

# The Strathclyde **MBA/Diploma in Business**

## Application for Admission

Applicant Name

Programme of Study

MBA

Diploma in Business

MBA Leadership

\*available by Flexible Learning only

Method of Study

Full-time

Part-time

Flexible Learning

Part-time (via International Centre)

Study Centre

Proposed Start Date



# Information for Applicants

## Application Procedure and Instructions

Thank you for your interest in the Strathclyde MBA. Applicants to the programme must submit the following:

- a completed application form
- detailed CV
- three essay answers
- two letters of reference
- certified copies of academic transcripts and diplomas/ certificates (official translations where necessary)
- a GMAT test score (if taken) that is no older than 5 years
- a TOEFL or IELTS test score that is no older than 2 years
- one passport size photograph with your name on reverse
- confirmation of financial support (if sponsored)

Please read all instructions carefully before starting to complete the application form. Where applicable, guidelines are given regarding the length of your responses to various questions. Please follow these guidelines at all times and use separate sheets for descriptions of your professional experience and your responses to the essay questions.

## Letters of Reference

Although previously prepared letters of reference will be accepted by the Admissions Committee, you must ensure that they meet the requirements and fully answer the questions set in the letters of reference form within this application pack. Should they fail to do so, this could put your candidacy at a disadvantage. Both you and your referees should read all instructions on the Letters of Reference included in this application pack.

## Academic History

The Admissions Committee will review only applications including official certified transcripts from all of the colleges and/or universities you have attended, accompanied by certified copies of all diplomas relating to these transcripts. If your transcript is in a language other than English please submit the certified copy of your transcript accompanied by an official translation.

## Test of English as a Foreign Language (TOEFL) and International English Language Testing Systems (IELTS)

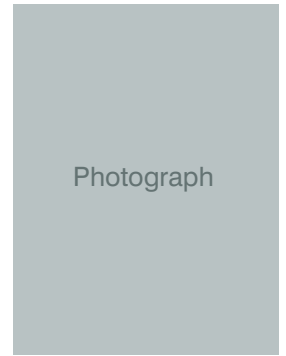
All those candidates whose native language is not English must submit the results of the TOEFL or the IELTS test. Applicants having completed university studies in the English language, or those having worked for at least 2 years in an English speaking environment, may be exempted from the English language tests.

## The Application Procedure

Applications are processed on a continuous basis in order of receipt and should be submitted as early as possible. The Admissions Committee will review applications after which successful candidates may be invited for interview. The interview itself is important in helping assess a candidate's suitability for the Strathclyde MBA. Applicants are encouraged to visit the Business School for their interview. However, where necessary, arrangements can be made for candidates to be interviewed in their home country or by telephone.

Applicants who accept a place on the Strathclyde MBA are required to pay a non-refundable deposit of **£400** in order to secure their place.

# 1. Personal Details



Surname or family name:   M  F

Given names:

First name used:

Title:  Prof  Dr  Mr  Mrs  Miss  Ms  Other: \_\_\_\_\_

Date of Birth:  Age:

Place of Birth: town:  country:

Nationality:

Present country of residence:

Marital status:

Age at start of the programme:

## Address for Correspondence

postcode:

country:

telephone:

fax number:

e-mail:

mobile:

Address valid until:

## Permanent Address

postcode:

country:

telephone:

fax number:

e-mail:

mobile:

## Shanghai/Hong Kong Applicants only:

Applicant Name (Chinese):

Passport ID Number:

Will you require accommodation? (Full-time programme only)  yes  no

## 2. Academic Qualifications (obtained or anticipated)

Please list all colleges and universities attended and include certified copies of transcripts and diplomas/certificates for all post-school qualifications.

Name of university institution and country	Dates attended	Main subjects	Award obtained (including date and classification where appropriate)

