

2. Undergraduate / Postgraduate Academic Qualifications

Please fill in the table in both English and Chinese and in reverse chronological order.

(Copies of certificates and parchments should be submitted along with the application form. The original certificates should be brought along during the interview session for verification.)

No.	Language	Month/Year		Academic Institution	Title of Award	Major Field of Study	Date of Award (Month/Year)
		From	To				
1	English						
	Chinese						
2	English						
	Chinese						
3	English						
	Chinese						

3. Professional Qualifications Obtained

Please fill in the table in both English and Chinese and in reverse chronological order.

(Copies of certificates of professional qualifications should be submitted along with the application form. The original certificates should be brought along during the interview session for verification.)

No.	Language	Name of Awarding Institution (Country)	Qualification	Types of Membership/ Means of attainment (e.g. by examination, by election, etc.)		Date of Award (Month/Year)
1	English					
	Chinese					
2	English					
	Chinese					
3	English					
	Chinese					

4. Full-time Work Experience

Please fill in the table in both English and Chinese and in reverse chronological order.

(If the space provided is insufficient, please use a separate sheet with the same format given below and attach it to this form.)

No.	Language	Month/Year		Name of Organization	Position Held	Job Duties
		From	To			
1	English					
	Chinese					
2	English					
	Chinese					
3	English					
	Chinese					
4	English					
	Chinese					

Please fill in “Y” if you are employed when applying for the programme.
(Otherwise, please leave it blank.)

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Length of Full-time Employment:
(Up to the month of application)

Year		Month	

5. Self-Explanatory Note

(If the space provided is insufficient, please use a separate sheet and attach it to this form.)

The self-explanatory note could help the interview panel to have better understanding on your work, personal ability, management potential, and prospective career path etc.. The interview panel would select candidates with rich work experience and high potential, who could motivate interactive learning in the class and gain most from the programme.

i) Organization / company name and your job duties

Please briefly introduce your company (e.g. business nature and size of the company) and elaborate your job duties, achievements and contributions made to the development of the company.

ii) Work skills and abilities

Please specify your most favorable job discipline and describe your strengths and weaknesses (e.g. critical thinking, teamwork, communication ability and risk management etc.).

iii) Supporting Statement

Please briefly explain your reasons for applying for this programme, your expectation of the programme and other relevant information in support of your application.

6. Company's Reference[†]

(Please attach the reference letter(s) from the company if appropriate.)

Name of Company: _____

Name of Referee: _____

Post Title: _____

Signature of Referee: _____

(Please also chop the company's official stamp.)

7. Records of studies in The Hong Kong Polytechnic University (PolyU)

Have you ever attended any programmes (full-time and/or part-time) at PolyU? Yes "Y"/No "N"

Name of Programme(s): _____

Period of Study (*Month and Year*): _____

Student ID No.: _____

8. Survey of Source of Information[†]

(Please tick "√" the appropriate box(es) to indicate the main channel(s) through which you came to know about this programme. You may choose more than one.)

- | | |
|---|--|
| <input type="checkbox"/> The Economic Observer 经济观察报 | <input type="checkbox"/> PolyU email 理大电邮 |
| <input type="checkbox"/> 21st Century Business Herald 21 世纪经济报导 | <input type="checkbox"/> Renmin U email 人大电邮 |
| <input type="checkbox"/> Fortune 财富杂志 | <input type="checkbox"/> Friends/relatives 朋友/亲属的推荐 |
| <input type="checkbox"/> Sina.com 新浪网 | <input type="checkbox"/> PolyU/Renmin U Alumni 理大/人大校友的推荐 |
| <input type="checkbox"/> News website 新闻网站 | <input type="checkbox"/> Information Seminar 项目介绍会 |
| <input type="checkbox"/> PolyU website 理大网站 | <input type="checkbox"/> Others 其他 (please specify: _____) |
| <input type="checkbox"/> Renmin U website 人大网站 | |

9. Authorization and Declaration

I authorize The Hong Kong Polytechnic University (PolyU) to use the information provided in this application form and any supplementary information as required by PolyU for the following purposes:

- i) as a basic for all types of processing relevant to my application for admission to the programme and all other associated purposes, including identifying multiple applications/registration;
- ii) for PolyU to extract from its records and for relevant institutions/organizations/examination authorities/assessment bodies in Hong Kong or elsewhere to provide PolyU with information about my studies/ professional qualifications/ public examination results if deemed appropriate;
- iii) to check records of my studies as a student in PolyU, other institutions in Hong Kong and elsewhere if deemed appropriate;
- iv) to send me via email/SMS messages, information concerning my application including shortlist for interview/written test and/or admission offer;
- v) for statistical and research purposes (where all personal identifiers such as name, ID card numbers, address and telephone numbers will be deleted).

I understand that, upon my enrolment in the programme, my data together with the photo image (collected at the time of application) will then be transferred to the Student Record System of PolyU and the alumni record after graduation. These data will be used in activities and services provided by units of PolyU in support of my study at PolyU including those conducted by the student organizations. I also understand that my contact information will be used for maintaining on-going communication with me after my graduation, including the delivery of announcement and other information, such as activities, education programme, benefits and services.

I declare that the information provided in this application is, to the best of my knowledge, accurate and complete. I agree to provide the original certificate or official certification for verification of my qualifications (including PolyU qualifications) upon request by PolyU.

I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be withdrawn by PolyU and/or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded. I will be liable to all consequences incurred by the provision of inaccurate information, e.g. failure in verifying the certificates and/or parchment obtained from the programme etc.

Applicant's Signature: _____

Date: _____

10. Checklist

To complete the application procedure, please return the following documents to our office.

- | | |
|--|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Certificates of academic qualifications and professional qualifications* (Copy) |
| <input type="checkbox"/> ID card / passport (Copy) | <input type="checkbox"/> 2 coloured photos (passport-size) |
| <input type="checkbox"/> Business card (Optional) | <input type="checkbox"/> Reference letter(s) from the company (Optional) |

* The original copies should be brought along during the interview session for verification.

11. Return of Application Form

Please return the completed application form with the relevant documents required to the following address (*in person OR by post OR by fax*):

School of Business, Renmin University of China

Address: Room 503, 5/F, Block C, Huixian Building, Renmin University of China,
No. 59 Zhongguancun Street, Haidian District, Beijing (Postal Code: 100872)

Contact no.: (86 10) 6251 1905

Fax: (86 10) 8250 9195

Email: zhanghongzhu@rbs.org.cn

12. Other Enquiries

For other enquiries, please contact Renmin University of China or The Hong Kong Polytechnic University.

Research and Postgraduate Studies Section, Faculty of Business, The Hong Kong Polytechnic University

Contact no.: (86) 1314 3975 561 / (852) 3400 3374

Email: fbdmgt@polyu.edu.hk

Website: http://www.fb.polyu.edu.hk/dmgt_home.aspx