



London Campus

Postgraduate Application Form

Instructions for Applicants

V.5

Thank you for your interest in London School of Business & Finance.

We look forward to welcoming you onto one of our Postgraduate Programmes at LSBF. Please ensure you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straight-forward as possible. In addition, our programme advisors are available to answer any of your questions in person, or over the phone, so please feel free to contact us if you have any further queries regarding the application process.

STEP 1

Complete the application form. You will need to include the following in your application:

- Certified copies of your qualifications, certificates and transcripts
- A copy of your passport
- An English copy of your CV/résumé
- Two reference letters (academic/professional)
Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized colour photograph (jpeg, 150*150 pixels)
- Proof of English Proficiency

STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form.

STEP 3

Please send a completed copy of your application form to your programme advisor. Note that you have the option of sending it by email, or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.

Students applying through the post must complete the application form in **BLOCK CAPITALS**, using black ink. Once you have completed the form, please send it to the following address:

London School of Business & Finance
Postgraduate Admissions Department
9 Holborn
London
EC1N 2LL
United Kingdom

Application deadlines

Due to a high demand for our Postgraduate Programmes, places are limited. We therefore advise that you apply as early as possible, taking into consideration the deadlines for scholarships and bursaries, where appropriate.



SECTION 1: Selecting your postgraduate programme combination mode

1. LIST OF COMBINATION MODES

Postgraduate Programmes Combination Modes - *Select ONE only*

Postgraduate Programmes

Our portfolio of postgraduate degrees includes our MBA and specialised Master's degrees in Finance, Marketing and International Business Law, all of which develop highly marketable skill sets that raise your profile with employers, helping you to meet your career objectives.

Students who want to study a postgraduate programme alone only have to **fill in part 2.1** of **Section 2** on this application form.

Postgraduate Dual Programmes

Our Postgraduate Dual Programmes combine our **postgraduate degrees** with highly relevant **professional qualifications**. As an LSBF student, you can complement your degree with a choice of carefully selected industry standard qualifications, helping you to develop the practical skill sets that employers really value.

Students who want to enrol on a Dual Programme must **fill in parts 2.1 and 2.2** of **Section 2** on this application form.

Postgraduate Trium Programmes

Our forward-thinking approach to learning and development is further demonstrated by our Postgraduate Trium Programme, which comprises a **postgraduate degree**, a **professional qualification** and our **Executive Development Programme**. The programme won't only give you an advanced understanding of business theory and vital technical skills, but will also polish the soft skills that will help you stand out from the crowd. Furthermore, the programme includes a job guarantee*.

Students who wish to study on our Postgraduate Trium Programme must **complete all parts** of **Section 2** on this application form.



SECTION 2: Selecting your postgraduate programme combination

2.1 LIST OF POSTGRADUATE PROGRAMMES

Depending on your choice of programme mode in SECTION 1, please select the postgraduate course you wish to follow. **Please note that you are only able to select one course per category.**

Postgraduate Programmes - *Select ONE only*

Management

- | | |
|--|--|
| <input type="checkbox"/> MBA | <input type="checkbox"/> MBA - Finance and Investment Management |
| <input type="checkbox"/> MBA - HR Management | <input type="checkbox"/> MBA - Risk Management |
| <input type="checkbox"/> MBA - Project Management | <input type="checkbox"/> MBA - E-Business |
| <input type="checkbox"/> MBA - Financial Management | <input type="checkbox"/> MBA - Marketing Management |
| <input type="checkbox"/> MBA - Global Business | <input type="checkbox"/> MBA - Islamic Finance & Banking |
| <input type="checkbox"/> Postgraduate Diploma in Strategic Management and Leadership | <input type="checkbox"/> Online MBA |
| <input type="checkbox"/> Executive MBA | |
| <input type="checkbox"/> Dual Programmes | |

Law

- LL.M/M.Sc in International Business Law
- LL.M/M.Sc in International Business Law Part Time
- LL.M/M.Sc in International Business Law + MBA

