

THE MIDDLESEX MBA

APPLICATION FORM

University use only

Full-time September Entry (one year) Modular September Entry (three years)
Executive January Entry (two years)

Personal Information

Family Name Forenames
Birth Date (dd/mm/yy) Country of Birth Gender
Nationality Country of Residence
Age (at 1 September of year of intended entry)
No of Years of Full-Time Work Experience* (at 1 September of year of intended entry)

* Please do not include part-time work, internships or summer jobs.

Mailing Address

Street
Town Country



Permanent Address

Street
Town Postal Code Country

Preferred Telephone Number

Preferred Email

We strongly encourage candidates to come to Middlesex or to one of our regional offices for an interview, but if this is not possible we will make alternative arrangements.

- I am able to come to Middlesex if invited for interview.
 I am able to travel to the Middlesex Regional Office of if invited for interview.
 I am not able to travel to Middlesex or to any of the regional offices for interview.

Academic Background

Please give details, starting with the most recent, of all colleges and universities attended.

Dates From (mm/yy) – To (mm/yy)		Institution attended & Country	Full time or part time	Qualification awarded and Subject	Result (Class/G PA rank etc)

Please indicate any scholarships, prizes or honours awarded.

Professional Qualifications						
Dates From (mm/yy) – To (mm/yy)		Full time or part time	Professional firm or educational institution attended	Qualifications & subjects	Result (Class, GPA, rank, etc.)	Date attained (mm/yy)

GMAT (Please read ‘Information for Applicants’)

Date Taken/ To be Taken	Verbal	Quantitative	Analytical Writing	Total

Command of English, if English is not your mother tongue

Fluency in English is a requirement for entry to the programme. If English is not your mother tongue, you must take the IELTS or TOEFL test. We require a minimum score of 6.5 for IELTS or 575/230 for TOEFL. If you have any doubts about whether you should take the tests, you should consult our Admissions Office at Middlesex or any of our Regional Offices.

Is this your first language Yes No

If not English, what is your first language?

How long have you been speaking English and in what connections do you use it?

IELTS /TOEFL score Date of test

Other qualifications

Employment and work experience

Starting with your current job, please describe each full-time post-graduation position you have held. Please also give an indication of your reward package. Full information of your duties, responsibilities and position in the organisation helps us to understand the depth of your experience and the contribution you can make to the MBA Programme.

JOB 1	
Name of company or institution	From (mm/yy) To (mm/yy)
Nature of Employer's business (principal products and/or services):	
Location	
Size of organisation, e.g Number of Employees, Annual Turnover	
Web Address	
Current Position	
Main Responsibilities: (Please provide a full description of your job to include the nature of work undertaken, our responsibilities, size of budget and the number of employees under your supervision, details of any clients and/or products and results attained)	
Annual reward package in £ , \$ or Euros	
Reason for taking position	
Reason for leaving position	

JOB 2

Name of company or institution

From (mm/yy)
To (mm/yy)

Nature of Employer's business (principal products and/or services):

Location

Size of organisation, e.g Number of Employees, Annual Turnover

Web Address

Current Position

Main Responsibilities: (Please provide a full description of your job to include the nature of work undertaken, our responsibilities, size of budget and the number of employees under your supervision, details of any clients and/or products and results attained)

Annual reward package in £ , \$ or Euros

Reason for taking position

Reason for leaving position

Further Information on Employment and Work Experience

Please write in this space any further information on your work experience that you believe we will find useful in assessing your application. Please use a continuation page if necessary

About yourself

Please write in this space any further information on your life experience. Please use a continuation page if necessary

Finance

Applicants for Full-time MBA

- | | YES | NO |
|--|-----|----|
| 1. Are you paying personally for the cost of attending the course? | n | n |
| 2. Is your present employer going to pay the course fees?
If yes, please state to what extent | | |

Applicants for Part-time MBA

If you are planning to be in full-time employment during this programme, you should obtain the agreement of their employer.

