



Application for Admission to DBA

Thank you for your interest in the University of Pretoria's DBA degree offered through the Gordon Institute of Business Science (GIBS). This application form must be used by all applicants to the DBA and must be completed in full and signed.

Please note that your completed application form together with all relevant supporting documentation and the admission fee must reach us *before the closing date: 15 May 2011*.

Postal address:

The Director: DBA Programme
Gordon Institute of Business Science
P O Box 787602
Sandton 2146

Street address:

The Director: DBA Programme
Gordon Institute of Business Science
26 Melville Road
Illovo, Sandton

1. PERSONAL DETAILS

1.1 SURNAME: _____

1.2 MAIDEN/PREVIOUS SURNAMES (IF APPLICABLE): _____

1.3 FIRST NAMES IN FULL: _____

1.4 PREFERRED NAME: _____

1.5 DATE OF BIRTH: YYYY/MM/DD PLACE OF BIRTH: _____

1.6. NATIONALITY: _____

1.7. OTHER CITIZENSHIP: _____

1.8 RSA IDENTITY NUMBER: _____

1.9 PASSPORT NUMBER: _____ EXPIRY DATE: _____

1.10. MALE: _____ FEMALE: _____

1.11 MARITAL STATUS: _____ NUMBER OF CHILDREN _____

1.12 POPULATION GROUP (BLACK, WHITE, COLOURED, ASIAN)*: _____

*INFORMATION REQUIRED BY SOUTH AFRICAN DEPARTMENT OF EDUCATION

1.13 IF YOU ARE NOT A SA CITIZEN, DO YOU HAVE A:

PERMANENT RESIDENCE PERMIT

TEMPORARY RESIDENCE PERMIT

DIPLOMATIC PASSPORT

STUDY PERMIT

MUST STILL APPLY

N/A

1.14 ARE YOU PHYSICALLY DISABLED? _____ IF YES, WHAT IS THE NATURE OF
YOUR DISABILITY? _____

2. HOME / RESIDENTIAL ADDRESS

2.1 STREET ADDRESS: _____

SUBURB: _____

TOWN: _____

POSTAL CODE: _____

COUNTRY: _____

2.2 HOME TEL: _____ HOME FAX: _____

HOME EMAIL: _____

2.3 DAY TEL: _____ DAY FAX: _____

DAY EMAIL: _____

2.4 CELLPHONE NO: _____

3. POSTAL ADDRESS

3.1 POSTAL ADDRESS: _____

SUBURB: _____ COUNTRY: _____

POSTAL CODE: _____

4. TERTIARY ACADEMIC BACKGROUND

4.1 Please submit originals or certified copies of your academic transcript(s).

4.2 Please list in the table below, starting with the most recent, all tertiary studies completed.

DATES ATTENDED Begin: End:	QUALIFICATION RECEIVED	INSTITUTION	MAJOR SUBJECTS	F (FULL TIME) P (PART TIME)

Please note: The University of Pretoria reserves the right to submit all academic transcripts and degree certificates to independent evaluation and certification.

4.3 If you are currently completing another degree, please send interim results and final results as soon as available.

5. MAJOR FIELDS OF STUDIES

5.1

SCIENCE		BUSINESS		PUBLIC ADMIN		HUMANITIES	
Engineering	<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Law	<input type="checkbox"/>	Classics	<input type="checkbox"/>
Computer Science	<input type="checkbox"/>	Economics	<input type="checkbox"/>	Political Science	<input type="checkbox"/>	Languages	<input type="checkbox"/>
Life Sciences	<input type="checkbox"/>	Business and Commerce	<input type="checkbox"/>	Other Legal	<input type="checkbox"/>	Architecture	<input type="checkbox"/>
Health Sciences	<input type="checkbox"/>	Management	<input type="checkbox"/>	Public	<input type="checkbox"/>	Social Sciences	<input type="checkbox"/>
Natural Sciences	<input type="checkbox"/>	Other Business	<input type="checkbox"/>				

5.2 IF YOU HAVE NOT STUDIED MATHEMATICS OR STATISTICS AT A TERTIARY LEVEL, PLEASE NOTE THE HIGHEST QUALIFICATION YOU HAVE IN MATHEMATICS, THE YEAR IT WHICH IT WAS COMPLETED, THE INSTITUTION AND YOUR RESULT.

5.3 PLEASE LIST ANY ACADEMIC DISTINCTIONS, HONOURS AND AWARDS.

5.4 PLEASE GIVE THE TITLE OF YOUR MBA RESEARCH REPORT AND TITLES OF ANY OTHER RESEARCH REPORTS OF WHICH YOU ARE THE AUTHOR.