The next intake for our Law courses would be October 2012



SECTION 2: Selecting your postgraduate programme combination (continued)

Postgraduate Programmes (continued) - <i>Select ONE only</i>	
<p>Marketing</p> <p><input type="checkbox"/> MSc in Marketing</p> <p><input type="checkbox"/> Online MSc Marketing</p> <p><input type="checkbox"/> MSc in Digital Marketing</p> <p><input type="checkbox"/> MSc in Global Marketing</p> <p><input type="checkbox"/> MSc in Marketing & Public Relations</p> <p><input type="checkbox"/> MSc in Marketing & Advertising</p> <p><input type="checkbox"/> MSc in Marketing & Sales Management</p> <p><input type="checkbox"/> Dual Programmes</p>	<p>Finance</p> <p><input type="checkbox"/> MSc in Finance</p> <p><input type="checkbox"/> Online MSc in Finance</p> <p><input type="checkbox"/> MSc in Investment Banking & Securities</p> <p><input type="checkbox"/> MSc in Finance & International Banking</p> <p><input type="checkbox"/> MSc in Finance & Risk Management</p> <p><input type="checkbox"/> MSc in Finance & Mergers and Acquisitions</p> <p><input type="checkbox"/> MSc in Islamic Finance & Banking</p> <p><input type="checkbox"/> MSc in Finance & Accounting</p> <p><input type="checkbox"/> Dual Programmes</p>

2.2 LIST OF PROFESSIONAL QUALIFICATIONS

This part of the application form only applies to students who selected a **Postgraduate Dual Programme** or a **Postgraduate Trium Programme** in SECTION 1. Please leave it blank if you did not choose either of these options.

Postgraduate Qualification - <i>Select ONE only</i>		
<p>Finance</p> <p><input type="checkbox"/> CFA® (Chartered Financial Analyst certification)</p>	<p>Marketing</p> <p><input type="checkbox"/> CIM (Chartered Institute of Marketing)</p>	<p>Accounting</p> <p><input type="checkbox"/> ACCA (Association of Chartered Certified Accountants)</p> <p><input type="checkbox"/> CIMA (Chartered Institute of Management Accountants)</p>

*subject to final approval.



SECTION 2: Selecting your postgraduate programme combination (continued)

2.3 EXECUTIVE DEVELOPMENT PROGRAMME

This part of the application form only applies to students who chose the **Postgraduate Trium Programme** in SECTION 1. Please leave it blank if you did not choose this option.

Executive Development Programme - *Select ONE only*

- Financial Services
- Accounting
- Marketing
- International Business



SECTION 3: Intake Selection

Please select your intake of preference. Intake dates vary from programme to programme. Please check the website for detailed information on intake dates for your particular course: www.lsbf.org.uk/masters.

Full Time

- January
- April
- July
- October

Part Time

- January
- April
- July
- October





SECTION 5: Completing the LSBF Postgraduate Form

Please complete the following form to the best of your knowledge.

1. PERSONAL INFORMATION					
Surname:					
First Name:			Preferred Name:		
Title:		Date of Birth:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Permanent Address:			Mailing Address:		
Postcode:			Postcode:		
Daytime Contact No:			Fax:		
Evening Contact No:			Mobile No:		
Email address:					
Nationality:					
Country of Birth:					
Country of Permanent Residence:					
If holder of a UK entry visa please state type:					
Date of arrival into the UK:					
2. EDUCATION AND QUALIFICATIONS					
a. Higher Education					
Please state the most recent qualifications first, and attach any relevant copies of certificates and transcripts.					
Institution	Award	Specialisation (if any)	Average Grade	Date Started	Date Awarded
Exams to be taken or results pending:					



b. English Language (Applicants whose first language is not English)

If English is not your first language, you will need to provide relevant proof of your level of your proficiency. Please indicate to us which test/tests you have completed, or have registered to take (see prospectus for details of acceptable applications).

