



សាកលវិទ្យាល័យ ស៊ី CITY UNIVERSITY

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SPECIALIZED MASTER / DOCTOR DEGREE STUDY - APPLICATION FORM

Thank you for your interest in CITY University.

We look forward to welcoming you on to one of our programs. Please read through the following information carefully. If you have any further queries regarding the application process, feel free to contact your program advisor in person or over the phone.

Instructions for Applicants

STEP 1: Complete the application form.

STEP 2: Enclose the following supporting documents as a part of your application form:

An English language copy of your CV/résumé (not more than 2 sides of A4) if you are applying for Full Time type of study.

Copies of the highest degrees received (diplomas and/or certificates) and professional qualifications: certificates and transcripts (with certified translation when required)

In case of Full Time only study we require two reference letters (academic/professional).

Please ensure that reference letters are on letterhead paper, signed and dated. You may use the forms attached to this application. Reference letters are not required from part-time students.

A copy of your passport (foreigners mandatorily) or personal ID card or equivalent ID card with name and photo so identity can be verified.

Proof of English language knowledge at required level/ arrange a conversation with us if you do not have any proof to verify your level of English language knowledge

STEP 3: Please send a completed copy of your application to your program advisor. Note that you have the option of either sending it by hand or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.

STEP 4: When accepted, you will be asked to sign the SPECIALIZED MASTER / DOCTOR / BACHELOR STUDY CONTRACT where specific study program and title will be specified.

Students applying through the post must complete the application form in BLOCK CAPITALS, using black ink.

SECTION 1: Selecting your postgraduate program

1.1 LIST OF POSTGRADUATE PROGRAMS

Please note that you are only able to select one type of study

- One year (Fulltime/Part Time) MBA, MSc, MHA - 24 months
- Part-time MBA, MSc, MHA - 36 months
- Part-time DBA – 24-48 months
- Full Time DBA – 24-48 months
- Full Time Ph.D - 36 months

1.2 DUAL PROGRAMS (optional)

Please leave this section blank if you are only applying to study the MBA.

- MBA + MSc FULLTIME – 2 years for 6000 USD, Bc. degree prerequisite.

1.3 SPECIALIZED PROGRAMS *

Because not every fall or spring we can open all study programs due to inadequate amount of candidates, all applicants are permitted to select more programs following their preferences. We will inform you then about program availability.

Please write your specialized program of your interest. If possible, then write more options: 1 to 3 in order of preference.

Specialized Master / Doctor study program	TOP Priority	Second preference	Third preference

You can check several programs under each priority. You may even write numbers in ascending order to tell us your preferences.

1.4 INTAKE Start Year:

- January
- May
- November

Please contact us for DBA terms availability. DBA intake is flexible.

SECTION 2: Completing the CITY UNIVERSITY Postgraduate Form

Please complete the following form to the best of your knowledge.

2.1 PERSONAL INFORMATION		
Surname:	Date of Birth (DD/MM/YYYY) / /	Gender
First Name:		F <input type="checkbox"/>
Middle name(s):	Title:	M <input type="checkbox"/>
Permanent Address:	Mailing Address:	

Supporting information:

Daytime Contact No:

Fax:

Evening Contact No:

Mobile No:

Email address:

Nationality:

Country of Birth:

Country of Permanent Residence:



2.2 EDUCATION AND QUALIFICATIONS**a. Your Past Education**

Please state the most recent qualifications first, and attach any relevant copies of diplomas and transcripts.

Institution	Awarded title	Specialisation (if any)	Average Grade	Date Started	Date Awarded

Exams to be taken or results pending:

2.3 EDUCATION AND QUALIFICATIONS**b. English Language**

A - Level B - Level C - Level

c. Professional Qualifications

Title of Qualification	Date Awarded	Direct Exam or Exemption (please state which)

2.4 EMPLOYMENT HISTORY

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first.

Dates From/To (DD/MM/YY)	Name & Address of Employer	Title of Position

You are required to submit a FULL Curriculum Vitae (CV) with this application form.

