

# Application for admission The Henley MBA

Please read the accompanying notes before completing this form. An incomplete application form may result in a delay with your application.

Fill in all sections and return by email to [admissions@henley.com](mailto:admissions@henley.com) or by fax to +44 (0)1491 418 818

**For office use only**

Date received
Admissions Officer
Admissions Panel

**Section 1 Programme details**

- 1.1 Please tick the programme you are applying for:
- The Henley Full-time MBA
  - The Henley Executive MBA
  - The Henley MBA by Flexible Learning
  - The Henley MBA by Flexible Learning (International Stream)
  - The Henley MBA (Project Management) by Flexible Learning
  - Postgraduate Diploma in Management by Flexible Learning
  - Postgraduate Diploma in Management by Flexible Learning (International Stream)
  - Postgraduate Diploma in Management (Project Management) by Flexible Learning

1.2 Date of intended entry (month and year)

1.3 Have you ever applied for or completed another programme at Henley?  
 Yes  No

1.4 If yes, please provide details:

**Section 2 Personal details**

2.1 Title (Mr/Mrs/Ms/Miss/other)
2.2 Surname (Family name)
2.3 Forenames (in full)
2.4 Preferred name
2.5 Sex (M/F)

2.6 Date of birth (dd/mm/yyyy)

**Section 3 Residence**

3.1 Nationality
3.2 Country of permanent residence

3.3 Have you been resident in the UK prior to this course?  
 Yes  No

3.4 If yes, please state how long for, give dates of most recent period of residence in the UK, and the reason for your visit:

**Section 4 Contact details**

4.1 Home address
4.2 Country
4.3 Postcode
4.4 Tel
4.5 Fax
4.6 Mobile
4.7 Email

**Section 5 Current employment**

5.1 Present job title
5.2 Employer
5.3 Address
5.4 Tel
5.5 Fax
5.6 Email

5.7 Nature of employer's business or activity:

5.8 Gross annual salary  
 £

5.9 Please describe your current duties and responsibilities, and describe your major achievement in this role:

## Section 6 Work experience

6.1 How many years relevant full-time managerial work experience do you have?

6.2 How many years total work experience do you have?

6.3 In order that the Henley Business School can fully consider your application and your suitability for the Henley MBA, you are asked to provide further details of your managerial experience. For your current position, please therefore complete the relevant sections which show different types of managerial activity. In addition, should you have held more than one position during the last five years, please provide similar details for these positions on a separate sheet. In submitting your application, you are also asked to include a current curriculum vitae with this form.

a) An involvement in strategic planning and decision-making that affects events beyond standard operational activities

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b) A responsibility for co-ordinating the work of others in a team

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c) A responsibility for meeting financial targets that rely on the efforts of more than one person

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d) A requirement to structure and order one's own work activities over a period of more than one month to solve problems and deliver results

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e) A defined responsibility for improving the performance of people, processes or technology

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f) A role that primarily achieves results through influencing others rather than through direct authority

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g) Experience of working internationally or of relevant multi-cultural exposure

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## Section 10 References

10.1 Please state the name and contact details of either one academic and one business referee or two business referees:

Name
Position
Address
Tel
Email

Name
Position
Address
Tel
Email

## Section 11 Other details

11.1 Please indicate which address you would like Henley Business School to use for each of the following:

- a) Correspondence  Home  Work  
b) Course materials  Home  Work  
c) Email  Home  Work

*Please note: work address is preferable for course materials as a signature is required on delivery.*

11.2 Has your employer given support to this application?

- Yes  No

11.3 Please indicate who will be responsible for your fees:

- Yourself  Your company  Shared

11.5 Percentage split (if shared):

% You  % Your company

11.4 Do you wish your company to be invoiced?

- Yes  No

11.6 Company contact name and address for invoice (if applicable):

Contact name
Address
Purchase order number (if required)

## Section 12 International applicants

12.1 Is English your first language or was English the medium of instruction for your first degree?

- Yes  No

12.2 If no, please provide details of English language tests taken, along with scores obtained and date test was taken:

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## Section 13 Disability

13.1 If you have a disability that may affect your learning, please provide details:


## Section 14 School information

14.1 We would like to send you information about other Henley Business School and University of Reading activities and programmes. Please indicate whether you are happy to receive such information:

- Yes  No

14.2 Please indicate the **main** source of information which prompted you to apply for the Henley MBA programme:

- Recommended by current/former Henley student  
 Recommended by company contact

An MBA Fair. Location:

Advertisement. Location:

AMBA/AMBA Guide

Which MBA Guide

Henley Business School website

Other. Please state:

14.3 Have you attended a School information seminar?

- Yes  No

14.4 If yes, what was the location of the seminar?

- At Henley  In London  Elsewhere

## Section 15 Declaration

I declare that the information given on this form is true, complete and accurate and that no information requested, or other material, has been omitted.

Signature
Date

If any of the information on your application form is found to be false, it may lead to the withdrawal of your place at the University.