Institution	Award	Specialisation (if any)	Average Grade	Date Started	Date Awarded

c. Additional Languages

	Native Speaker	Spoken/Beginner	Expert
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Professional Qualifications

Title of Qualification	Date Awarded	Direct Exam or Exemption (please state which)



3. EMPLOYMENT HISTORY

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first.

Dates From/To (DD/MM/YY)	Name & Address of Employer	Title of Position

You are required to submit a FULL Curriculum Vitae (CV) with this application form. I have enclosed my CV Yes



4. STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application. This must include the reasons for your choice of programme, and what you feel that you can contribute to our course. Please write no more than 500 words. You may continue on an extra sheet if necessary.



5. DECLARATION OF A CRIMINAL RECORD

Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction? Yes No

6. STUDENTS WITH SPECIAL NEED(S)

The information you provide, will be held in confidence, and will not be seen by, nor made known to any sector. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

- a. LSBF is committed to ensuring that every student is as comfortable as possible during their time with us. Do you have any medical conditions (including pregnancy) that may require special examination arrangements or may affect your attendance on the course and the taking of examinations?

Yes No

If "Yes", please describe your condition(s):

- b. Taking in account the condition(s) that you described in (a.) above, do you have any special requirements with regard to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

Yes No

If "Yes", please describe your condition(s):

7. CREDIT TRANSFER CLAIM

- a. Do you wish to claim for a credit transfer? Please tick the relevant box.

Yes No

Please read the Guidance Notes and complete the Credit Transfer Claim Form in Appendix A.

- b. All exemptions and requests are considered on an individual basis, and are granted at the discretion of LSBF.
- c. No exemption will be granted unless a specific application has been made.



8. TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full LSBF General Terms and Conditions, as well as and the Key Terms and Conditions for our Postgraduate Programmes; displayed on our website, www.lsbf.org.uk/terms-and-conditions.html.

On registering for an LSBF Postgraduate Programme I acknowledge that I _____ have read, understood and agree to abide by the full (i) General Terms and Conditions, (ii) LSBF Postgraduate programme Key Terms and Conditions and (iii) Trium terms and conditions. Registration on an LSBF Postgraduate programme constitutes full and irrevocable acceptance of our terms and conditions.

1. Student Warranties

- a) The student warrants that all documents and information supplied are true, authentic and correct.
- b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.
- c) If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support, or for other reasons for which the student is accountable, LSBF accepts no responsibility to refund under section 5. The student is held responsible if the visa application has been made late and their LSBF enrolment has already been processed.

2. Student on a Visa

- a) Students on a visa must adhere to the Attendance and Immigration Regulations.
- b) Students must familiarise themselves with UK Border Agency regulations and at all times abide by the conditions of their visa.
- c) Students must inform LSBF immediately of any change to their immigration status.
- d) All applications for refunds, including those under section 5, must be made in writing at least 15 days before the commencement date of the course (published date).
- e) It is the student's responsibility to satisfy themselves that they can comply with the notification guidelines prior to making an application. In circumstances when notification under this section is not possible, an application by the student forms a waiver of the rights under this section.

3. Disclosure to the Home Office

LSBF reserves the right to disclose a student's details, including academic progress and attendance rates, to the Home Office.

4. Programme Fees

- a) To book a place on a course, you must pay either the full fee or a minimum deposit of £3500 of the total course cost is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
- b) All accepted students are required to pay the FULL tuition fees 30 days prior to the start date of the programme.
- c) Where a student pays any amount by instalment, they will be charged an administration charge of £50 per instalment.
- d) Students who have not paid on time will not be granted access to LSBF.
- e) Tuition fees are subject to change.
- f) A charge of £150 will be made to students for all dishonoured payments.
- g) LSBF reserves the right to report offenders to the authorities, including the Home Office.
- h) Students may defer their place on a programme by up to one academic year.
- i) Sponsored Master's Course – eligibility to benefit from a sponsored Master's course is restricted to students who pay their full fees at least 15 days prior to the published start date of the programme.
- j) Non-payment of fees – LSBF reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

