

The Henley MBA (Flexible Executive) Application form notes

Thank you for your enquiry concerning the MBA programme at Henley Business School, University of Reading Malaysia. Please read carefully the following notes together with any appropriate programme information that you have received.

Please complete all sections of the application form. You will need to send the completed application form and the documents listed below by email to my.admissions@reading.edu.my or by post to **Admissions Office at Henley Business School, University of Reading Malaysia, Persiaran Graduan, Kota Ilmu, Educity Nusajaya, 79200 Johor.**

- Certified copies of your degree certificate or higher education certificates (and English transcript if applicable).
- Results of any English Language Test (if applicable).
- Two completed Henley Business School reference forms.
- A current complete Curriculum vitae (to provide further information on your managerial work experience).

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 details

- 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.

Section 4 Contact details

Please provide your home address and personal contact details.

Please indicate if you wish us to use your home, or employment details as your main contact address.

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 you must have access to company data in order to complete assignments.**

Section 6 Management experience

- 6.3** Please provide further evidence of your managerial experience covering at least the last five years of your employment history.

In order for your application to be given full consideration, please include your 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 also separately state the highest academic qualification that you have achieved.

Please do not send originals of your qualifications.

Section 8 Professional qualifications

Please provide information on any professional qualifications or international equivalent 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 Accountants in England and Wales, Institute of (ICAEW);	Cost and Executive Accountants, Institute of (ACEA)
Aeronautical Society, The Royal;	Chartered Accountants in Ireland, Institute of (ICAI);	Municipal Engineers, Institution of;
Bankers, Chartered Institute of (Associate Membership);	Chartered Accountants in Scotland, Institute of (ICAS);	Naval Architects, Royal Institution of;
Biology, Institute of (M.I.Biol or Grad.I.Biol);	Chartered Certified Accountants, Association (ACCA);	Personnel and Development, Chartered Institute of (MIPD);
British Architects, Royal Institute of;	Chartered Surveyors, Royal Institution of (RICS);	Physics, Institute of;
Building, Chartered Institute of;	Civil Engineers, Institute of;	Royal Institution of Chemical Engineers;
Building Services, Chartered Institute of;		Royal Institution of Chemistry;

Section 9 Personal statement

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

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 form. Please get in touch with a member of the MBA recruitment team to discuss on your MBA references.

Please note that Henley will not normally accept references from Henley staff or staff of partner offices, immediate family including relations by marriage, parents, brothers, sisters, uncles, aunts or childhood friends.

Please note that peers who are applying for the same intake to a programme cannot supply a reference for each other.

Section 11 Other details

Please confirm information concerning the payment of your tuition fees.

Section 12 English Language Proficiency

If English is not your first language, 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.

Section 13 Disability

If you have a disability, please give details. 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 Declaration

The personal information you provide on this application form will be used by the University of Reading Malaysia to process your application, and this includes making a decision on whether to offer you a place. The data on this form will be held, processed and transferred to the UK in accordance with the provision of the Data Protection Act 1998 (UK) and the Personal Data Protection Act 2010 (Malaysia).