I have enclosed my CV



2.5 STUDENTS WITH SPECIAL NEED(S)

The information you provide, will be held in confidence, and will not be seen by, nor made known to any sector. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes.

a. CITY UNIVERSITY is committed to ensuring that every student is as comfortable as possible during their time with us. Do you have any medical conditions (including pregnancy) that may require special examination arrangements or may affect your attendance on the course and the taking of examinations?

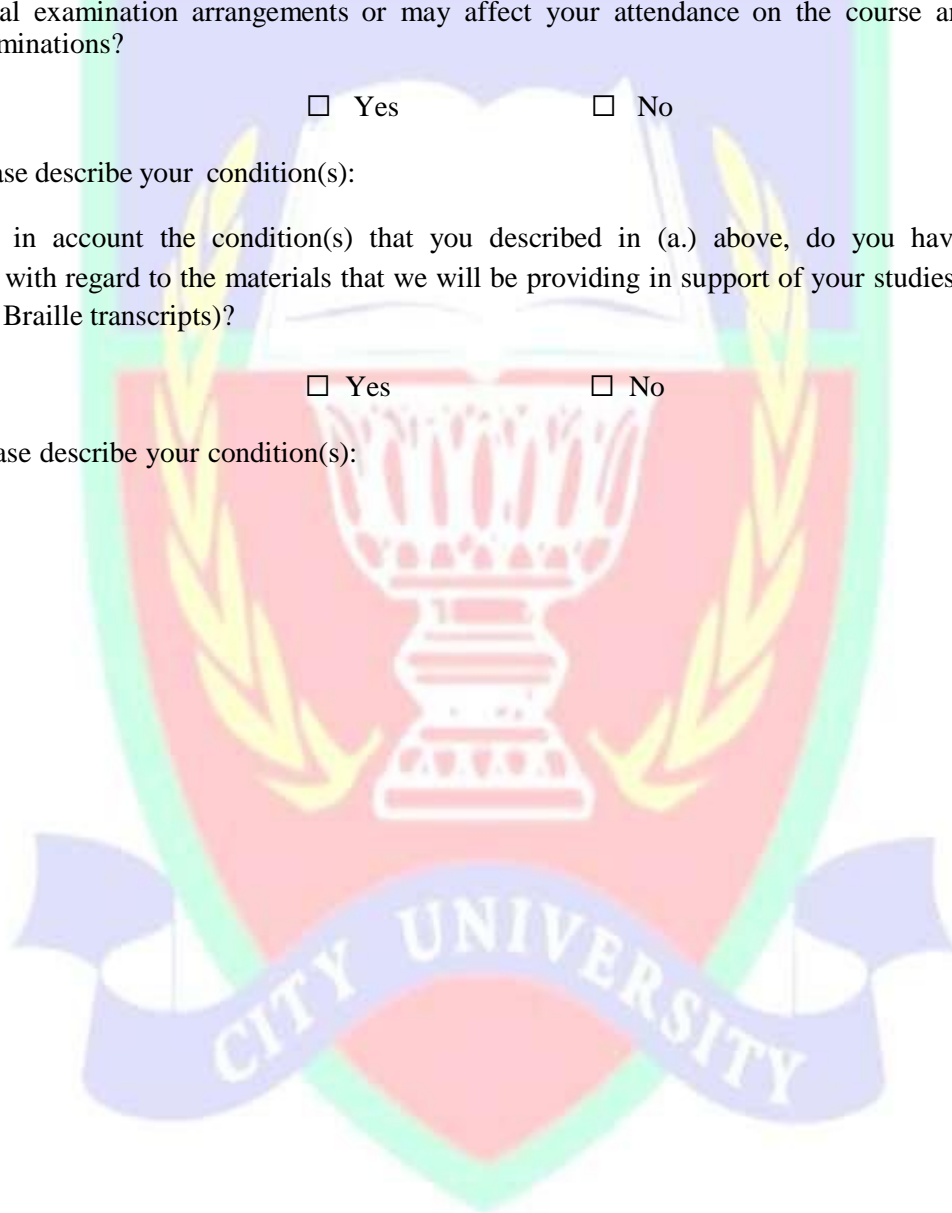
Yes No

If “Yes”, please describe your condition(s):

b. Taking in account the condition(s) that you described in (a.) above, do you have any special requirements with regard to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