- | | YES | NO |
|---|-----|----|
| 1. Have you discussed your application with your employer? | n | n |
| 2. Are they agreeable to releasing you for attendance at classes and residentials? | n | n |
| 3. Are they prepared to provide you with financial assistance to meet the costs of the programme? | n | n |
| If yes, to what extent? | | |

Marketing Information

How did you hear about the Middlesex MBA?

- Advertisement
- MBA Fair
- Newspaper/journal article
- Personal recommendation
- Directory/guide
- Middlesex University web site
- Other web site
- Postgraduate Open Evening
- AMBA
- Prior contact with Middlesex
- British Council
- Company recommendation

Equal Opportunities

Middlesex University is committed to a policy of equal opportunity for all its students. Monitoring the composition of the student body will help the University to take steps to ensure that it does not discriminate. The information is used by the Department for Education & Employment and the Higher Education Statistics Agency. The classification used is in accordance with that used in the census.

Ethnic Origin

I would describe my ethnic origin as (please circle the number):

- | | | | |
|---|--|----|-------------------------------|
| 0 | INFORMATION REFUSED
<i>To be used only if the applicant specifically indicates that they refuse to give the information</i> | 10 | OTHER ASIAN BACKGROUND |
| 2 | BLACK OR BLACK BRITISH-CARIBBEAN | 11 | WHITE-BRITISH |
| 3 | BLACK OR BLACK BRITISH-AFRICAN | 12 | WHITE-IRISH |
| 4 | OTHER BLACK BACKGROUND | 19 | OTHER WHITE BACKGROUND |
| 5 | ASIAN OR ASIAN BRITISH-INDIAN | 13 | MIXED-WHITE & BLACK CARIBBEAN |
| 6 | ASIAN OR ASIAN BRITISH-PAKISTANI | 14 | MIXED-WHITE & BLACK AFRICAN |
| 7 | ASIAN OR ASIAN BRITISH-BANGLADESHI | 15 | MIXED-WHITE AND ASIAN |
| 8 | CHINESE OR OTHER ETHNIC BACKGROUND-CHINESE | 16 | OTHER MIXED BACKGROUND |
| 9 | OTHER ETHNIC BACKGROUND
<i>Use if the applicant puts an ethnicity on the application form which you cannot relate to any other specific category.</i> | 90 | NOT KNOWN |

Referees

You should nominate two referees:

- an academic who can vouch for your performance on your degree;
- someone who can comment on your performance in a recent employment. It need not be your current employer.

If you did not attend University, or if you did so a long time ago and you find it difficult now to identify an academic referee, you should seek a reference from someone else that can vouch for your learning ability, e.g. a supervisor. You must produce at least one work reference.

The MBA selection system requires you to send your referees the attached Reference Forms with a self-addressed envelope, which they should sign across the seal. You should ask your referees to send their references to you, for inclusion with the application form (please refer to the checklist on the following page.

Please remember that it is your responsibility to obtain references and if necessary to remind your referees.

	Name	Organisation	Position
1st		email: Tel No.	
2nd		email: Tel No:	

If you are a UK/EU applicant,
please send your application to:

Postgraduate Admissions Office
UK & EU Admissions
Middlesex University
The Burroughs
Hendon
London NW4 4BR

Phone: +44(0)20 8411 5898

Fax: +44(0)20 8411 5649

email: admissions@mdx.ac.uk

Minicom: +44(0)20 8292 1501

www.mdx.ac.uk

If you are an International (Non-EU)
applicant, please send your application to:

Postgraduate Admissions Office
International Admissions
Middlesex University
The Burroughs
Hendon
London NW4 4BT

Phone: +44 (0)20 8411 4700

Minicom: +44 (0)20 8298 1501

Fax: +44 (0)20 8411 5650

Email: internat@mdx.ac.uk

www.mdx.ac.uk

MBA Application

Your completed application should include the following:

1. Application Form n
2. Copies of Degree and Professional Certificates* n
3. GMAT Score Certificate (Please read Information for applicants) n
4. Academic Reference n
5. Work Reference n
6. Copy of IELTS (or TOEFL) Score notification(if required)* n

*If accepted on the programme you will have to produce the original certificate(s) at enrolment.

