

## NOTES ON 'HOW TO APPLY'

- 1. Application Form:** Every section must be completed, by you, in full. Please tick the 'Executive Distance Learning MBA' or 'Postgraduate Diploma in Management' as applicable. Please ensure you give your full name in Section 2 of the Application Form as it is Henley Management College (HMC) policy to issue degree/ diploma certificates in a student's full name.
- 2. Reference Forms:** Two referees are required, one academic and one business. Postgraduate Diploma and Certificate applicants need only supply one reference (business). Each referee should complete in full the HMC reference form. Each referee should enclose the reference in an envelope, seal and sign across the envelope seal, and return the envelope to you. When you receive the sealed envelopes DO NOT OPEN, but forward them to us together with your application form. Please note that references will not be accepted from HMC 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.  
  
We would also ask that you choose referees who have known you well enough to vouch for the depth and breath of your experience and who will have first hand experience of your managerial and intellectual capabilities. Where candidates have been away from academic study for some considerable time, a second business reference will be accepted. The IMI reserves the right to follow up written references with a telephone call should we feel that we have not been given enough information to make a decision.
- 3. Education Certificates:** Please enclose certified copies of higher education certificates that support your application. 'Certified Copy' means a photocopy that a witness dates and signs on the reverse to indicate that it is a true copy of an original they have seen. DO NOT SEND ORIGINALS. Postgraduate Diploma applicants do not need to supply certificates.
- 4. Transcripts:** If your higher education was undertaken outside Ireland or the UK, please include an English transcript of your studies.
- 5. English Test:** If your native language is not English or if the medium of instruction of your first degree or equivalent was not English it may be necessary to evaluate your standard of English during the interview process.
- 6. Employment Details:** To be considered for a place on your chosen Programme, you must be in employment and have access to company data.
- 7. Outcome of your Application:** Once we receive your completed application, we will assess your suitability for the programme and will forward suitable applications to HMC with a recommendation for acceptance. The HMC Admissions Panel will consider the recommendation and you will be informed, as soon as possible, in writing, of their decision. PLEASE NOTE THAT IF YOUR APPLICATION IS INCOMPLETE THIS WILL INEVITABLY DELAY CONSIDERATION.
- 8. Application Checklist:** Have you enclosed:
  - Completed application form
  - Certified copies of certificates (and English transcript if applicable)
  - English Language Proficiency Test (if applicable)
  - Two completed reference forms in sealed envelopes (one for Postgraduate Diploma applicants)
  - Two passport sized photographs - with your name printed on the back. Please attach one to the form. **Please note that the photographs supplied will be used for programme administration purposes.**
  - A copy of your current CV.
- 9. Data Protection:** Personal data provided by respondents will be processed in compliance with the 1998 Data Protection Act. For more information see [www.henleymc.ac.uk/dataprotection](http://www.henleymc.ac.uk/dataprotection)

Please send all of the above to

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