### Academic Performance

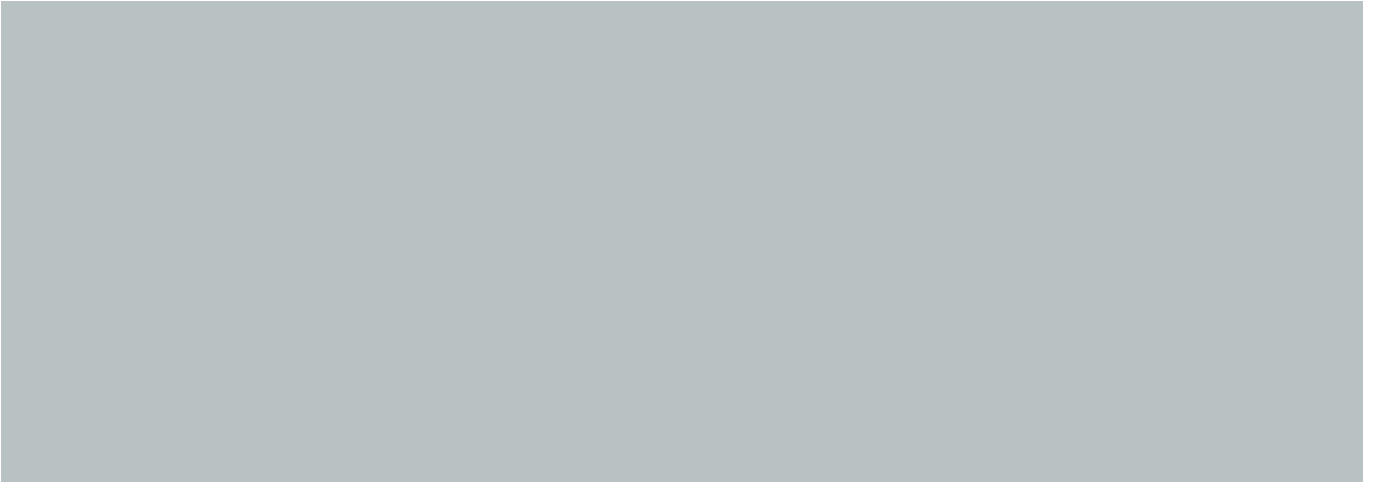
Do you feel your academic performance to date is an accurate reflection of your ability? If not, why not? (*maximum 100 words*)

### Professional and Other Qualifications

Please list only academic or professional distinctions, honours, awards and scholarships you have received.

Name of institution and country	Dates attended	Main subjects	Award obtained (including date and classification where appropriate)

**Provide a list of your extra-curricular college, community and professional activities, in order of importance to you**



**In no more than 100 words, please provide a critical self-assessment**



**What plans do you have if you are not accepted to Strathclyde Graduate School of Business?**



### 3. Financing your Studies

How do you intend to finance your studies?

Personal savings    Bank loan    Scholarship    Other: \_\_\_\_\_

Scholarships applied for: \_\_\_\_\_

Scholarships held: \_\_\_\_\_

\_\_\_\_\_

Current Employer: \_\_\_\_\_

### 4. GMAT, TOEFL and IELTS tests

Have you taken the GMAT?

Yes    Date taken    Total score    No    Date you will take it

Have you taken the TOEFL?

Yes    Date taken    Total score    No    Date you will take it

Have you taken the IELTS?

Yes    Date taken    Total score    No    Date you will take it

Please explain your reasons for requesting exemption from the **TOEFL / IELTS** test as part of your application. (max. 100 words)

### 5. Employment and Experience

Using separate sheets of paper, please provide an overview of your employment and professional experience. Use the guidelines below to help you and start with the most recent employment. (enclose a full CV)

Company name:

Company sector:

Company size:   Number of employees:    Turnover:

Country of operation:

Your position:

Your functional area:

Dates:   From:    Until:

Total number of years work experience:

Please provide a brief description of your work and your main areas of responsibility, including the budget involved, the number of employees under your supervision and your career progression within that company:

Starting Salary:

Salary at end:

Reason for leaving:

**Job type**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chairperson/Managing Director/President | <input type="checkbox"/> Owner/Partner/Director | <input type="checkbox"/> Senior Management |
| <input type="checkbox"/> Middle Management                       | <input type="checkbox"/> Junior Management      | <input type="checkbox"/> Administrator     |
| <input type="checkbox"/> Secretarial/Clerical                    | <input type="checkbox"/> Professional           | <input type="checkbox"/> Student           |
| <input type="checkbox"/> Unemployed                              | <input type="checkbox"/> Self-Employed          | Other: _____                               |

