice on the acceptability of other English language tests or evidence of ability to study in English should be sought from the University's International Office.

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Where did you first hear about Southern Cross University?

- education exhibition magazine
 Australian Education Centre other website (please specify)
 Southern Cross University website agent (please provide name)
 current/former student educational partner of SCU
 newspaper other (please give details)

For the use of the Graduate College of Management Academic Coordinator DBA only

1. We recommend: the applicant be admitted to DBA candidature
 the applicant be not admitted to DBA candidature for the following reasons:

If admission is recommended:

2. We report that:
 (a) necessary facilities are available in the College YES NO
 (b) preliminary discussion with the applicant on proposed research has been held YES NO
 (c) resource implications for the proposed research have been discussed with the applicant YES NO
 (d) we do not foresee difficulties in the applicant having access to library facilities. YES NO

3. We recommend that candidature commence on (date)

Academic Coordinator DBA: Date

Director, Graduate College of Management Date