# HESA statistical monitoring form

## The Henley MBA

We would be grateful if you would return the following information with your application form. This information will be used by the University for statistical purposes only and will not affect any decision on your application. The University is required to release this information to the Higher Education Statistics Agency, but the latter will use it only in the form of statistical tables. If you have already completed this form whilst attending a previous course at this University, you only need do so again if your circumstances have changed.

Please note that international students (outside the European Union) need not complete this form.

### Section 1 Personal details

1.1	Title (Mr/Mrs/Ms/Miss/other)
1.2	Forenames (in full)
1.3	Surname (Family name)
1.4	Home address _____ _____
1.5	Country
1.6	Postcode
1.7	Tel
1.8	Email
1.9	Sex (M/F)
1.10	Nationality (UK/EU/International)
1.11	Date of birth (dd/mm/yyyy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Section 2 Programme(s) applied for

2.1 Please provide details of the programme(s) you have applied for, eg. The Henley Executive MBA:

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### Section 3 Ethnic origin

- 3.1 How would you describe your ethnic origin? Please tick
- 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 & Asian
  - Mixed – White & Black African
  - Mixed – White & Black Caribbean
  - Other Asian background
  - Other Ethnic background
  - Other Mixed background
  - Other White background
  - White – British
  - White – Irish
  - White – Scottish

### Section 4 Disability

- 4.1 Do you have a disability?  
 Yes     No
- 4.2 If yes, what is the nature of your disability?
- Blind / partially-sighted
  - Deaf / hearing impairment
  - Wheelchair user / mobility difficulties
  - Personal care support
  - Mental health difficulties
  - Unseen disability eg. diabetes, epilepsy, asthma
  - Multiple disabilities. Please specify:

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\_\_\_\_\_

\_\_\_\_\_

- Autistic Spectrum Disorder
- A learning difficulty eg. dyslexia
- A disability not listed above. Please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.3 If you consider that this disability may affect your studies, and have not previously discussed it with us but would like to do so, please tick this box:

## Section 5 Socio-economic background

- 5.1 If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are 21 or over, please give your own occupation below:

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## Section 6 Previous qualification

- 6.1 Please indicate the highest academic qualification you have achieved:

### Postgraduate

- Higher degree of UK institution
- Postgraduate diploma or certificate excluding PGCE
- PGCE with QTS/GTC registration
- PGCE without QTS/GTC registration
- Postgraduate equivalent qualification not elsewhere specified
- E/W/NI NQF at levels 7 (NVQ level 7 etc) & 8 and SVQ level 5

### Undergraduate

- Undergraduate qualifications with QTS
- First degree of UK institution
- Graduate of EU institution
- Graduate of other overseas institution
- GNVQ/GSVQ level 5
- NVQ/SVQ level 5
- Graduate equivalent qualification not elsewhere specified
- Open University credit(s)
- Other credits from a UK HE institution
- Certificate or diploma of education (ie. non-graduate initial teacher training)
- HNC or HND (including BTEC and SQA equivalents)
- Diploma in Higher Education

### Further education

- GNVQ/GSVQ level 4
- NVQ/SVQ level 4
- Professional Qualifications
- Foundation course at HE level
- Other HE qualification of less than degree level
- Foundation Degree
- GNVQ/GSVQ level 3
- NVQ/SVQ level 3
- A level equivalent qualification not specified elsewhere
- Any combination of GCE, A/SQA, Higher/SQA, Advanced Higher & GNVQ, NVQ/SVQ at level 3, ONC or OND (including BTEC and SQA equivalents)
- Foundation course at FE level
- ACCESS course (QAA recognised)
- ACCESS course (not QAA recognised)
- Baccalaureate

### Secondary education

- GCSE/O level qualifications only; SQA O grades & standard grades
- Other non-advanced qualification
- NVQ/SVQ level 2
- Diploma in Foundation Studies (Art & Design)
- Accreditation of Prior (Experiential) Learning (APEL/APL)
- Mature student admitted on previous experience (without formal APEL/APL) &/or Institution's own entrance exam
- Advanced Modern Apprenticeships

### Other

- Other non-UK qualification, level not known
- No formal qualification
- Not known

# The Henley 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 the appropriate sections of any Programme information that you have received.

In order to start the admissions process you should fill in all sections and return by email to: [admissions@henley.com](mailto:admissions@henley.com) or by fax to +44 (0)1491 418 818

You will also need to send the following documents to Admissions at **Henley Business School, Greenlands, Henley-on-Thames, Oxon, RG9 3AU, UK:**

- This completed application form.
- Certified copies of your degree certificate or higher education certificates (and English transcript if applicable) – see section 7 notes below.
- Results of any English Language Test (if applicable).
- Two completed Henley Business School reference forms.

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.

### 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 unless you are an applicant for the Henley Full-time MBA programme, you must be in employment and have access to company data.**

### Section 6 Work experience

- 6.3 Please provide further evidence of your managerial experience for your current position by completing the relevant sections. Should you have held more than one position during the last five years, please carry out the same exercise (on an additional sheet) for each position held.

