

DBA IN PROJECT AND PROGRAMME MANAGEMENT (LILLE CAMPUS)

PLEASE FILL ALL THE PARTS OF THIS FORM

FAMILY NAME _____

FIRST NAME _____

PICTURE

APPLICATION FORM YEAR 2019-2020

- FALL SEMESTER (FROM 1ST AUGUST 2019 TO 31ST JANUARY 2020).
→ DEADLINE TO SUBMIT APPLICATION PACK: 1ST JULY 2019

- SPRING SEMESTER (FROM 1ST FEBRUARY 2020 TO THE 31ST JULY 2020)
→ DEADLINE TO SUBMIT APPLICATION PACK: 20TH DECEMBER 2019

> Personal details (in capital letters)				
Family name		Maiden name		
First name		Sex (Male or Female)		
Date of birth		City of birth		
Country of birth		Nationality		
Your main/home country address				
Zip/postal code		City		
Country		Home phone		
Your address of residence (if different)				
Zip/postal code		City		
Country		Home phone		
Mobile phone		E-mail		
Social Security Number				
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Other	Number of children :
> Education details – Please provide your academic transcripts				
Obtained				
Degree/Diploma/Certificate	Institution	Years attended		
In progress				
Degree/Diploma/Certificate	Institution	Years attended		
> Language proficiency – Please answer using these codes : N: native tongue - F: fluent - G : good - A: average - P: poor				
Language(s)	Spoken	Read	Written	Language certificates (TOEFL, TOEIC, DELF, DALF, TCF, IELTS, other + score)
English				
French				
Other (specify)				

> Current Employment Details if you are working – or Former Employment Details if you are out-of-work.

Mobile phone E-mail

Name of the Company

Address

Zip/postal code City

Phone Fax

E-mail

Position held

Assigned responsibilities and key results achieved

.....

> Employment History - Please fill out this form: Professional activity (PA), Internship (I), Temporary employment (TE)

Company/Organisation	Position held	PA	I	TE	Duration

> Publications

Have you ever written personal or collective works (thesis, report, papers, books, etc.)?

Title	Year	Co-authors	Editor, Journal or Institution

If necessary, please enclose a list of your works

> Objectives and motivation

What are your professional objectives?

.....

.....

.....

How will this programme help you achieve those objectives?

.....

.....

.....

> Other information

Describe what has been your major accomplishment(s) so far in your professional life

.....

.....

.....

List any responsibility you have outside your jobs (not for profit organizations, professional bodies...)

.....

.....

.....

Do you wish to start your own company?

.....

.....

.....

RESEARCH PROPOSAL TEMPLATE

(MUST BE FILLED OUT IN ORDER TO APPLY)

In order to validate your research proposal you must complete all the fields below.
There is no limitation to the size of the fields: you have the opportunity to develop your research proposal as appropriate.

1. Title of the Research Project

2. Research Background

2.1 Problem to be solved

2.2 Significance of the problem

3. Research Aims

3.1 Research Questions

3.2 Research Objectives

> How did you hear about this programme?

- Professor Employer SKEMA graduate SKEMA staff member
- Press (article) Education fair (specify) Education guide SKEMA brochure
- Advertisement (specify)
- Search engine on the web (specify)
- www.skema-bs.fr www.skema.edu other website (specify)
- Other (plse specify)

Application form done in.....on.....signature:

CHECK LIST OF DOCUMENTS

Your application form has to be completed with those documents:

- Curriculum vitae /resume with photo
- Essay/letter of motivation
- Copy of your degree(s) or equivalencies
- Academic marks transcripts of your current training (for students only)
- Copy of your identity card, or passport and residence permit
- 2 reports from referees (see enclosed model, P8) or 2 letters of reference

Don't hesitate to contact us for any question you may wish to address.

Your application form and the documents have to be send to :

**SKEMA Business School
Hélène BORELLE – DBA Program Coordinator
Avenue Willy Brandt
59777 EURALILLE – France**

E-mail : helene.borelle@skema.edu

Phone: +33 (0)3.20.21.40.61 – Fax: +33 (0)3.20.21.59.59 –

Web sites: French: www.skema-bs.fr – English: www.skema.edu

If you get admitted, please note that you will finally be asked to upload on an online platform the 5 above documents + these following documents:

- 3 current identity photos (in colour)
- Copy of your work contract or supporting document of your employment or internship (if available)

REFEREE'S REPORT (confidential)

SECTION A – FOR THE APPLICANT TO COMPLETE

Please print clearly

TITLE (Mrs, Miss, Dr, Ms, Mr.) _____

LAST NAME _____ FIRST NAME(S) _____

DAYTIME NUMBER _____ EMAIL _____

MOBILE _____

Please indicate which programme you intend to undertake: _____

SECTION B – FOR THE REFEREE TO COMPLETE

Please complete **Section B** including the questions, which will follow and return the completed report to SKEMA Business School no later than the closing dates for the semester to which the applicant is applying. (Late reports may not be accepted as allocation commences shortly after the closing date)

Due to the large number of applications received, SKEMA Business School cannot follow up on reports, which are not received by the deadline.