Yes No

If “Yes”, please describe your condition(s):



SECTION 4: Terms and Conditions

Terms and Conditions

**For Specialized Master, Doctor and Bachelor study programs provided by CITY University Campuses in
HONG KONG, UK, USA, PAKISTAN & CAMBODIA.**

1. General rules

- a. Students must read these terms and conditions carefully before enrolling onto a course. If you do not understand or do not agree with any of the terms and conditions please seek assistance and do not enroll on to the course. Students are also advised to print and keep a copy of these terms and conditions for their records. Students' agreement with DEGREE study contract grants enrollment to DEGREE course(s). Students' attention is important, as enrolment on to any course (signature of a DEGREE study contract) constitutes full and irrevocable acceptance of the terms and conditions. This set of rules between parties (CITY UNIVERSITY and the student) applies to all DEGREE programs provided by CITY University (CityU).
- b. Course specification is subject to change: The CityU reserves the right to change the courses, tutors, course specifications, lectures, other materials, published programs, speakers, dates and locations from the previously published materials on the site or any other timetables as well as the right to alter, to cancel or change the content of lectures and/or study materials and the identity of tutors at its own discretion. CityU shall discharge its obligations in respect of a specific course by providing teaching which is materially similar to the course specification advertised, notwithstanding the fact that course dates, times and location, and/or the identity of the lecturer may vary from previously advertised specification.
- c. Materials are subject to change: CityU may make changes to the material or to the products and prices described in them at any time without previous notice.
- d. Privacy protection and copyright: The CityU's teaching material is copyright protected and must not be shared or published outside the CityU without proper authorization. Student's individual and group project works are also protected.
- e. No transfers: No course transfers are permissible without the CityU's prior written consent – this includes course transfers between Students. Where CityU agrees to a student's course transfer, this is subject to an additional charge. All transfers are at the CityU's sole and absolute discretion.
- f. Student communication by email: The CityU sends out important student information (including timetable updates, class changes, etc.) exclusively by email. It is the Student's sole responsibility to ensure that CityU has correct and up-to-date email addresses in its records, and that the Student opens, reads and acts promptly upon such email notifications.
- g. Limitation of liability: Students' attention is particularly drawn to this clause. Liability of CityU, and/or its partners providing DEGREE program, for losses arising from their negligence (except in the case of liability for death or personal injury), breach of contract or otherwise will be limited to the full amounts paid by the relevant Student for the particular courses and/or study materials. Except in the case of liability for death and personal injury, such companies will have no liability for indirect or consequential loss or damage howsoever arising.
- h. The official language of instruction is English. It is also possible to study using a translator who would then be provided by CityU to ensure the quality of translation. Translations are subject to further payment(s).

2. Correct academic behaviour

While at CityU, participants' behaviour should reflect the professional approach expected at a graduate business school of international standing.

Adequate dress standards should be maintained while on CityU premises. During official visits or other formal events it is strongly advised to dress in accordance with business standards.

Cell phones, laptop computers and other devices must be switched off during classes unless the use of computers is explicitly requested by the lecturer.

3. Object of the DEGREE program and learning outcomes:

The program provides general corporate management training from an international perspective. It is designed to give each participant a comprehensive understanding of current issues in international management and the ability to apply managerial concepts and techniques in practical situations. It also dedicates considerable attention to developing interpersonal skills.

4. Study structure

Educational program length is detailed in DEGREE study contract (further called the contract) and structure of the study cycle is concretized by CityU on its website or within its ELMS (E-Learning Management System).

5. Admission to study

A prospective student is eligible to study a DEGREE program at CityU if he or she provides CityU with a set of documents required for admission to a study program at the time of application and when the payment of full tuition has been received by CityU. The exceptions to the completeness or fulfillment of rules for admission can be granted upon a written request delivered by email to a Vice-Rector for Academic Affairs. He or she will then inform the applicant about the decision in 15 days since the delivery of request. The director can make a decision about waiving the requirement of two reference letters submission as a part of application form submission.

6. Organizational and personal study program guarantees

Education is provided by lecturers with a university degree or exceptional career achievements. The lecturers of individual courses are decided by CITYU on the day when DEGREE program starts and may be changed during the course of the DEGREE study program.