In order for your application to be given full consideration, please include a current curriculum vitae to provide further information on 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 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 Certified Accountants, Association (ACCA);	Chartered Surveyors, Royal Institution of (RICS);
Aeronautical Society, The Royal;	Chartered Accountants in England and Wales, Institute of (ICAEW);	Naval Architects, Royal Institution of;
Bankers, Chartered Institute of (Associate Membership);	Chartered Accountants in Scotland, Institute of (ICAS);	Royal Institution of Chemical Engineers;
Biology, Institute of (M.I.Biol or Grad.I.Biol);	Chartered Accountants in Ireland, Institute of (ICAI);	Personnel and Development, Chartered Institute of (MIPD);
British Architects, Royal Institute of;	Chartered Accountants in Ireland, Institute of (ICAI);	Royal Institution of Chemistry;
Building, Chartered Institute of;	Cost and Executive Accountants, Institute of (ACEA) Municipal Engineers, Institution of;	Institute of Civil Engineers, I;
Building Services, Chartered Institute of;		Physics, Institute of.

## Section 9 Personal statement

- 9.1** 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

- 10.1** 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 forms located on the Henley Business School website and included with this application form. 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 accept references from Henley staff or staff of partner offices, immediate family including relations by marriage, parents, brothers, sisters, uncles, aunts or childhood friends. Also, 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 – Level of English

If English is not your first language or you have not been taught in English on your degree programme or equivalent, 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.

## Statistical information

Also enclosed is a form titled 'HESA Statistical Monitoring Form', which we ask applicants from the UK and other European Union countries to complete and submit with your application form. This asks about personal data which we require for official government statistics. The form will not be sent to the School or department which will consider your application, and thus will not in any way affect the decision on your application.

# Reference for applicant

## The Henley MBA

Master of Business Administration /  
Postgraduate Diploma in Management

### Section 1 Relationship

The person named opposite has applied to Henley Business School for the postgraduate programme detailed therein. As a nominated referee, please assist us in reviewing their suitability for the programme by completing all of the questions on this reference form.

**1.1** How long have you known the applicant, and in what connection?

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### For completion by the applicant

**Please complete this section and send this form to the referee enclosing an envelope addressed to yourself.**

Please enter your full name:

Title (Mr/Mrs/Ms/Miss/other)
Surname (Family name)
Forenames (in full)

Please indicate with a tick which programme you are applying for:

- The Henley Full-time MBA
- The Henley Executive MBA
- The Henley MBA by Flexible Learning
- The Henley MBA (Project Management) by Flexible Learning
- The Henley Postgraduate Diploma in Management

### Section 2 Academic/business ability

If you have experience of the applicant in an academic environment, please answer **question 2.1**.  
If you have experience of the applicant in a work environment or business environment, please answer **question 2.2**.

**2.1** How do you rate the applicant's academic ability? Do you consider any qualifications achieved accurately reflect his/her ability? If he/she is about to take any further examinations, what results do you think will be achieved?

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**2.2** How do you rate the applicant's management ability?  
Please describe a situation in which you could evaluate the applicant's abilities and/or potential.

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### Section 3 Qualities

Please rate the applicant on the qualities below:

	Unobserved	Poor	Average	Good	Exceptional
<b>Intellectual ability</b> The power to grasp concepts and to reason analytically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision-making ability</b> The ability to take decisions on strategic rather than operational issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Management ability</b> The ability to organise himself/herself and others and get things done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Financial management</b> The ability to manage finances and meet financial targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance management</b> The ability to manage and enhance the performance of people, processes or technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social skills</b> The ability to get on with people; poise and ease in varied situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Influencing skills</b> The ability to influence others to achieve results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Multi-cultural awareness</b> Ability to work with people from other cultures to achieve results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section 4 Strengths and weaknesses

**4.1** Does the applicant have any weaknesses or areas in need of improvement which may influence his/her studies on a postgraduate management programme?

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**4.2** Do you believe the applicant would benefit from a postgraduate management programme, if accepted?

- Don't know
- Unlikely
- Probably
- Yes
- Very much so

### Section 5 Language ability

If the applicant's first language is not English, please rate their abilities on the criteria below:

	Extremely limited	Moderately limited	Good – proficient	Very good – expert
<b>Spoken English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listening / comprehension of English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### To the referee

Once you have completed this form, please seal and sign across the seal and then return to the applicant. Thankyou.

# Application checklist

## The Henley MBA

Please complete this application checklist to remind you which documents should be enclosed with your application. If any of the documents requested are missing, there may be a delay in the processing of your application.

### Copy of application form

Enclosed

### Certified copies of certificates

Please also include English translation, if applicable.

Enclosed

### Full transcript of degree programmes taken to date

Please also include English translation, if applicable.

Enclosed

### English language certificate

For example, IELTS, TOEFL, (if required).

Enclosed

or

Will be sent by (dd/mm/yyyy)

### Current curriculum vitae

Enclosed

### Reference one

Enclosed

or

Will be sent by (dd/mm/yyyy)

### Reference two

Enclosed

or

Will be sent by (dd/mm/yyyy)

### HESA monitoring form

Required for all UK/EU applicants.

Enclosed