**Industry Type (Please select nearest type - one only)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accounting/Finance/Banking/Insurance        | <input type="checkbox"/> Advertising/Design/Publishing               | <input type="checkbox"/> Agricultural                      |
| <input type="checkbox"/> Armed Forces/Emergency Services             | <input type="checkbox"/> Automotive                                  | <input type="checkbox"/> Building/Construction             |
| <input type="checkbox"/> Commerce/Retailing                          | <input type="checkbox"/> Consulting                                  | <input type="checkbox"/> Distribution/Wholesale            |
| <input type="checkbox"/> Education/Training                          | <input type="checkbox"/> Engineering - civil, electrical, mechanical | <input type="checkbox"/> Electricity/Water                 |
| <input type="checkbox"/> Executive, Legislative & General Government | <input type="checkbox"/> Food/Drink/Tobacco                          | <input type="checkbox"/> Health Services                   |
| <input type="checkbox"/> IT  | <input type="checkbox"/> Legal Services                              | <input type="checkbox"/> Leisure/Entertainment             |
| <input type="checkbox"/> Libraries/Museums                           | <input type="checkbox"/> Manufacturing/Production                    | <input type="checkbox"/> Marketing/PR/Media                |
| <input type="checkbox"/> Mining                                      | <input type="checkbox"/> Oil & Gas Service                           | <input type="checkbox"/> Professional                      |
| <input type="checkbox"/> Property                                    | <input type="checkbox"/> Religion                                    | <input type="checkbox"/> Science/Environmental             |
| <input type="checkbox"/> Telecommunications                          | <input type="checkbox"/> Textiles                                    | <input type="checkbox"/> Transportation/Travel/<br>Tourism |
| <input type="checkbox"/> Voluntary/Charitable                        | Other <input type="text"/>   |  |

**UK Resident applicants only.** Please give an indication of your most recent salary. (GBP)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <10,000           | <input type="checkbox"/> £10,000 - £15,000 | <input type="checkbox"/> £15,001 - £20,000 |
| <input type="checkbox"/> £20,001 - £25,000 | <input type="checkbox"/> £25,001 - £30,000 | <input type="checkbox"/> £30,001 - £35,000 |
| <input type="checkbox"/> £35,001 - £40,000 | <input type="checkbox"/> £40,001 - £45,000 | <input type="checkbox"/> £45,001 - £50,000 |
| <input type="checkbox"/> £50,001 - £55,000 | <input type="checkbox"/> £55,001 - £60,000 | <input type="checkbox"/> £60,001 +         |

## 6. Essay Questions

The following 3 essay questions give you the opportunity to provide unique information about yourself - your thinking on past experiences, your current aims, and your ambitions for the future. Please take time to answer EACH of the questions. Your answers to each question should be no more than 500 words, and should be written on separate sheets of paper.

### Question 1.

Discuss an event or process from your work experience which has contributed to your personal/professional development, under the following headings:

Briefly describe the event or process.

How were you involved and how did you respond?

What were the outcomes?

What did you learn that you could realistically apply in the future?

### Question 2.

What are your aims for your future career development?

How will the Strathclyde MBA assist you in achieving your aims?

### Question 3.

Describe how your work experience could be used as a source of information for your learning and for contribution to group discussions.

## 7. Other Applications

**If you are applying to other universities/colleges, or to other departments in this university, please list all your applications (including this one) in order of preference.**

(This information is required for market research purposes only, no contact will be made with any institution listed.)

- |    |                      |    |                      |
|----|----------------------|----|----------------------|
| 1. | <input type="text"/> | 3. | <input type="text"/> |
| 2. | <input type="text"/> | 4. | <input type="text"/> |

## 8. Additional Information

### 8a. Criminal Convictions

Do you have a criminal conviction which will be unspent at the time of your admission to the University?  Yes  No  
(You should not declare any spent convictions or any offence for which the penalty was a non-custodial sentence carrying a fine less than £1500)

#### Explanatory Note

1. "Spent convictions": after a certain period of time (the length of which depends on the sentence imposed) all convictions (except those resulting in a prison sentence of more than 30 months) are regarded as "spent". The offender then becomes a rehabilitated person who is treated largely as though they had not committed the offence.
2. You must tick the box to indicate "Yes" or "No" to this question. If you fail to do so the form will be returned to you for completion.
3. If you answer "Yes" the University may ask you for further details. It will speed up the processing of your application if you have this information available for immediate response to any question from the University.
4. If you are convicted of a criminal offence while your application is being processed or during the period of study at the University, you should notify the University immediately.

**The University is required to return statistics to HESA, the national student data collection agency on all applications for admission to its programmes. Your co-operation in providing the following information would therefore be appreciated.**

### 8b. Equal opportunities monitoring

I would describe my ethnic origin as follows:

- |  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Indian      | <input type="checkbox"/> Chinese     |
| <input type="checkbox"/> Black African   | <input type="checkbox"/> Pakistani   | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Black Other     | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White       |

Other (please specify): \_\_\_\_\_

### 8c. Applicants with disabilities

In addition to providing data for HESA, the University also welcomes applications from people with disabilities and considers these on the same academic grounds as those from other candidates. Applicants with disabilities are encouraged to contact the Graduate Admissions Office to discuss any special needs. Please also tick the boxes which are applicable to you. The information you give will be treated confidentially.