The report may be returned by email: helene.borelle@skema.edu or by Mail: SKEMA Business School, H el ene BORELLE DBA Program Coordinator - Avenue Willy Brandt - 59777 Euralille - France.

TITLE (Mrs, Miss, Dr, Ms, Mr.) INITIAL _____ LAST NAME _____

POSITION _____ COMPANY / ORGANISATION _____

TELEPHONE _____ FAX _____ EMAIL _____

*** Please complete the following questions**

QUESTIONS:

How long have you known the candidate? Define your relationship with the candidate.	
Comment on the candidate's career progress to date.	

What do you consider the candidate's major strengths and weaknesses?	
Describe the candidate's ability to establish and maintain relationships, self-confidence, and attitude.	

HOW WOULD YOU RATE THE CANDIDATE ON THE FOLLOWING CRITERIA? (Please Tick relevant box)

	Outstanding	Very good	Above average	Average	Below average
Professionalism					
Intellectual curiosity					
Creative Ability: ability to develop original ideas or approaches without prompting					
Initiative: ability to embark on new ideas or approaches without prompting					
Personal integrity					
Motivation: ability to complete the degree					
Planning: ability to keep to a schedule					
Perseverance: ability to work in difficult circumstances					
Critical Ability: ability to appraise and analyse information and arguments					
Ability to work in and organise teams					
Oral communication skills					
Written communication skills					

Referee Signature _____ **Date** _____

Thank you for your assistance, If you wish to clarify any of the statements above or add any comments that you think will assist in assessing the applicant please attach a separate sheet. Please return this report by the closing date. Late reports will not be accepted as allocation occurs shortly after closing dates.

The report may be returned by email: helene.borelle@skema.edu or by Mail: SKEMA Business School, H el ene BORELLE DBA Program Coordinator - Avenue Willy Brandt - 59777 Euralille - France.

REFEREE'S REPORT (confidential)

SECTION A – FOR THE APPLICANT TO COMPLETE

Please print clearly

TITLE (Mrs, Miss, Dr, Ms, Mr.) _____

LAST NAME _____ FIRST NAME(S) _____

DAYTIME NUMBER _____ EMAIL _____

MOBILE _____

Please indicate which programme you intend to undertake: _____

SECTION B – FOR THE REFEREE TO COMPLETE

Please complete **Section B** including the questions, which will follow and return the completed report to SKEMA Business School no later than the closing dates for the semester to which the applicant is applying. (Late reports may not be accepted as allocation commences shortly after the closing date)

Due to the large number of applications received, SKEMA Business School cannot follow up on reports, which are not received by the deadline.

The report may be returned by email: helene.borelle@skema.edu or by Mail: SKEMA Business School, H el ene BORELLE DBA Program Coordinator - Avenue Willy Brandt - 59777 Euralille - France.

TITLE (Mrs, Miss, Dr, Ms, Mr.) INITIAL _____ LAST NAME _____

POSITION _____ COMPANY / ORGANISATION _____

TELEPHONE _____ FAX _____ EMAIL _____

*** Please complete the following questions**

QUESTIONS:

How long have you known the candidate? Define your relationship with the candidate.	
Comment on the candidate's career progress to date.	

What do you consider the candidate's major strengths and weaknesses?	
Describe the candidate's ability to establish and maintain relationships, self-confidence, and attitude.	

HOW WOULD YOU RATE THE CANDIDATE ON THE FOLLOWING CRITERIA? (Please Tick relevant box)

	Outstanding	Very good	Above average	Average	Below average
Professionalism					
Intellectual curiosity					
Creative Ability: ability to develop original ideas or approaches without prompting					
Initiative: ability to embark on new ideas or approaches without prompting					
Personal integrity					
Motivation: ability to complete the degree					
Planning: ability to keep to a schedule					
Perseverance: ability to work in difficult circumstances					
Critical Ability: ability to appraise and analyse information and arguments					
Ability to work in and organise teams					
Oral communication skills					
Written communication skills					

Referee Signature _____ **Date** _____

Thank you for your assistance, If you wish to clarify any of the statements above or add any comments that you think will assist in assessing the applicant please attach a separate sheet. Please return this report by the closing date. Late reports will not be accepted as allocation occurs shortly after closing dates.

The report may be returned by email: helene.borelle@skema.edu or by Mail: SKEMA Business School, H el ene BORELLE DBA Program Coordinator - Avenue Willy Brandt - 59777 Euralille - France.