

LINGNAN UNIVERSITY
EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA) PROGRAMME
Guide for Application for Admission
2008-2009

**APPLICANTS SHOULD READ THESE NOTES BEFORE
COMPLETING THE APPLICATION FORM FOR ADMISSION**

1. Admission Requirements

1. Possess a recognized undergraduate degree of good standing; and
2. Have a minimum of five years' employment in a managerial or professional capacity; and
3. Be supported by at least two letters of recommendation.

Applicants with professional or other qualifications and have substantial relevant working experiences may be considered by the admission panel on a case-by-case basis.

2. Application Period

Duly completed application forms should reach EMBA Programme Office, Lingnan University, Tuen Mun, Hong Kong. Application forms received after the deadline will be regarded as late applications which may have less chance of admission. Applicants should make an effort to submit their applications as early as possible.

3. Use of Information in the Application Form

Information provided in the application form will be:

- used as a basis for assessing the applicant for admission to the University and for all other related purposes;
- used to obtain information about applicants' academic results and studies in institutions in Hong Kong and elsewhere;
- used to carry out checks on matters relating to this application and records of previous studies at other institutions;
- transferred to the students record systems of the University if the application is successful;
- used for periodic checks on registration whereby enrolment information is exchanged among the tertiary institutions when necessary;
- destroyed 2 months after the completion of the admission exercise if the application is unsuccessful.

4. Application Procedures

A. Completion of Forms

- (1) The EMBA Programme Package contains the following items:
 - (a) EMBA Brochure,
 - (b) an application form,
 - (c) two blank Confidential Recommendation forms to be completed by Referees (the applicant should fill in the application number which must be identical with that shown on his/her application form), and
 - (d) Application Guide.
- (2) Applicants should duly complete the application form (with a recent photograph affixed in place). Applicants should also read the notes on the application form before completing it.
- (3) Applicants are required to substantiate all information provided in their application forms by attaching photocopies of the relevant documents to the forms and by producing the originals for inspection when requested. Any false, unclear or misleading information given in the forms will lead to disqualification of the applications and any fees paid will be forfeited.

Please do not send ORIGINAL documents. The University will not be responsible for loss of document in post. All documents submitted will not be returned.

- (4) Applicants should complete the Transcript Request Form and send it to the Registrar of the institution in which they pursued undergraduate studies, requesting him/her to send the official transcript DIRECT to EMBA Programme Office of the University as soon as possible and not later than the closing date for applications.
- (5) When submitting the Confidential Recommendation, applicants should complete Part A of the Confidential Recommendation before inviting their Referees to complete Part B of the form. The referee should as soon as possible and not later than the closing date for applications send the completed form in a sealed envelope with application number marked directly to EMBA Programme Office of the University. If the University does not receive the recommendation, the applicant alone is responsible.
- (6) Applicants are advised to make photocopies of completed application forms for their own reference.

B. Submission of Forms

- (1) Applicants should place all the materials to be submitted in a sealed envelope and send it to EMBA Programme Office, Lingnan University, Tuen Mun, Hong Kong.
- (2) Applicants should submit photocopies of their HKID cards, relevant certificates and credentials.
- (3) Applicants should submit a non-refundable application fee \$250 payable by cheque to:
Lingnan University.
- (4) If an application received by the University is incomplete or not in order, it will not be processed.

5. Processing of Applications

Upon receipt of an application, the University will send to the applicant an acknowledgement of application for admission.

6. Selection Process

Applicants will be required to attend an interview as part of the selection process.

7. Admission of Disabled Persons

It is the intention of the University to provide aid and support to students with disabilities as far as possible. Applicants are therefore invited to contact EMBA Programme Office for information concerning existing facilities for disabled persons at the University. Newly admitted students are also encouraged to inform the University of their needs so that timely assistance may be provided.

8. Announcement of Application Results

Notifications will be given to applicants who are short-listed for interview, given an offer (with or without conditions) or rejected. The University will not send individual notifications to applicants who are not short-listed for interview or placed on the waiting list. Letters of offers of admission will be sent to successful applicants.

Applicants who are required to attend an interview but fail to do so, or who are offered places but fail to accept offer and report to EMBA Programme Office by the date specified will be regarded as having withdrawn from application for admission.

9. Enquiries

All enquiries about application for admission should be directed to the EMBA Programme Office at :

Telephone No. : 2616 8321

Facsimile No. : 2575 5185

E-mail : embaprog@ln.edu.hk

Address : Lingnan University, Tuen Mun, Hong Kong.

10. Office Hours for Enquiries

Mondays to Fridays	9:00 a.m. - 12:30 p.m. 2:00 p.m. - 5:30 p.m.
Saturdays	Closed
Sundays and Public Holidays	Closed

The office will be closed when Typhoon Signal No. 8 or above is hoisted or the Rainstorm Black Warning is issued.