



APPLICATION PACK

The Brunel MBA

Brunel School of Business and Management,
Brunel University
Uxbridge, Middlesex, UB8 3PH, UK

Telephone: 01895 203064 Fax: 01895 203075

E-mail: BruneiMBA@brunel.ac.uk

Website: www.brunelmba.info

APPLICATION CHECK LIST

Please ensure that your completed application includes the following:

- | | | | |
|---|-----------------|--------------------------|--|
| Fully completed Application Form | | | <input type="checkbox"/> |
| Academic reference | <i>Enclosed</i> | <input type="checkbox"/> | <i>Forwarded by referee</i> <input type="checkbox"/> |
| Work reference | <i>Enclosed</i> | <input type="checkbox"/> | <i>Forwarded by referee</i> <input type="checkbox"/> |
| Certified copies of Degree and Professional certificates | | | <input type="checkbox"/> |
| GMAT score (where appropriate) | | | <input type="checkbox"/> |
| IELTS/TOEFL score card (where appropriate) | | | <input type="checkbox"/> |
| Three additional passport-sized, colour photographs, signed on the back | | | <input type="checkbox"/> |

NOTES

Please read carefully *before* completing application form

This pack has been prepared to give you information about our admissions procedures, and to provide you with an opportunity to tell us about yourself. We need to know about your skills and achievements, your ambitions and what you will contribute to the course and to your fellow students.

TIMINGS

The Full-Time and Distance Learning programmes begin in late September, with a second entry point for those studying by Distance Learning in February.

There is no deadline for submission of applications. However, usually we would expect you to apply not later than July for a programme starting in September. Applications are considered in the order in which they are received, and the chances of securing a place are therefore increased the earlier you apply.

ADMISSION CRITERIA

Age and Experience

You are expected to be at least 25 years of age and have a minimum of three years' full-time, post-graduate, work experience.

Qualifications

- A good degree from a UK university, or an equivalent academic qualification from a similar overseas institution. Certain professional qualifications may be considered in the absence of a first degree.

- A good score in the Graduate Management Admissions Test (GMAT), may also be required, particularly if your application is based on experience gained rather than certified academic ability. GMAT tests take place in test centres throughout the world. Further details may be obtained from:

GMAT

Educational Testing Service, PO Box 6103
Princeton NJ08541-6103, USA

Tel: (+609)771 7330

Fax: (+609)883 4349

E-mail: gmtat@ets.org

Website: <http://www.mba.com>

- If your first language is not English you must attain an overall score of 7.0 (with a minimum of 6.0 in any part) in the British Council International English Language Test (IELTS). This test can be taken as needed in any of the 144 centres in 97 countries in British Council offices. Applications should be made direct to the local office. If no office is available, enquiries should be made at the British Consular Offices.

A minimum TOEFL score of 600 (paper based TOEFL) or 250 (computer based TOEFL) is also acceptable.

- It is recognised that able and experienced managers with a wide range of backgrounds and qualifications, who may not fulfil the criteria specified, may wish to seek entry to the programme. Limited exceptions to the criteria are possible, and all such cases are individually considered on their merits.
- *If you are a non-EU national from beyond the European Economic Area, you will need Home Office approval to study, train or work in the UK.*

APPLICATION PROCEDURES

Application Form

Your completed application form should be accompanied by official transcripts of grades from your university, (if the originals are not in English then you must provide certified English translations), and GMAT and IELTS/TOEFL score cards where appropriate.

There are no trick questions, or right or wrong answers. All the information you provide is important, and will be used to assess your suitability for a place on The Brunel MBA.

Please make sure you give yourself enough time to prepare your application.

Photographs

You are asked to affix a passport-sized, colour photograph to your application form, and to send in a further three photographs for our records. If you become a participant on the programme, your photograph will be included in a Directory of Students. It will not be sent to potential employers.

References

Two references are required, both from people who know you well enough to be able to comment on your suitability for a place on The Brunel MBA. Preferably, one should be from someone who has taught you at university level, the other from your current or most recent employer, or a business associate.