Please sign the declaration below and return the completed application pack, including references, to:

The relevant Admissions Office (Please see page 10) or to the Middlesex Regional Office for your area.

Declaration

I apply for admission to the MBA Programme at Middlesex University Business School. If accepted as a student I will comply with all the regulations, conditions and rules made by the University. I confirm that the information given in this form is accurate, and agree to it being processed by the university for educational purpose in accordance with the Data Protection Act 1998.

Signature Date

THE MIDDLESEX MBA

INFORMATION FOR REFEREES

Middlesex University Business School is one of the largest business schools in Europe. Our MBA programmes have been established since the early 1970s, and have been accredited by the Association of the MBAs for nearly two decades.

The Middlesex MBA learning process is designed to help students learn in an integrated way about the disciplines that underpin and support the study of business, such as economics and quantitative methods, and about what managers do in practice, such as strategic management, financial management, operations management and marketing.

The MBA experience is punctuated by four Applied Learning Experiences (ALEs) that consolidate and integrate the learning. In the later part of the programme, students have an opportunity to refine their skills in either of the two streams of the programme: consultancy or entrepreneurship. This is followed by an action project in their chosen stream, which tests students' ability to apply theory they have learned in the course to addressing a practical organisational problem or to developing a business plan for a new venture.

Competition for places is strong and we assess the suitability of applicants against a number of criteria. Middlesex MBA students, as a general rule,

- are ambitious and able;
- have potential for managerial effectiveness and are capable of considerable managerial responsibility;
- are highly motivated: the programme is very demanding and students who are not totally committed are unlikely to excel;
- have at least three years of full time work experience post-qualification that enables them to exchange experience and perspectives;
- have a good first degree and/or professional qualifications.

We place considerable reliance on interactive teaching and learning: therefore it is crucial that students can argue effectively and defend their viewpoint.

Our admissions procedure to assess candidates' suitability is rigorous. It involves two references: one academic and one work-based, a formal individual interview with a faculty member, as well as a detailed scrutiny of the applicant's career and achievements.

Reference Form

The Middlesex MBA Programme

To the Applicant (please print)

Family Name

First Name(s)Date of Birth

Programme Applied for.....Date of entry.....

Please send this form together with the separate sheet "Information for Referees" and a self-addressed envelope to your referee.

To the Referee

The person named above is applying for admission to the MBA programme at Middlesex University Business School and we would appreciate your help in assessing the suitability of the applicant for this course. Information supplied by referees play a critical role in our admission process. You'll find information of the study programme and the demands it makes on students on the sheet that accompanies this form.

When you have completed the form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to

Postgraduate Admissions Office
Middlesex University
Hendon Campus
The Burroughs, London NW4 4BT

Phone +44(0)20 8411 5898

Fax +44(0)20 8411 5649

email: admissions@mdx.ac.uk

We thank you in advance for dealing with this reference promptly.

Name of referee

Organisation Position

How long have you known the applicant (years)?

When did you last have regular contact with the applicant (years)?

Describe the capacity in which you knew the applicant

.....

Is the applicant still with your organisation? YES/NO If not, when did he/she leave?

Please tell us of any personal circumstances that might affect the applicant's performance on this intensive and demanding programme:

Describe the applicant's strengths and weaknesses:

Please comment on any task, project or other situation in which the applicant has been involved which may demonstrate his or her potential as a manager:

Please rank the applicant on the following scales where 1 is below average and 5 is above average.

	Low 1	2	Average 3	4	High 5	Not known
Technical competence						
Perseverance and motivation						
Emotional maturity and stability						
Verbal communications						
Ability to work with others						
Potential to be a successful manager						
Overall assessment						

Please comment on the rankings that you have just given:

Finally, state any other factors or circumstances that you believe the Admissions Office should consider when assessing the suitability of this candidate for our MBA programme:

Signed Dated

THANK YOU FOR GIVING YOUR TIME TO COMPLETE THIS REFERENCE FORM – Please return it to the applicant