- |   |  |
|---|--|
| <input type="checkbox"/> Need personal care/support                             | <input type="checkbox"/> Mental health difficulties            |
| <input type="checkbox"/> Blind/partially sighted                                | <input type="checkbox"/> Dyslexia                              |
| <input type="checkbox"/> Deaf/hearing impairment                                | <input type="checkbox"/> Wheelchair user/mobility difficulties |
| <input type="checkbox"/> An unseen disability (e.g. diabetes, epilepsy, asthma) |  |

Multiple disability (please specify): \_\_\_\_\_

A disability not listed above (please specify): \_\_\_\_\_

## 9. First Contact with Strathclyde

Where did you first learn about the Strathclyde MBA

<input type="checkbox"/>	Conference or Fair (please specify): _____		
<input type="checkbox"/>	Advertisement (publication) _____		
<input type="checkbox"/>	Personal visit to school	<input type="checkbox"/>	MBA guide
<input type="checkbox"/>	Editorial	<input type="checkbox"/>	Alumni
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Advice (from whom) _____		
<input type="checkbox"/>	From friends/colleagues		
<input type="checkbox"/>	From HR department at work		
<input type="checkbox"/>	Other (please specify) _____		

Which of these sources most influenced your decision to choose the Strathclyde MBA.

<input type="checkbox"/>	Conference or Fair (please specify): _____		
<input type="checkbox"/>	Advertisement (publication) _____		
<input type="checkbox"/>	Personal visit to school	<input type="checkbox"/>	MBA guide
<input type="checkbox"/>	Editorial	<input type="checkbox"/>	Alumni
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Advice (from whom) _____		
<input type="checkbox"/>	From friends/colleagues		
<input type="checkbox"/>	From HR department at work		
<input type="checkbox"/>	Other (please specify) _____		

## 10. Letters of Reference

Give names, positions and addresses of two people - one who has been involved in supervision of either your recent academic work or professional development and the other from your current employer.

Name:	_____
Position:	_____
Address:	_____ _____
Postcode:	_____
Tel No:	_____
Fax No:	_____
E-mail:	_____

Name:	_____
Position:	_____
Address:	_____ _____
Postcode:	_____
Tel No:	_____
Fax No:	_____
E-mail:	_____

(**Special Notification:** For Applicants to Hong Kong Centre only). Exempted Course at Non-Local Course Registry, Education and Manpower Bureau (Ref. No 450214). It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

## 11. Declaration

I certify that the information given in this application is correct and complete. If my application is accepted I undertake to observe the University's regulations and to ensure payment of all fees and other liabilities.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**UK Routes** - Completed application forms should be returned to:

The Graduate Admissions Office, The University of Strathclyde Graduate School of Business,  
199 Cathedral Street, Glasgow, G4 0QU.

**Overseas Routes** - if you are proposing to study via one of our International Centres, then please return the completed application to your local International Centre Representative (address on insert and reference form).

Please give each of your referees one of the enclosed forms and ask them to complete and return them to the MBA Admissions Co-ordinator, at your local centre

## For Office use only

Programme applied for

Programme offered:

Master by instruction

Title of programme

Postgraduate Diploma

### 1. Offer

Conditions:

Unconditional

Conditional

References checked

Ref 1

Ref 2

Method of study

Full-time

Part-time

Part-time (int)

Flexible Learning

Staff

Date of Registration

Day

Month

Year

Minimum Duration

months

### 2. Assessment Centre

Hong Kong

Malaysia

Greece

Dubai

Bahrain

Singapore

Shanghai

Switzerland

Oman

Other

Interviewed by:

Approved

Yes

No

Date

NOTE FOR CENTRE REPRESENTATIVE: PLEASE ENCLOSE ALL INTERVIEW DOCUMENTATION WITH APPLICATION.

### 3. Reject Application

#### Reasons

Inadequate qualifications

Insufficient experience

Course full

Refusal

Other

First signature:

Date:

Second signature:  
(if applicable)

Date:



THE UNIVERSITY OF STRATHCLYDE  
GRADUATE SCHOOL OF BUSINESS

The Graduate Admissions Office  
The University of Strathclyde Graduate School of Business  
199 Cathedral Street  
Glasgow  
G4 0QU

Telephone: +44 141 553 6118/9  
Fax: +44 141 553 6162  
E-mail: [admissions@gsb.strath.ac.uk](mailto:admissions@gsb.strath.ac.uk)  
Web: [www.strathclydemba.com](http://www.strathclydemba.com)