Reference forms are included in this pack. They should be handed to your referees who should complete them and return them to you, sealed, in the envelopes provided. Alternatively, they can, if they wish, send the forms direct to the MBA Administrator and labels are provided for this purpose. *It is your responsibility to ensure that references are obtained and returned to us.*

Note: Your application will not be considered until the two references have been received.

Receipt of your application will be acknowledged, usually by E-mail and, provided that all your documentation is in order, you will normally receive within 14 days either:

- A provisional offer of a place on the programme.
 - An invitation to participate in an interview.
- Or
- A letter advising you that your application has been unsuccessful.

Interviews

You may be called to participate in an interview. Normally, such interviews will be held on Brunel's Uxbridge campus. However telephone interviews are available for overseas students.

RESERVING YOUR PLACE

A formal offer of a place will be sent by the Academic Secretary of the University in accordance with Senate Ordinances. To reserve your place, you must have confirmed your acceptance and paid a deposit by the date specified in the formal offer letter. This fee is non-refundable, but will be deducted from the total course fees payable upon registration at the beginning of the programme.

If you are being sponsored by your company, a written guarantee of payment from your sponsor will be accepted in lieu of a deposit.

If you decline, or do not respond to our offer within the prescribed period, your place will be offered to another applicant. The success of a late acceptance or reapplication will depend on the availability of places.

ACCOMMODATION

There are a number of places in the University Flats and Halls of Residence, both standard and en-suite, reserved for full-time postgraduate students. In addition, there is a limited number of Studio Flats suitable only for couples (married or in a long term relationship) without children. The accommodation is not exclusive to The Brunel MBA, but is shared with other faculties of the University. Assistance is also available for students who prefer to live off campus through the University Housing Office.

If you successfully complete the application process, you will be sent an Accommodation Application Form which, if you require assistance with accommodation, you must complete and return with your confirmation of acceptance and course deposit.

Fees for University accommodation are reviewed annually. You will be advised of the charges if accommodation is offered.

DISABILITY/SPECIAL NEEDS

The University does not discriminate against applicants for study or employment on any basis except merit or abilities. The implementation of this policy is reviewed regularly to ensure the promotion of equal opportunities.

Each application is considered individually on academic grounds, but in accordance with the Health & Safety at Work Act 1974, we review whether your disability or other condition would put either you or others at risk in activities which form part of the course requirements.

You are asked to contact the University before making an application to discuss with the support staff and the Admissions Tutor whether the University and the course are suitable for you. A visit to the University to discuss matters in more detail may then be arranged.

The University will take all reasonable steps to adapt facilities and course delivery to meet your needs if an offer is made and accepted, and will offer assistance in finding a place at another institution with more appropriate facilities if, subsequently, its own level of provision proves to be inadequate and cannot, for whatever reason, be made good.

A transcript or an audio version of the complete Disability Statement can be obtained by writing to: MBA Administrator, The Brunel MBA, Brunel University, Uxbridge, Middx. UB8 3PH. It is also available on the World Wide Web: <http://www.brunel.ac.uk>.

FINANCING YOUR MBA

The MBA requires a serious financial commitment, and the possibility of finding financial help for your studies varies from country to country. Where loan opportunities do exist, lenders are looking for candidates who recognise the seriousness of the commitment and who are willing to contribute financially to support their endeavours.

It is important that, before applying for the programme, you ensure that you are fully aware of the costs involved and take steps to meet any shortfall there may be between your outgoings and resources over the length of the programme.

