

DBA PROGRAM APPLICATION FORM

PERSONAL DETAILS

Family Name	
First Name/ Other Names	
Title	
Gender	
Date of Birth	/ /
Country of Birth	
Nationality	
Address	Address:
	Country:
	Zip code:
Telephone Number	
Mobile Phone Number	
E-Mail Address	

ACADEMIC QUALIFICATIONS

Most recent/current academic qualifications

Name of University	Country	Qualification obtained (e.g. MSc, MBA, Diploma, etc.)	Main Subject Area	From	To	Full-Time, Part-Time or Distance Learning
				/	/	
				/	/	
				/	/	

Please ensure you submit a coloured scan of your Masters degree certificate and original transcript of records of subjects studies and grades obtained (for all years of study), translated into English where appropriate (not necessary for German degrees).



Other academic qualifications

Please list any other relevant qualifications obtained

Name of University	Country	Qualification obtained (e.g. MSc, MBA, Diploma, etc.)	Main Subject Area	From	To	Full-Time, Part-Time or Distance Learning
				/	/	
				/	/	
				/	/	

PROFESSIONAL QUALIFICATIONS

Please provide details of membership of any professional bodies or other qualifications

Name of Professional Body	Classification of Membership e.g. student, affiliate, fellow	Admission Date
		/ /
		/ /

EMPLOYMENT INFORMATION

Most recent/current employment

Company Name			
Company Address	Address:		
	Country:		
	Zip code / Box:		
Telephone Number			
Web Address			
Position Held			
Full-Time / Part-Time			
From:	/ /	To:	/ /
Describe the nature of the work undertaken and your main areas of responsibility			



Previous employment

Company Name	Country	From	To	Position Held	Full/Part-Time
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		

ENGLISH LANGUAGE

An excellent command of the English language is required for entry to the program. If English is not your first language and it is over two years since you studied in English for your Masters degree, you must provide further evidence in the form of an IELTS test or a letter from your employer confirming that English is the main language of communication at your place of work.

Is English your first language?	Yes	No
If no, what is your first language?		
Was English the language of instruction for your previous qualifications?	Yes	No
If yes, please indicate how many years you have spent studying in English	From: / /	to / /
	Institution:	

English Language Tests

Please give details of English language qualifications you have undertaken within the last two years and attach certified copies of your certificates/test results.

English language course taken/to be taken	Name of language test:
	Date of test: / /
	Mark / grade obtained:
English language course taken/to be taken	Name of language test:
	Date of test: / /
	Mark / grade obtained:



REFEREES

Please list below two referees who have knowledge of your academic and professional ability in support of your application. SISP may be contacting these for consultation.

Recommended referees:

- If you are currently a student or have recently completed your studies, one of your referees should be a lecturer or professor from your university.
- The other referee should preferably be the person you report to in your current company. If you do not wish to inform your current employer that you are applying for admission to SIBE Scientific Projects GmbH (SISP) then you could list a referee from amongst your previous employers.

Hereby I confirm that the listed referees below are informed and agree on SIBE Scientific Projects GmbH contacting them for consultation.

Comment: Please keep in mind that your application can only be considered upon your confirmation in contacting your referees.

1st Referee

Referee's Name	
Address / Country	
Telephone Number	
E-Mail	
Web Address	
Relationship to you	

2nd Referee

Referee's Name	
Address / Country	
Telephone Number	
E-Mail	
Web Address	
Relationship to you	



AREA OF RESEARCH INTEREST

This section should be used to state your intended area of research. This is for indicative purposes and supervisor assignment.

HOW DID YOU LEARN ABOUT THE DBA PROGRAM AT SIS?

Please provide specific details for any of the above



SUBMISSION OF DOCUMENTS

Please submit the following documents in one single pdf document to dba@sibe-scientific.de:

- Motivation letter (in English)
- CV (in English)
- Degree certificates (degree and transcript of records)
- English language certificate/s
- Certificates of employment

PRIVACY NOTICE

Edinburgh Business School, Heriot-Watt University, Steinbeis School of International Business and Entrepreneurship GmbH and SIBE Scientific Projects GmbH work together to deliver the Edinburgh Business School DBA Programmes. To ensure that your DBA Programme is managed efficiently, the personal data that you provide in this form and information recorded as you progress in your studies will be shared amongst Edinburgh Business School, Heriot-Watt University, Steinbeis School of International Business and Entrepreneurship GmbH and SIBE Scientific Projects GmbH.

Such information shall be used as follows:

- (a) Steinbeis School of International Business and Entrepreneurship GmbH and SIBE Scientific Projects GmbH will use the information for DBA Programme support, delivering academic services and tuition, administration and for the provision of information to students; and
- (b) Edinburgh Business School and Heriot-Watt University will each use the information for academic DBA Programme management, quality assurance and monitoring and for operational and administration purposes.

If you provide any health information for the purpose of facilitating your studies or examinations, then by providing that information, you agree that Steinbeis School of International Business and Entrepreneurship GmbH, SIBE Scientific Projects GmbH, Heriot-Watt University and Edinburgh Business School might use it for this purpose.

For more information on how your personal information is collected used and shared, please see Edinburgh Business School's relevant Privacy Notice(s) (<https://www.ebsglobal.net/terms-and-conditions/privacy-notice>) as well as SIBE data protection policies (<https://sibe-edu.com/data-protection/>) which may be updated from time to time on their websites.

Edinburgh Business School and Heriot-Watt University are located in the United Kingdom and your personal data may therefore be transferred within the European Economic Area and to/from the United Kingdom.

Please tick the box to show that you have read and understood the purpose for the collection and use of your personal data by Steinbeis School of International Business and Entrepreneurship GmbH, SIBE Scientific Projects GmbH, Edinburgh Business School and Heriot-Watt University as described above and in Edinburgh Business School's Privacy Notice as well as SIBE data protection policies (as updated from time to time).



DECLARATION

- 1. I am applying for admission to Edinburgh Business School and understand that the decision to offer me a place rests with the School whose decision is final.
- 2. I confirm that the information I have given is correct to the best of my knowledge and that I will update SIBE Scientific Projects GmbH and Edinburgh Business School with any changes in my personal or contact details.
- 3. I understand that as a student studying on a programme delivered by Edinburgh Business School, I am required to abide by the Policies and Procedures of Edinburgh Business School and Heriot-Watt University, and the Regulations of Heriot-Watt University, and to ensure that I am familiar with the information contained in the relevant Student Handbook.
- 4. I accept liability for payment of all fees and additional costs due to Edinburgh Business School or partner institutions in the absence of a payment by an awarding body or sponsor.
- 5. I understand that Edinburgh Business School may send important communications to my designated email account and recognise that it is my responsibility to check this account regularly.
- 6. I understand that only by disclosing a disability, medical condition, mental health condition or specific learning difficulty will Edinburgh Business School be able to consider any individual support requirements that I may have.

Signature <input type="text"/>	Date
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