All Students have access to all mandatory study materials within CITYU's ELMS. Every enrolled student can log in to CITYU's ELMS by clicking Log-In button on the homepage.

Every student by signing these Terms and Conditions acknowledges that he or she is eligible to receive printed or electronic version of Student Handbook, Pre-Arrival Information (primarily for those coming from abroad) and other related documents from Study department and/or find this information online at university website.

Study program can be provided in full-time, part-time, combined or modular forms specified in the DEGREE study contract. The contract specifies study requirements laid upon the Student. Also, the Student needs to follow decisions of a CityU's Vice-rector for Academic Affairs and especially the lecturer. The contract may specify more persons whose decisions the Student must follow.

7. Control of studies

The study department of CityU controls study progress of individual Students during the course of DEGREE program. In order to receive a DEGREE diploma, Students need to pass through all exams and fulfill all study requirements outlined publicly online on CityU website, in the DEGREE Study Contract and these Terms and Conditions. Examination type, date and style is decided by a lecturer. Student also needs to pass final form of study control, which is to write and defense the Capstone project (a diploma thesis). If DEGREE program is provided in cooperation with a third party organization (e.g. a foreign university), CityU reserves the right to control the quality of local lecturers, education process and exams the Students pass. Such a third party organization agreed to follow CityU's Code of Conduct.

8. Continuous evaluation of study process and organization of exams

The evaluation is done by individual lecturers and follows this scale:

- | | | |
|---------------|--------------|---------------------------|
| A. 90% -100 % | C. 70% -79 % | E. 50% -59 % |
| B. 80% -89% | D. 60% -69% | F. < 50% (Unsatisfactory) |

Student with unsatisfactory result of an exam (written or oral) or research paper must retake such a test or exam or rewrite/update the research paper within one month following the results were made public within ELMS. The Student may also ask the lecturer or study department about the results of evaluation.

The lecturer is obliged to provide the Students with results within two weeks following the deadline for papers or since the test/exam took place.

Exam term and other important dates are specified in the learning schedule (or study induction programme) for the whole DEGREE study program. Learning schedule is disclosed to Students within ELMS and also by a study department.

In case the Student does not pass study obligations (tests and exams) within required timeframe outlined in the learning schedule, he or she may ask study department for extra term. In case a situation needs special attention, the Student may ask the Vice rector for Academic Affairs for special treatment by sending a written notice via email. The final deadline is the last day of MBA course itself.

Non-standard exceptions (e.g. prolonging an exam term) are paid and subject to updates of these Terms and Conditions and the Contract conditions whichever is newer. Every Student has unlimited tries to pass a subject in respect to the rules set by the lecturer, but only first three are free of charge. This rule applies to other forms and means of passing a subject (a test, exam, research paper, workshop participation, etc.) as well. Dates of exams are set by the lecturer. Prolonging the exam term is allowed up to three months.

Every Student, when he or she passes a subject and yet seeks to improve current satisfactory evaluation, can improve that evaluation, but this extra term may be subject to a fee payment. Depending on the lecturer's decision, a Student may pass a subject whenever during the course of the DEGREE program study. Every Student may ask to reassign for a subject and retake it, but that may be subject to a fee payment.

9. Degree thesis (The Capstone project) evaluation

Evaluation of a degree thesis is on this scale: Recommended for defense | Not recommended for defense. Final result may be Defended | Not defended and in the former case an evaluation respecting evaluation in paragraph 8 is added as well.

10. An exam

Requirements to pass a subject and exam conditions are set by the lecturer who discloses them to the Students in ELMS and/or on the first lecture.

11. The Capstone project (degree thesis)

The subject chosen should be viewed in light of future career plans. Students have been offered positions as a direct result of their MBA Capstone project. The Capstone Project can take many forms, including a research based document (a dissertation/degree thesis), business plan, case study or report (or indeed a combination of elements of these). A very popular option amongst students is to work with an organisation on a project that will add value to its business. The output is a substantial report combining the student's experience and knowledge to provide research, analysis and recommendations. The Student Projects Manager (supervisor) works with students to facilitate engagement.

