

The Henley CBL/MBA

Application form notes

Thank you for your enquiry concerning the CBL/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: info@henleynordic.com or by fax to +45 69 80 33 93

You will also need to send the following documents to Admissions at **Henley Business School**
Købmagergade 19, 5. - DK 1150 Copenhagen K.

- 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 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

- 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

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 located on the Henley Business School website. 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. **Alternatively, if the everyday working language of your current employer is English, please complete the Proficiency at Work form to be submitted with the Application. This must be signed by your Line Manager or HR Department.** If you have any questions regarding your English skills, please don't hesitate to contact us at.

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 programme.

Statistical information

Included with the application form 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.