

Application for Admission

Doctorate of Business Administration DBA FH

Application for Admission

Enrollment Procedure

Complete the DBA Application Package:

- Complete and sign this **Application for Admission** form
- Complete and sign the **Preliminary Application for a Research Degree (RDA)**

Provide

- Detailed Curriculum Vitae
- Certified copies of relevant degrees & certificates, copies of the grade sheets and previous transcripts with official notarized translations in English or German (if not issued in one of these languages)
- Relevant (including current) work references
- Letter of Motivation (self written, stipulating why you would like to pursue a doctorate), one A4 page
- English Certificate (if English is not first language) on CEFR level C1 which is equivalent to IELTS 6.5, TOEFL (paper based test 600, computer based test 250, internet based test 100), Cambridge CAE Certificate in Advanced English or the Cambridge BEC Higher Business English Certificate
- One copy of your Master Thesis (only non PHW/KFH graduates)
- 3 passport-size photos
- 1 x Business Card (if available)
- 1 x electronic passport-size photo (jpg/tiff) to: jasmin.declercq@kalaidos-fh.ch
- Registration fee CHF 100.-

Please send everything to

Kalaidos University of Applied Sciences
International Management Institute
Program Coordinator EMBA/DBA
Hohlstrasse 535
CH-8048 Zurich

Recommended by

Last Name

First Name

Course

Year of graduation

Application for Admission

Personal data

Last Name	First Name
Street	City/Country
Date of Birth	Nationality
Phone	Fax
Mobile	Email

Employer details

Company	Sector
Street	City/Country
Phone	Fax
Mobile	Email

Degree and Program Information

Program:	Doctorate of Business Administration Doctor of Business Administration
Degree:	(issued by the University of Gloucestershire Business School, UK)

Tuition

Per semester:	CHF 5'200.- (excl. travel expenses)
Invoices will be sent per semester. To be paid to Kalaidos University of Applied Sciences.	
Registration fee	CHF 100.- (only once)

Method of Payment

Private Company

Contact data

Program Coordinator Executive MBA/DBA
Phone +41 (0)44 200 19 62
Email info@kalaidos-fh.ch

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Terms and Conditions of Contract

Registration

Registration is completed upon submission of the registration form to Kalaidos Fachhochschule Wirtschaft AG as the legal representative of Kalaidos University of Applied Sciences, Department of Business (henceforth referred to as «the University»), and is understood to apply for the duration of the chosen program. Automatic registration with the degree-issuing institution follows registration with the University.

Acknowledgement of registration

The contract between the program participant and the University comes into effect upon receipt of this registration form by the school, duly signed by the participant.

Final deadline for registration

Applications are considered in the order of their arrival. Final deadline for the completion of registration is 4 weeks prior to commencement of the course.

Cancellation

The University reserves the right to cancel any course due to pressing reasons. In such a case the school would cancel the course at the latest fourteen days prior to commencement. In such cases, the tuition fee would be refunded in full. Participants are advised that no further claims beyond refund of tuition fees may be made due to cancellation by the school. Should the degree-issuing institution cancel a course for any reason, the University will pass on the corresponding refund in full to the application. No further obligations may be derived from this action.

Payment of fees

Semester fees are due in full prior to commencement of the semester. No refunds for absences due to military service, illness, vacation or work-related causes will be made. An additional 6% p.a. are charged to overdue fees until full payment is received.

Price guarantee

The University will not raise prices for ongoing courses except to cover inflation. This guarantee applies only if students complete their program without delay.

Cancellation by the participant

Participants may cancel their contract prior to the end of each semester. Cancellation must be conducted by registered mail one month before commencement of the next semester. For cancellation during a semester, the full semester fee is owed. For cancellation after registration but prior to commencement of the course, the following fees will be charged:

Up to 30 days prior to commencement: CHF 2'500.– of the upcoming semester's fee
29 – 0 days prior to commencement or less: full fee for the upcoming semester

Exams and assignments

All assignments, projects, exams and other tasks necessary to graduate will be conducted in English.

Insurance Policy

It is up to the participant to ensure adequate insurance against accident, theft, liability, etc.

Final Terms

The University reserves the right to make any changes or amendments to its programs.

Applicable Law

This contract shall be governed by the substantive Swiss Law.

Place of Jurisdiction

The competent court of jurisdiction for both parties shall be Zurich.

Please do not forget to sign below

Declaration

I confirm that, to the best of my knowledge, the data in this form is correct. I have read the pertinent information. I understand and agree to abide by the conditions and regulations set out there, which I accept as a condition of this application:

Date and Place

Applicant's signature



UNIVERSITY OF
GLOUCESTERSHIRE

at Cheltenham and Gloucester



Federally recognized and supervised
university of applied sciences