Students must follow the CityU template for the Capstone project if it will take form of a degree thesis and the degree thesis supervisor is there to control and oversee the process of writing the thesis. When a Student chooses a topic, a supervisor agrees to supervise his or her capstone project or thesis. The topic is approved by the supervisor and the study department within 15 days set for approval. Student can start work on his or her capstone project (a degree thesis) when topic approved. If the topic is not approved, a study department sends

three alternative topics to choose from. These topics ought to be relatively close to former topic. By the deadline for handing in degree theses or project, a Student must hand in electronic version of his or her project or degree thesis using ELMS and deliver one printed copy to a study department at CityU.

Reviews of a capstone project or degree thesis are written by a project or thesis supervisor and an opponent (both persons may be recommended by the Student, who may provide their CV's for approval to the Vice-Rector for Academic Affairs). This review must be disclosed using the ELMS to the Student at least a week before the defense.

If a Student does not defend his or her project or thesis, a second option for defense is granted. In case a Student is unsuccessful in the second term as well, the Student has to change the topic. Depending on learning Schedule, a study department or the Vice rector for academic affairs decides when the defense will be held. CityU checks all theses for plagiarism. In case a plagiarized text is found, DEGREE study of the Student may be ended solely by decision of the Vice Rector for Academic Affairs without any right to refund of any sum or payment.

12. Capstone project (thesis) defense

The goal of a defense is to let Student present his or her capstone project or degree thesis in front of a commission (minimum of three members need to be present, members are selected by the Vice rector for Academic Affairs), in case at least one review of the project or thesis recommends it for defense. One negative review does not automatically forbid the Student to defend the project or thesis. Both negative reviews automatically forbid the Student from defense. During the defense the Student needs to address comments of the reviewers and the decision of the commission must be for the record reasoned by writing a short paragraph explaining the result of the defense. The defense takes 30 minutes, while the first ten minutes Student presents the theses and in the second half addresses the reviews and questions of commission members. The reviewers may or may not be present to the defense, depending on their decision. The commission members then decide about the evaluation of the defense while Student is not present to such a discussion.

13. Diploma and degree

To every Student who managed to pass all subjects at satisfactory level, defended the capstone project or diploma thesis and fulfilled all requirements towards the CityU outlined in the contract, is granted professional title Bachelor of Business Administration (BBA), resp. Master of Business Administration (MBA) written behind the name without a dot, and Diploma Supplement representing the transcript of subjects passed. This applies to Master of Healthcare Administration (MHA) and Doctor of Business Administration (DBA) as well.

14. Prolonging DEGREE study

Student, which does not fulfill the study requirements (subjects, degree thesis deadlines and defense, etc.) till the end of the DEGREE study program (as written in the Learning schedule and or the contract), may ask the Vice Rector to prolong the study program. Prolonging the program is subject to a fee payment. Prolonging a study is allowed twice only. The allowed time of prolonging is up to one year (12 months) in total.

15. Interrupting DEGREE study

Every Student is allowed to ask CityU via the Vice-Rector for Academic Affairs to interrupt the course of the DEGREE study for serious reasons. The permission may be granted only if there are no financial disputes and all payments due were paid or other solution is found. A Student may interrupt DEGREE program study only once during the course of the DEGREE study and only one month since an "important date". Such important dates should be marked in the Learning Schedule (student induction programme) and basically are (if not specified) be start of the DEGREE program, deadline for capstone project or diploma thesis submission, start of a semester. The Vice Rector for Academic Affairs must decide in 15 days since submission of the request (email is sufficient). Total length of the interruption can last up to two years. Interruption is subject to a fee payment. Interruption of a study does have a postponing effect to yet undergoing activities but it is considered that whenever the interruption will end, all requirements from these undergoing activities (running courses, deadlines of capstone project or diploma thesis submission) will be fulfilled within one month since the end of the interruption. If the Student does not return to future DEGREE program within two years, it is considered he or she quit CityU.

16. Ending of DEGREE studies

When all requirements set by the contract and in line with learning schedule are finished, the Student ends the studies. Premature ending of DEGREE study is allowed by written mutual agreement signed by the two parties. The Student is obliged to pay full tuition before ending the DEGREE study. By mutual agreement, a tuition and its payment can be set up individually. A Student may quit the school without letting CityU know (unless staying in Nigeria on study visas), but yet he or she needs to pay all fees due in respect to the contract, Terms and Conditions and other fees if those would apply.

