



**THE UNIVERSITY OF PAPUA NEW GUINEA
SCHOOL OF BUSINESS AND PUBLIC POLICY
APPLICATION FORM FOR POST GRADUATE STUDIES - 2020**



School of Business and Public Policy
The University of Papua New Guinea
P. O. Box 320 University. 134.
NCD. Papua New Guinea

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✉: sbpp@upng.ac.pg;

☎ 675 326 7187
🌐: www.upng.ac.pg

Separate application forms should be used for each program.

Application for (tick **one box only**)

- Executive Master of Business Administration (E-MBA):
 MBA-Certified Practising Accountant (MBA-CPA):
 Master of Human Resources Management (MHRM):
 Graduate Diploma in Economic and Public Policy leading to MEPP:
 Graduate Diploma in Corporate Governance (GDCG):
 Full-time Part-Time

Affix
Your photo here

1. Personal Details (Please complete each section)

Name (As it appears on all other official records)								
First Name				Surname				
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of Birth	DD:	MM:	YYYY:
Current address (for correspondence):								
Email:					Tel:			Fax:
A) Are you a PNG Citizen?		Yes	No	If No, go to section 'B' for Permanent Residence (PR)				
Province of origin (Please print)								
B) Are you Permanent Resident Category		Yes	No	If Yes attach proof, If No, go to section 'C' Non- Citizen				
PR Visa Number:					Passport Number:			
C) Non-Citizen		Yes	No	Home Country				
Visa Number:					Passport Number:			
Address:					Town/Suburb			

2. Academic History

Provide the details of your educational qualifications starting from your Bachelor Degree

Name of University	Degree	Year Graduated
1		
2		
3		
4		

3. Relevant Work Experiences

List current and past job positions starting from the supervisory/managerial level (most recent first)

Employment Period	Name of Employer	Positions Held
From: To:		
From: To:		
From: To:		
From: To:		
From: To:		

(Please attach a photocopy of relevant experience proof/ certificates. Use a separate sheet, if space is not sufficient.)

4. Scholarship/Sponsorship

(a) Are you applying for a scholarship/sponsorship to undertake this program YES NO.

(b) If yes, name the scholarship/sponsorship and the funding agency

(c) Applicants for **Graduate Diploma in Economic and Public Policy leading to MEPP Program only**: If you are a National Public Servant Under General Order. with a minimum of two years' managerial level experience, you are eligible for a scholarship from the Pacific Leadership and Governance Precinct, supported through the PNG-Australia Partnership and managed through the Department of Personnel Management. Do you want to be considered for this scholarship?: YES NO.

5. Declaration and Signature

The information on this form and in support of this application is supplied by me on the understanding that it will be used for the purpose relating to my selection and enrolment as an EMBA/EMBA-CPA/MHRM/MEPP/GDCG student by The University of Papua New Guinea.

I,, declare that all the information submitted on this application form and in the attached documents is correct and complete. I authorise the University to obtain official records from any educational institution I previously attended, and from my current and former employer(s), or the organisations with whom I am working, or I worked. I understand that the University reserves the right to vary any decision regarding admission or enrolment made based on incorrect, incomplete, and falsified information. I also agree that the University's decision is final with regard to selection.

Signature:

Date: .../...../.....

6. Reference Letters:

(Please provide three (3) references, one from academic sources, and one from my current workplace. The third one should be a character reference from a respectable person.)

Guidelines for writing a reference: The reference should include (1) applicant's full name, current position, and organisation where the applicant is working; (2) Referee's contact details including telephone and email address; (3) referee's comments with regard to (a) How long the referee has known the applicant and in what capacity; (b) Strengths and weaknesses of the applicant; (c) Applicant's managerial experience, intellectual abilities, oral and written communication skills, work attitudes, character, etc; (d) The relevance of the EMBA/EMBA-CPA/MHRM/MEPP/GDCG Program to the candidate's professional career; (e) Any other relevant comments; and (f) Specific recommendation with regard to the suitability of the applicant for the EMBA, EMBA-CPA, MHRM, MEPP and GDCG programs. Applicants should collect the reference letters from the referees and attach them to the application.

7. Checklist Box: Have You Included or Completed the Following?

Submission of Application: The applicant should submit the following, together with the completed application:

- | | Yes | No. |
|---|--------------------------|--------------------------|
| 1. Photocopies of degree certified by a Commissioner for Oaths | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work Experience professional certificates | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Photocopy of the relevant pages of the passport in the expatriate category | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Three reference letters, one from the current/recent employer | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Original Receipt for Application fee of K250 per program/application | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Photograph affixed on the front page of the application form | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Photocopy of the PR visa page, if you are in the Permanent Resident category | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Photocopy of the passport identification page if you are a Non-Citizen | <input type="checkbox"/> | <input type="checkbox"/> |

Please send your application with all the documentation to:

**The Executive Dean,
SBPP – Postgraduate Studies,
School of Business and Public Policy,
The University of Papua New Guinea
PO Box 320, University 134, NCD.**

Office use only

Approved:

Rejected:

Annexure:

PUBLIC CATEGORY

National Departments

Department of Agriculture and Livestock
Department of Communication and Information
Department for Community Development
Department of Defence
Department of Education
Department of Finance
Department of Foreign Affairs
Department of Health
Department of Higher Education, Research, Science, & Technology
Department of Implementation and Rural Development
Department of Justice and Attorney-General
Department of Labour & Industrial Relations
Department of Lands & Physical Planning
Department of Mineral Policy and Geohazards Management
Department of National Planning and Monitoring
Department of Personnel Management
Department of Petroleum and Energy
Department of Police (RPNGC)
Department of Prime Minister & NEC
Department of Provincial Affairs & Local Government Affairs
Department of Public Enterprises and State Investment
Department of Trade, Commerce, and Industry
Department of Transport
Department of Treasury
Department of Works and Implementation
Public Services Commission

Public Sector Agencies Statutory Authorities

Civil Aviation Safety Authority
Climate Change & Development Authority
Conservation and Environment Protection Authority
Government Printing Office
Independent Consumer & Competition Commission (ICCC)
Internal Revenue Commission
Legal Training Institute
Magisterial Service
Mineral Resources Authority
National AIDS Council
National Agriculture Quarantine Inspection Authority
National Broadcasting Commission
National Cultural Commission
National Economic & Fiscal Commission
National Events Council
National Institute of Standards & Industrial Technology
National Intelligence Organisation
National Judicial Staff Services
National Library Service
National Maritime Safety Authority
National Narcotics Bureau
National Parole Board
National Research Institute

National Road Safety Council
National Statistical Office
National Training Council
National Volunteer Services
National Youth Development Authorities
Office of Public Prosecutor
Office of Public Solicitor
Office of State Solicitor
Ombudsman Commission
Papua New Guinea Correctional Service
PNG Censorship Board
PNG Coastal Fisheries Development Agency
PNG Customs Services
PNG Electoral Commission
PNG Fire Service
PNG Immigration & Citizenship Authority
PNG Institute of Medical Research
PNG National Research Institute
Pacific Institute of Leadership and Governance
Small Business Development Corporation
Teaching Service Commission