

# DBA IN PROJECT AND PROGRAMME MANAGEMENT (LILLE CAMPUS)

PLEASE FILL ALL THE PARTS OF THIS FORM

FAMILY NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

PICTURE

APPLICATION FORM YEAR 2018-2019

- OCTOBER 2018 (DEADLINE TO SUBMIT APPLICATION PACK: 7<sup>TH</sup> SEPTEMBER 2018)
- FEBR 2019 (DEADLINE TO SUBMIT APPLICATION PACK: 04<sup>TH</sup> JANUARY 2019)

<b>&gt; Personal details (in capital letters)</b>				
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 :
<b>&gt; Education details – Please provide your academic transcripts</b>				
Obtained				
Degree/Diploma/Certificate	Institution		Years attended	
In progress				
Degree/Diploma/Certificate	Institution		Years attended	
<b>&gt; Language proficiency – Please answer using these codes : N: native tongue - F: fluent - G : good - A: average - P: poor</b>				
Language(s)	Spoken	Read	Written	Language certificates (TOEFL, TOEIC, DELF, DALF, TCF, IELTS, other + score)
English				
French				
Other (specify)				
<b>&gt; Current Employment Details if you are working – or Former Employment Details if you are out-of-work.</b>				

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?

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How will this programme help you achieve those objectives?

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**> Other information**  
Describe what has been your major accomplishment(s) so far in your professional life

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

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Do you wish to start your own company?

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.....

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# 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

<b>3.3</b>	<b>Expected Outcomes of the Research</b>
<b>3.4</b>	<b>Contribution to Existing Knowledge and Practice</b>

**4. Research Methodology**

<b>4.1</b>	<b>Choice of Research Methodology</b>
<b>4.2</b>	<b>Research Phases</b>

**5. Research Plan**

Research Task /Time Scale (month: M), or (year: Y) <small>Change/add as appropriate</small>	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	...

**> 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](mailto: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](http://www.skema-bs.fr) – English: [www.skema.edu](http://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 (4<sup>th</sup> of September 2017 – 18<sup>th</sup> of December 2017) 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](mailto:helene.borelle@skema.edu) or by Mail: SKEMA Business School, Hélène 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 (4<sup>th</sup> of September 2017 – 18<sup>th</sup> of December 2017). Late reports will not be accepted as allocation occurs shortly after closing dates.

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TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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**Referee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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