

# Application for admission

## The Henley MBA (Flexible Executive)

**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 with the supporting documents listed in the Application Form Notes by email to [my.admissions@reading.edu.my](mailto:my.admissions@reading.edu.my) or by post to the Admissions Office at Henley Business School, University of Reading Malaysia, Persiaran Graduan, Kota Ilmu, Educity Nusajaya, 79200, Johor.

### Section 1 Programme details

1.1 Date of intended entry	Month and year <input type="checkbox"/> Feb 2017
1.2 Have you ever applied for or completed another programme at Henley or Reading	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 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 Gender (male/female)	
2.5 Date of birth (dd/mm/yyyy)	

### Section 3 Residence

3.1 Nationality	
3.2 Country of permanent residence	

## Section 4 Contact details

4.1 Home address	
4.2 Country	
4.3 Postcode	
4.4 Telephone	
4.5 Fax	
4.6 Mobile	
4.7 Email	
4.8 Please indicate if you wish your home details or employment details to be used as your main contact address:	<input type="checkbox"/> Home address and email <input type="checkbox"/> Work address and email

## Section 5 Current employment

5.1 Present job title	
5.2 Date appointed	
5.3 Employer	
5.4 Address	
5.5 Telephone	
5.6 Fax	
5.7 Email	
5.8 Nature of employer's business or activity	
5.9 Please describe your current duties and responsibilities, and describe your major achievement in this role:	

## Section 6 Management experience

<b>6.1</b> How many years relevant full-time managerial work experience do you have?		
<b>6.2</b> How many years total work experience do you have?		
<p><b>6.3</b> In order that we can fully consider your application and your suitability for the Flexible Executive MBA, you are asked to provide further details of your graduate level experience, and in particular your experience of a managerial nature. Please therefore complete the relevant sections below that apply to your role(s). Please indicate the number of years' experience you have of the particular criterion, and provide a statement summarising those experiences over the last five years. With each question, focus on demonstrating your management, leadership and business capabilities and not the merits of the outcomes of the specific project or role. Your answers should demonstrate and support your ability to contribute to the MBA programme and provide us with a clear understanding of your management and leadership experience and capabilities whether from a corporate or non-corporate environment. Your current curriculum vitae will be used to supplement the information provided below.</p>		
Criterion	Years' experience	Summary statement
<b>a)</b> An involvement in strategic planning and decision-making the objectives and effects of which are measured outside of standard operational activities.		
<b>b)</b> A responsibility for co-ordinating the work of others in a team whether internal or external to your working environment and whether corporate, project or event based.		
<b>c)</b> A responsibility for meeting financial targets, managing or working with budgets the outcomes of which may be determined by the efforts of more than one person. Demonstrate how your specific input has shaped these outcomes.		
<b>d)</b> A responsibility for developing and improving the performance of people, innovation, creative output, processes or technology whether for internal or external application		
<b>e)</b> A responsibility for managing specific projects or teams both within or external to the organisation. Clarify the size and nature of the tasks, and how you managed or directed others		
<b>f)</b> A role that primarily achieves results through influencing others (internal or external stakeholders /customers) rather than through direct authority.		
<b>g)</b> Experience of working internationally or of relevant multi-cultural exposure		

## Section 7 Higher education

Qualification	Class or grade	Subjects	University or college	Dates of course	Graduation date
Please indicate the highest academic qualification you have achieved					

## Section 8 Professional qualifications

Name & address of institution	Qualification and course	Year awarded	Associate / fellow / member

## Section 9 **Personal statement**

In support of your application please describe how you see your management and leadership capabilities developing, your future ambitions and the impact of the MBA on these ambitions. You are expected to write 600–700 words.

Please continue on an extra page if required (the box will expand if typing in form on screen).

## Section 10 References

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

### Referee 1

Name	
Position	
Address	
Telephone	
Email	

### Referee 2

Name	
Position	
Address	
Telephone	
Email	

## Section 11 Other details

<b>11.1</b> Has your employer given support to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>11.2</b> Please indicate who will be responsible for your fees: <input type="checkbox"/> Yourself <input type="checkbox"/> Your company <input type="checkbox"/> Shared		
<b>11.3</b> Percentage split (if shared):	You %	Your company %
<b>11.4</b> Do you wish your company to be invoiced? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>11.5</b> Company contact name and address for invoice (if applicable)		
<b>11.6</b> Purchase order number (if required)		

## Section 12 English Language Proficiency

<b>12.1</b> Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>12.2</b> If no, please provide details of English language tests taken, along with scores obtained and date test was taken; otherwise, evidence of work or study in English will also be acceptable.	

## Section 13 Disability

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

Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
If yes, what is the nature of your disability?	<table border="0"><tr><td><input type="checkbox"/> Blind / partially-sighted</td><td><input type="checkbox"/> Deaf / hearing impairment</td></tr><tr><td><input type="checkbox"/> Wheelchair user / mobility difficulties</td><td><input type="checkbox"/> Personal care support</td></tr><tr><td><input type="checkbox"/> Mental health difficulties</td><td><input type="checkbox"/> Unseen disability, e.g. diabetes, epilepsy, asthma</td></tr><tr><td><input type="checkbox"/> Autistic Spectrum Disorder</td><td><input type="checkbox"/> A learning difficulty, e.g. dyslexia</td></tr><tr><td><input type="checkbox"/> Multiple disabilities. Specify below.</td><td><input type="checkbox"/> A disability not listed above. Specify below.</td></tr></table>	<input type="checkbox"/> Blind / partially-sighted	<input type="checkbox"/> Deaf / hearing impairment	<input type="checkbox"/> Wheelchair user / mobility difficulties	<input type="checkbox"/> Personal care support	<input type="checkbox"/> Mental health difficulties	<input type="checkbox"/> Unseen disability, e.g. diabetes, epilepsy, asthma	<input type="checkbox"/> Autistic Spectrum Disorder	<input type="checkbox"/> A learning difficulty, e.g. dyslexia	<input type="checkbox"/> Multiple disabilities. Specify below.	<input type="checkbox"/> A disability not listed above. Specify below.
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Further details of disability if required											

## Section 14 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 submitting this form electronically, please type your name and the date. Your accompanying email will be taken as your agreement with the declaration.

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.

# Application checklist

## The Henley MBA (Flexible Executive)

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

### 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)

### Completed section 6 (Management experience)

☐ Enclosed

### 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)