

The Henley Executive/Flexible MBA Application form notes

Thank you for your enquiry concerning the MBA programme at Henley Business School, University of Reading. Please read carefully the following notes together with any appropriate programme information that you have received.

Please complete all sections of the application form. You will need to send the completed application form and the documents listed below by email to **admissions@henley.com** or by post to **Admissions Office, Miller Building, University of Reading, Whiteknights, Reading, RG6 6AB, UK:**

- Certified copies of your degree certificate or higher education certificates (and English transcript if applicable).
- Results of any English Language Test (if applicable).
- Two completed Henley Business School reference forms.
- A current complete Curriculum vitae (to provide further information on your managerial work experience).

Please note that any missing items or an incomplete application form may result in a delay with your application.

If completing by hand, please complete the application in pen using black ink

Section 1 Programme

- 1.1** Please indicate the programme that you are applying for, along with the date you wish to start.
- 1.3** Please provide information on any previous Henley programmes that you have applied for/ completed.

Section 2 Personal details

Please provide your names as they are shown in your passport. Please use only these names in all future correspondence.

- 2.7 UK/EU applicants only.** Please enter the relevant category (as shown below) to describe your ethnic origin.

Asian or Asian British – Bangladeshi
Asian or Asian British – Indian
Asian or Asian British – Pakistani
Black or Black British – African
Black or Black British – Caribbean
Chinese
Irish Traveller
Mixed – White and Asian
Mixed – White and Black African
Mixed – White and Black Caribbean
Other Asian Background
Other Ethnic Background
Other Mixed Background
Other White background
White – British

White – Irish
White – Scottish

This is data that we are required to collect for statistical purposes and has no bearing on your application.

Section 3 Residence

Please provide information on your nationality and country of permanent residence, along with any periods of residence in the UK.

Section 4 Address

Please provide your home address and personal contact details

Section 5 Current employment

Please provide information on your current employment, including a short statement on your current duties and responsibilities along with what you feel has been your major achievement in the role. **Please note that you must be in employment and have access to company data.**

Section 6 Management experience

- 6.3** Please provide further evidence of your managerial experience covering at least the last five years of your employment history.

In order for your application to be given full consideration, please include your current curriculum vitae to provide further information on, as well as verification of, your managerial work experience.

Section 7 Higher education

Please provide information on your higher education qualifications. You will need to supply certified copies of your qualifications. *A certified copy means a photocopy that has been signed and dated by a witness to say that it is a true copy of the original.* If your higher education was taken outside of the UK, please also provide English translations of your transcript(s) and certificate(s).

Please also separately state the highest academic qualification that you have achieved.

Please do not send originals of your qualifications.

Section 8 Professional qualifications

Please provide information on any professional qualifications that you may hold. Examples of professional qualifications are:

- Barrister (Bar Final)
- Radiographers, School of (Diploma plus 3 years post-qualifying experience)
- Certificate of Qualification in Social Work
- Solicitor (Law Society Final)
- Certificate in Social Service
- Board for Engineers' Regulation (Engineering Council) Part II Examination
- Environmental Health Officers, Institution of (Member)

- Physiotherapy, Chartered Society of (applicants usually have an established career pattern in addition to the 'Diploma' qualification)

Membership of the following professional bodies may be taken as demonstrating that an applicant holds degree level qualifications. This list is not exhaustive:

Actuaries, Institute of;	Chartered Accountants in England and Wales, Institute of (ICAEW);	Cost and Executive Accountants, Institute of (ACEA)
Aeronautical Society, The Royal;		
Bankers, Chartered Institute of (Associate Membership);	Chartered Accountants in Ireland, Institute of (ICAI);	Municipal Engineers, Institution of;
Biology, Institute of (M.I.Biol or Grad.I.Biol);	Chartered Accountants in Scotland, Institute of (ICAS);	Naval Architects, Royal Institution of;
British Architects, Royal Institute of;	Chartered Certified Accountants, Association (ACCA);	Personnel and Development, Chartered Institute of (MIPD);
Building, Chartered Institute of;	Chartered Surveyors, Royal Institution of (RICS);	Physics, Institute of;
Building Services, Chartered Institute of;	Civil Engineers, Institute of;	Royal Institution of Chemical Engineers;
		Royal Institution of Chemistry;

Section 9 Personal statement

Please tell us how you will benefit from the programme you have applied for and state your career objectives. Please include information on your strengths and weaknesses.

Section 10 References

Please provide the details of one academic and one business referee. Where you have been away from academic study for some time, two business referees will be accepted. Each referee should complete, in full, the Henley Reference form located on the Henley Business School website. To avoid delay, you should ask each referee to let you have a confidential reference, sealed in an envelope. You should attach this to the application form. When sealing the envelope, the referee should sign across the seal. Please note that we do not regard open testimonials as a satisfactory substitute for confidential references.

Please note that Henley will not normally accept references from Henley staff or staff of partner offices, immediate family including relations by marriage, parents, brothers, sisters, uncles, aunts or childhood friends.

Please note that peers who are applying for the same intake to a programme cannot supply a reference for each other.

Section 11 Other details

Please confirm which address you would like us to use for contact purposes along with information concerning the payment of your tuition fees.

Section 12 International applicants

If English is not your first language, it will be necessary for you to provide evidence of your competence. If you have taken an English Language Test please provide details in this section. If you have not taken a test and we require you to

have done so, we will include this as part of any conditions you must meet if you are successful in receiving an offer of a place. You should provide clear copies of your IELTS/TOEFL test reports with your application but please note that we will check any such documents and the test scores with the relevant organisation as part of the admissions process. For other tests originals of any certificates will be required.

Information on acceptable tests, along with the required level, can be found on the Henley Business School website.

Section 13 Disability

If you have a disability, please give details (including, for UK students only, whether you are receiving a Disabled Students' Allowance). If you require more space please provide the information in a covering letter. Henley needs to know the nature of your disability if it is to provide you with the best possible support. The information you provide will not affect the academic judgements about your suitability for the programme.

Section 14 School information

Please indicate whether you would be happy to receive information about other Henley activities along with information about the main source that prompted you to apply for the Henley MBA programme.

Data Protection

The personal information you provide on this application form will be used by the University of Reading to process your application, and this includes making a decision on whether to offer you a place. Your personal information will be held securely according to the University's data protection policy, which can be seen at www.reading.ac.uk/data_protection.

The University may also send you further details about its events, activities and programmes, and it sometimes uses third parties to mail these materials. If you would prefer not to receive this sort of information or would not like your personal data used in this way please indicate this on your application form.