5.5 PLEASE LIST ANY ACADEMIC PUBLICATIONS OF WHICH YOU ARE THE AUTHOR. PLEASE USE A SEPARATE SHEET IF NECESSARY.

6. PROFESSIONAL QUALIFICATIONS

- 6.1 PLEASE GIVE DETAILS OF ANY PROFESSIONAL OR OTHER VOCATIONAL QUALIFICATIONS YOU HAVE OBTAINED, AND MEMBERSHIP OF ANY PROFESSIONAL INSTITUTIONS:

QUALIFICATION	AWARDED BY	DATE

7. CAREER BACKGROUND

- 7.1 PLEASE LIST ALL FULL TIME OCCUPATIONAL POSITIONS STARTING WITH YOUR MOST RECENT/CURRENT POSITION:

BEGIN DATE	END DATE	JOB TITLE	COMPANY NAME IN FULL	COMPANY SECTOR	GROSS ANNUAL SALARY [R]

- 7.2 GIVE THE TOTAL DURATION (IN YEARS OF WORK EXPERIENCE) SINCE COMPLETION OF YOUR MBA DEGREE:

- 7.3 GIVE THE TOTAL DURATION (IN YEARS OF WORK EXPERIENCE) TO THE BEGINNING OF THE DBA PROGRAMME:

- 7.4 GIVE THE TOTAL DURATION (IN YEARS) OF MANAGEMENT POSITIONS HELD:

- 7.5 PLEASE INDICATE THE YEAR YOU ACHIEVED YOUR FIRST MANAGERIAL APPOINTMENT:

- 7.6 BRIEFLY SUMMARISE YOUR MANAGEMENT RESPONSIBILITIES TO DATE (PLEASE USE A SEPARATE SHEET IF NECESSARY):

8. JOB DESCRIPTION

MOST RECENT FULL TIME POSITION

- 8.1 COMPANY OR ORGANISATION: _____
- 8.2 POSTAL ADDRESS: _____
TOWN: _____ COUNTRY: _____
POSTAL CODE: _____
- 8.3 TELEPHONE NUMBER: _____ FAX: _____
- 8.4 SECTOR OF ACTIVITY: _____
- 8.5 SUBSIDIARY OF: _____
- 8.6 NUMBER OF EMPLOYEES: _____
- 8.7 CURRENT JOB TITLE: _____ DEPARTMENT: _____
- 8.8 DATE OF APPOINTMENT TO PRESENT POSTION: _____
- 8.9 DATE OF JOINING PRESENT COMPANY: _____
- 8.10 FIRST POSITION: _____ DEPARTMENT: _____
- 8.11 GROSS ANNUAL REMUNERATION: _____

Please give your answers to the following questions on separate sheets.

- 8.12 PLEASE GIVE A DETAILED DESCRIPTION OF YOUR JOB, INCLUDING NATURE OF WORK, MAJOR RESPONSIBILITIES, EMPLOYEES UNDER YOUR SUPERVISION, SIZE OF BUDGET, NUMBER OF CLIENTS/PRODUCTS AND RESULTS ACHIEVED. (20 LINES ON SEPARATE SHEET WITH ORGANIZATION CHART SHOWING REPORTING RELATIONSHIP, WHERE APPROPRIATE.)
- 8.13 PLEASE DESCRIBE THE EVOLUTION OF YOUR CAREER TO DATE WITH YOUR PRESENT EMPLOYER. IF YOU WERE TO REMAIN WITH YOUR COMPANY, WHAT WOULD BE YOUR NEXT STEP(S) IN TERMS OF POSITION (OVER THE NEXT 5 - 10 YEARS)? IF YOU ANTICIPATE MOVING TO ANOTHER COMPANY OR LINE OF BUSINESS, HOW DO YOU SEE YOUR CAREER EVOLVING OVER THE NEXT 5 TO 10 YEARS? (20 LINES ON SEPARATE SHEET)

9. ACTIVITIES AND INTERESTS

- 9.1 PLEASE LIST, IN ORDER OF IMPORTANCE TO YOU, THE MAIN EXTRA-CURRICULAR AND/OR PROFESSIONAL ACTIVITIES IN WHICH YOU ARE/HAVE BEEN INVOLVED (I.E. SPORTS, POLITICS, PERFORMING ARTS, ASSOCIATIONS, CLUB MEMBERSHIPS, HOBBIES, COMMUNITY ACTIVITIES ETC.)

ACTIVITY	DURATION	POSITION/LEVEL/OFFICE HELD

- 9.2 LIST ANY DISTINCTIONS, HONOURS AND AWARDS ACHIEVED IN YOUR ACTIVITIES

- 9.3 PLEASE EXPLAIN ANY PERIOD (S) SINCE YOU LEFT HIGH SCHOOL FOR WHICH YOU HAVE NOT ACCOUNTED

10. FINANCING YOUR DBA

- 10.1 HOW DO YOU PLAN TO FINANCE YOUR DBA? (PLEASE TICK NEXT TO THE ANSWER THAT APPLIES TO YOU.)