The Association of MBA's Loan Scheme

The Association of MBA's Loan Scheme is operated by the NatWest Bank. To be eligible to apply for an MBA loan you must:

- i] be 18 years old or over;
- ii] have a place on an MBA programme accredited by the Association of MBA's;
- iii] be a graduate with at least two year's relevant work experience at a level of responsibility appropriate for study at masters level in Business Administration or, in the case of non-graduates, have at least five year's relevant experience;
- iii] be a permanent UK resident (ie 3 years minimum immediately prior to commencement of studies)

You can request an application form by calling the NatWest information line on 0800 200 400 or, if calling from outside the UK dial +44 207 390 2532

Career Development Loans

A Career Development Loan is a deferred repayment bank loan to help you pay for your education. Currently you may borrow anything between £300 and £8,000 to cover 80% of course costs plus any related expenses - including books, childcare, travel expenses and any costs associated with disability. You may also be able to borrow money to help with your living expenses if your chosen course is full-time and such costs are not already covered by other grants and state benefits.

Full details may be found at:

<http://www.lifelonglearning.co.uk/cdl/front.htm>, or you may call the Career Development Loan Information Line on 0800 585 505.

British Council Funding

The British Chevening scholarships, funded by the Foreign and Commonwealth Office, are prestigious awards which enable overseas students to study in the UK. Application should be made through the British Council representatives in your country of origin, not to the British Council in the UK. Early application is essential. (<http://www.britishcouncil.org/chevening/main.html>).

Brunel Discounts

Certain Brunel graduates can benefit from a 10% fee reduction when they register for a postgraduate taught course or research programme at Brunel University. This fee reduction is available to self-supporting students only. Full details on eligibility are available from the Registry.

Brunel Scholarships

A small number of scholarships are awarded to overseas postgraduate students in each year. The scholarships, which are awarded on academic merit, are currently worth £2,000 for each year of full-time study at the University. Applications are accepted only from candidates holding an offer of a place at Brunel; application forms will be sent automatically to overseas students when an offer is made.

Brunel MBA Scholarships

A few limited bursaries, awarded on merit, are available for MBA students, who are not in receipt of any other form of funding or scholarship. Applications are accepted only from candidates holding an offer of a place on the programme.

THE BRUNEL MBA APPLICATION FORM



- Please type or write in BLOCK CAPITALS.
- Answer all the questions - remember, there are no trick questions or right or wrong answers.
- When you have completed your application, please use the checklist enclosed with this pack to ensure that everything is included. This will prevent delays in processing.
- Please return completed Application Form to: Admissions Office, The Brunel MBA, Brunel University, Uxbridge, Middlesex, UB8 3PH, United Kingdom

Please tick appropriate box for mode of study:

Full-time Distance Learning

and state preferred specialism:

.....

Starting date: Month: Year:

Registry Use Only

HESA No. _____

Reg No. _____

H/O Status _____ [Qu] _____

Fee Code _____

Bench Fee _____

DECLARATION

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the University's Regulations for Postgraduate Study (these can be found at <http://www.brunel.ac.uk/courses/pg/pgstruct.html>) and agree to abide by the full regulations.

Applicant's signature _____ Date _____

1. Personal Details

Title (*Mr/Mrs/Ms/Dr, etc*): _____

Surname/Family name: _____

First name(s): _____

Please underline name by which normally known

Previous surname (if changed): _____

Nationality: Male Female Date of Birth: _____
Day/Month/Year

Please affix a current
 Passport-sized, colour
 photograph to this form,
 and forward three others,
 signed clearly on the back

Age at start of programme: Yr Mth Number of years of full-time work experience by start of programme:

Permanent address:

Postcode:

Telephone (including country and area code):

Daytime:

Evening (if different):

Mobile:

Fax:

E-mail address:

Correspondence address (if different):

Postcode:

Telephone (including country and area code):

Daytime:

Evening (if different):

Mobile:

Fax:

E-mail address:

2. Have you studied previously at a UK University?

- Yes No

Please quote your previous registration number (if known):

3. Disability/special needs

Please tick the appropriate box if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment:

- Blind/Partially sighted Dyslexia Deaf/Hearing impaired
 Mental health problems Wheelchair/Mobility problems Unseen disability
 Personal care support Multiple disability No disability

Are you registered disabled in the UK? Yes No

4. Ethnicity (permanent residents of the UK/EU only)

Please indicate your ethnicity:

- Afro Caribbean Black African Black (other)
 Indian Pakistani Bangladeshi
 Chinese Asian (other) White
 Other Information refused Mixed (specify) _____

This information is required for national statistical purposes only.