17. Fee structure

Fees	In Naira	in USD	Fee type	Note
Prolonging exam term				
Whole subjects' retake				
Supervisor/Oponent from CityU				
Prolonging a study				
Study interruption				
Change of a topic incl. change of a supervisor from CityU				
Change of degree thesis topic while not changing a supervisor				
Tuition fee				
Assigned opponent from CityU				
Extra exam term of any kind				

Prices include all applicable taxes.

18. Payments

Payment of admission fee is part of total DEGREE program price. The payment for the program must be received by CityU 15 days prior the start of the program. In case the payment might be received later, guarantees must be provided by a Student that the payment has been or will be done. CityU provides no refunds in general. However, CityU may discuss various options in special cases of problems the CityU may have caused. Then a refund may be considered and provided. Disbursements are non-refundable: any fees payable by CityU on behalf of the Student or in connection with the Student's application to a third-party (for example, courier fees, etc.) are non-refundable and non-transferable.

In good faith, CityU believes that in the case of visa refusal, the Student still wants to study. Therefore, CityU offers a discount and discuss individual learning through online only means of education. Nonetheless, CityU provides visa advisorship to its Students for free and will always try to find a solution.

19. DEGREE graduate target profile

A DEGREE graduate has the competencies needed to play different roles within organizations and society:

- a. A company/business expert, possessing an excellent level of knowledge and culture on management in an international context and a belief in continued personal learning. S/he can operate on both the analytical micro and strategic macro level;

- b. A practitioner, with a desire to master technical methods and practices, he/she has the ability to learn new approaches and to adapt to changing circumstances. He/she takes responsibility for his/her own development using problem solving techniques, creative thinking and innovative technical processes;
- c. A leader, having developed a high level of personal awareness that allows him/her to drive change in present or future organisations, using soft skills (intercultural facilitation and team-working), emotional maturity (adaptability, independence, confidence, self- awareness to overcome prejudice) and motivation (ambition, drive, persistence, stamina, energy). S/he has the ability to work within a range of organisational structures, manage departments and interface with clients effectively.

20. Final provisions

Student agrees, in line with Nigeria law on private data protection, as amended, with processing of his or her personal data only for purposes related to DEGREE program study and other services provided by the CityU during the course of the DEGREE study program and after it ends, and not distributing them elsewhere for any purposes anytime in the future. This agreement is granted since Application submission till it is revoked even if the student does not enroll as a Student (signs the contract).

CityU reserves the right to unilaterally change these Terms and Conditions. Terms and Conditions may be superseded by provisions of the DEGREE study contract.

SECTION 5: Declaration

a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.

b) I hereby agree, if admitted as a student at CityU, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.

By signing I accept and agree to all of the above statements and give my consent to the above terms.

Date:

Signature:

Reference letter / Recommendation for University Admission #1

Name of the applicant	
Name of the reviewer	
Position & Employer of the reviewer	
Relation to the applicant + how long time do you know the applicant*	

Email(s) of the reviewer	
Phone number(s) of the reviewer	
Date filled and Signature of the reviewer	

* You can use Comments Area below if needed.

Evaluation of Applicant's Abilities (Mark with an "X", write comments if needed)

Type	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Ability to work with others / Sociability					
Leadership skills & Independence					
Communication skills					
Work with information					
Clarity of verbal/linguistic expression					
Ability to cope with pressure					

Further comments (optional)

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Reference letter / Recommendation for University Admission #2

Name of the applicant	
Name of the reviewer	
Position & Employer of the reviewer	
Relation to the applicant + how long time do you know the applicant*	

Email(s) of the reviewer	
Phone number(s) of the reviewer	
Date filled and Signature of the reviewer	

* You can use Comments Area below if needed.

Evaluation of Applicant's Abilities (Mark with an "X")

Type	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Ability to work with others / Sociability					
Leadership skills & Independence					
Communication skills					
Work with information					
Clarity of verbal/linguistic expression					
Ability to cope with pressure					

Further comments (optional)