- I WILL PAY THE FEES MYSELF (EITHER THROUGH SAVINGS, OR LOANS OR BOTH)
- MY COMPANY WILL PAY THE FEES
- MY COMPANY AND I WILL FINANCE JOINTLY
- I WILL PAY THE FEES AND THE COMPANY WILL REFUND ME IF I PASS OR MY COMPANY WILL LEND ME THE MONEY TO FINANCE THE DBA AND THEN CANCEL THE LOAN IF I PASS
- OTHER (PLEASE SPECIFY)

- 10.2 ADDRESS (INCLUDING COMPANY INFORMATION IF RELEVANT) TO WHICH GIBS STATEMENTS SHOULD BE SENT:

11. APPLICATION ESSAYS

THE APPLICATION ESSAYS ARE YOUR OPPORTUNITY TO PRESENT A CLEAR PICTURE OF YOURSELF, YOUR CAREER GOALS AND YOUR ASPIRATIONS. THEY WILL PROVIDE THE SELECTION COMMITTEE WITH INFORMATION ABOUT YOUR MOTIVATION, MATURITY, INTERESTS, ABILITIES AND WRITTEN COMMUNICATION SKILLS. YOU SHOULD SPEND A SIGNIFICANT AMOUNT OF TIME PREPARING YOUR ANSWERS TO THESE QUESTIONS BECAUSE THEY ARE A CRITICAL PART OF OUR EVALUATION AND SELECTION PROCESS.

THE THREE ESSAYS WHICH GIBS REQUIRES ARE:

- 11.1 WHY DO YOU WISH TO REGISTER FOR THE DBA DEGREE AT GIBS? (NOT LESS THAN 500 WORDS ON SEPARATE SHEET.)
- 11.2 WHAT ARE YOUR RESEARCH INTERESTS AND CURRENT THINKING WITH REGARD TO A RESEARCH TOPIC AND PLAN FOR YOUR DOCTORAL THESIS? (NOT LESS THAN 1000 WORDS ON SEPARATE SHEET.)
- 11.3 PLEASE PROVIDE A FULL DESCRIPTION OF YOUR PERSONAL PROFILE, OUTLINING STRENGTHS AND WEAKNESSES, ASPIRATIONS, GOALS, VALUES, MAJOR ACHIEVEMENTS ETC. THIS SHOULD ALSO BE OUTLINED ON A SEPARATE SHEET.

12. GENERAL

12.1 HAVE YOU PREVIOUSLY APPLIED FOR ADMISSION TO GIBS?

YES	NO

12.2 IF YES, FOR WHAT DEGREE / PROGRAMME? _____

12.3 IF SELECTED, ARE YOU CURRENTLY REGISTERED? _____

12.4 ARE YOU APPLYING TO, OR HAVE YOU APPLIED TO, ANY OTHER BUSINESS SCHOOL?

YES	NO

12.5 IF YES, RANK YOUR APPLICATIONS IN ORDER OF PREFERENCE

12.6 DO YOU HAVE ACCESS TO A COMPUTER AT WORK?

YES	NO

12.7 DO YOU HAVE ACCESS TO A COMPUTER AT HOME?

YES	NO

12.8 DO YOU HAVE THE USE OF A LAPTOP COMPUTER?

YES	NO

12.9 DO YOU HAVE ACCESS TO E-MAIL AND INTERNET FACILITIES AT WORK?

YES	NO

12.10 DO YOU HAVE ACCESS TO E-MAIL AND INTERNET FACILITIES AT HOME?

YES	NO

12.11 ARE YOU PROFICIENT IN MSWORD?

YES	NO

12.12 ARE YOU PROFICIENT IN EXCEL?

YES	NO

12.13 ARE YOU PROFICIENT IN POWERPOINT?

YES	NO

12.14 ARE YOU PROFICIENT IN THE USE OF A WEB BROWSER?

YES	NO

12.15 CAN YOU COMPETENTLY USE A SCIENTIFIC OR FINANCIAL CALCULATOR?

YES	NO

I HEREBY APPLY FOR ADMISSION TO THE UNIVERSITY OF PRETORIA'S DBA PROGRAMME AT THE GORDON INSTITUTE OF BUSINESS SCIENCE. I HAVE READ AND COMPLETED ALL ELEMENTS OF THE APPLICATION FORM.

I HEREBY CERTIFY THAT I HAVE PROVIDED ACCURATE INFORMATION IN THE APPLICATION. I AM THE SOLE AUTHOR OF THE ENCLOSED ESSAYS. I AUTHORISE THE GIBS ADMISSIONS OFFICE TO VERIFY MY CREDENTIALS. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS IN MY APPLICATION MAY JUSTIFY DENIAL OF ADMISSION, CANCELLATION OF ADMISSION OR WITHDRAWAL FROM THE DBA PROGRAMME.

THIS IS MY HONEST STATEMENT TO GIBS.

Signature: _____

Date: _____