5. Academic qualifications

Summary of qualifications held on application. Please tick highest qualification held:

- Mature Student - no formal qualifications HNC/HND
 First Degree GCSE/GCE/CSE
 Postgraduate Certificate/Diploma ONC/OND
 Masters Other - please specify:

6. Higher Education and Training

Details must be given of all undergraduate, professional and postgraduate periods of study and qualifications taken (whether obtained or not). Where examinations are still to be taken, please give full details. If you are awaiting the result of any examination recently taken write PENDING in the result column. Documentary evidence of known results should be sent with this form: photocopies must be certified to be acceptable.

| Dates | | Qualification & Course | Where studied | University/College/ Awarding Body | Final Results (Grades or bands) |
|-------|----|------------------------|---------------|--------------------------------------|------------------------------------|
| From | To | | | | |
| | | | | | |

| | |
|-----------------|------|
| Applicants Name | Date |
|-----------------|------|

Prizes, Awards or Scholarships gained:

Reasons for non-completion of any courses which you entered:

GMAT score (if taken):

| | | | |
|------------------------|----------------------|----------------------|----------------------|
| Date taken/to be taken | Verbal,Quantitative | Total | Analytical writing |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

English Language (for overseas applicants):

Entry is conditional on the attainment of the required proficiency in the English Language.
 If any of your previous qualifications were taught in English, give details here:

Give full details of English tests taken/to be taken; and relevant dates, and scores where known:

IELTS:
 TOEFL:
 Other (specify) _____

Other languages:

Language:

| | | |
|--|--|--|
| Speaking | Writing | Reading |
| Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual | Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual | Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual |
| 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |

Language:

| | | |
|--|--|--|
| Speaking | Writing | Reading |
| Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual | Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual | Elementary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bilingual |
| 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |

Non-Academic interest (i.e. hobbies, sporting activities and other outside interests):

| | |
|-----------------|------|
| Applicants Name | Date |
|-----------------|------|

Previous Employers

| Employer's Name & Location | Position held and brief description of responsibilities | Dates | |
|----------------------------|---|-------|----|
| | | From | To |
| | | | |

8. Status

| | |
|------------------|--------------------------------|
| Country of Birth | Country of permanent residence |
|------------------|--------------------------------|

If you are not a UK/EU national, please complete the following details:

Do you have Ind (Immigration and Nationality Department) permission to reside in the UK? Give details and attach documentary proof:

Have you applied for/been granted a student visa? Give details and date:

If you are a UK national, currently not resident in the EU, give date from which residence ceased and reason:

9. Financial position

How do you expect to finance your studies? Self-financing Support from family

Support from employer Loan External Scholarship* Other*

Where applicable, have you already obtained guaranteed financial assistance from the above source? Yes No

*Please give details:

Already Awarded Result of Application awaited

If your employer is providing financial support, please state to what extent and give the name, job title and address of the person responsible for authorising payment:

| | |
|-----------------|------|
| Applicants Name | Date |
|-----------------|------|

10. Please outline your career objectives, and how you believe an MBA will help you achieve them.
(Maximum 200 words)

11. From your work experience to date, please give an honest appraisal of your strengths
and weaknesses as a manager. (Maximum 200 words)

12. What single event or achievement has been most significant in your life?
Why is it significant to you, and what have you gained from it?
(Maximum 300 words)

13. Describe a business, professional or organisational dilemma you have experienced firsthand.
Describe how you thought about and managed the situation.
(Maximum 300 words)

14. Does your employer know that you are applying for a place on The Brunel MBA? Yes No Not Applicable

1. Have you discussed your application with your employer? Yes No

2. Are they agreeable to releasing you for attendance at Brunel as specified in the course prospectus? Yes No Don't know

3. Will they provide you with facilities to undertake an in-company project during your final year on the programme Yes No Don't know

15. MBA School Applications

Including Brunel, please list in order of preference the institutions to whom you have made or plan to make an application for an MBA programme:

1. _____ 2. _____

3. _____ 4. _____

16. Have you ever applied to Brunel for an Advanced Course of Study? Yes No

If yes: Which Department: _____ Which Course: _____

Year: _____ Was your application accepted: Yes No

17. Where did you first hear about The Brunel MBA?

Personal Recommendation: Relative Friend/Colleague
 Current student Alumni

Employer
 British Council
 University Careers Office
 Postgraduate MBA Fair/Exhibition: Where: _____ When: _____
 Directory Details: _____
 Advertising Details: _____
 Internet Website Details: _____
 Other Details: _____

18. References

Please provide full contact details of your two referees:

| | |
|----------------|----------------|
| Name: | Name: |
| Position Held: | Position Held: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |

Applicants Name _____ Date _____

THE BRUNEL MBA REFERENCE

CONFIDENTIAL



To the applicant: Please complete the box below and pass the form to your Referee.

Applicant's Name:

Mode of study:

Full-time Distance Learning

To the Referee:

The person named above has applied for admission on The Brunel MBA, and has nominated you as his/her reference. We would be very grateful for your help in assessing his/her suitability for this programme. Any information you supply will be treated in the strictest confidence and is for University use only.

Our goal is to equip participants with the general and specialist skills required for senior management positions in industry, commerce and the public sector. We are, therefore, looking for high-calibre students from a wide range of academic, cultural and professional backgrounds and management interests. A good degree from a UK University or equivalent is normally required for admission, as well as at least three years full-time postgraduate experience prior to the commencement of the course.

The programme relies heavily on the active participation of all members and will involve substantial interaction between participants and teachers. It is demanding, both mentally and physically and participants who are not totally committed will not succeed. Personal qualities are therefore as important as academic ability and previous work experience and expertise.

When you have completed this form please return either to the applicant, in the enclosed envelope signed across the seal for confidentiality, or direct to Admissions Office, The Brunel MBA, Brunel University, Uxbridge, Middx UB8 3PH, UK (the applicant has been provided with labels for this purpose). Applications will not be processed until references have been received.

Name of Referee:

Position:

Organisation name and address:

Telephone:

E-mail:

Signature of Referee:

Date:

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:



Please rank the applicant on the qualities listed below

on a scale where 1 is below average and 5 is above average:

| | Low | | Average | | High | Not known |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Decision making skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Problem solving skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to work with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Leadership | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Perseverance and motivation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emotional maturity and stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Oral communication skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Written communication skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Management potential | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please give an assessment of the applicant's major strengths and weaknesses:

Please indicate your overall recommendation for this applicant:

Highly recommended
 Recommended
 Recommended, but with reservations
 Not recommended

Please feel free, either in the following space, or in a separate letter, to elaborate on the ratings you have given, or to provide any additional information that you feel may be helpful.

Thank you for supplying this information.

Please send the completed reference to the applicant in the enclosed envelope, signed across the seal, or direct to Admissions Office, The Brunel MBA, Brunel University, Uxbridge, Middx. UB8 3PH, UK.

| | |
|-----------------|------|
| Applicants Name | Date |
|-----------------|------|

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Name of Referee:

Position:

Organisation name and address:

Telephone:

E-mail:

Signature of Referee:

Date:

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:



Please rank the applicant on the qualities listed below

on a scale where 1 is below average and 5 is above average:

| | Low | | Average | | High | Not known |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Decision making skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Problem solving skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to work with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Leadership | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Perseverance and motivation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emotional maturity and stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Oral communication skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Written communication skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Management potential | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please give an assessment of the applicant's major strengths and weaknesses:

Please indicate your overall recommendation for this applicant:

Highly recommended
 Recommended
 Recommended, but with reservations
 Not recommended

Please feel free, either in the following space, or in a separate letter, to elaborate on the ratings you have given, or to provide any additional information that you feel may be helpful.

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| | |
|-----------------|------|
| Applicants Name | Date |
|-----------------|------|