5. Refunds Policy

- a) Once the letters have been issued confirming full-time status, no refunds or course transfers are permissible, other than in the instance of visa refusal subject to clause 6.
- b) Subject to section 6, if a student's visa application has been refused, then fees paid will be refunded less an administration charge of £150 (plus any courier and transfer charges) on production of the following documents: (1) Copy of the visa refusal letter (APP200) (2) Copy of the student's passport showing both a photograph and signature, and (3) where the payee was not a student, an original authority letter from the student authorising repayment to the payee.

6. Published Programmes

LSBF reserves the right to alter published programmes. All programmes and courses are available subject to student demand.

7. Dates of Programmes

LSBF reserves the right to alter start dates of programmes. All course timetables are subject to change.

8. Access to Online Resources

LSBF does not guarantee availability of the online resources and other added-value services due to reasons beyond LSBF's control, including technical faults and limitations.

9. Code of Conduct

Students are expected to conduct themselves, at all times, in a manner which demonstrates respect for LSBF and its staff, fellow students, members of the public and LSBF Property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from LSBF.

10. Attendance

- a) Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- b) Students will be expelled from the programme and will not be entitled to any refund if they (i) do not adhere to the attendance requirements (ii) fail to start the course as scheduled without prior notification to LSBF (iii) are in breach of their visa conditions.

11. Withdrawal

- a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from LSBF. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.
- b) Where a student has withdrawn from the programme without prior consent from LSBF, LSBF reserves the right to pursue the student for outstanding fees.

12. Exclusion

To the extent permitted by law, we, other members of our group of companies and third parties connected to us hereby expressly exclude all conditions, warranties and other terms which might otherwise be implied by statute common law or the law of equity.

13. Regular Updates

LSBF Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates. This excludes changes to LSBF's privacy Policy, which will be notified to you in writing.



9. TRIUM TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full LSBF General Terms and Conditions, as well as and the Key Terms and Conditions for our Postgraduate Programmes; displayed on our website, www.lsbf.org.uk/terms-and-conditions.html.

1. LSBF Job Guarantee Scheme

- 1.1 The LSBF Job Guarantee Scheme is only open to students on the LSBF Undergraduate/Postgraduate Trium Programme, who enrol on all component academic programmes jointly and complete the relevant application form.
- 1.2 To qualify for the LSBF Job Guarantee Scheme students enrolled on the LSBF Undergraduate/Postgraduate Trium Programme must:
- 1.2.1 pay their fees in full before the commencement date of the programme;
 - 1.2.2 attend all study sessions in respect of their academic programmes (or have any absences authorised for just reasons, in accordance with the Student Handbook);
 - 1.2.3 obtain a minimum average score of 55% on all modules of the degree programme (as applicable);
 - 1.2.4 pass a minimum number of papers/exam for the professional qualification pursued: 5 papers for ACCA / CIMA, Level 1 for the CFA[®] and the Professional Certificate (4 modules) for the CIM. For the avoidance of doubt students are required to complete the modules in no more than two attempts per paper/exam – failure to pass the relevant paper/exam in two attempts or less will void the guarantee;
 - 1.2.5 attend and pass all sessions of either the Graduate Development Programme or the Executive Development Programme (as applicable), submit CVs in the specified format and observe all instructions associated with the programme; and
 - 1.2.6 not receive any materially adverse feedback from LSBF staff or corporate partners regarding their performance or attitude in interviews and placement (the School shall use reasonable discretion in determining what feedback is 'materially adverse'. Examples of 'materially adverse' feedback may include repeated and persistent failure to keep scheduled appointment times, rude or inappropriate comments during interviews and similar unprofessional behaviour which is likely to bring the student and/or LSBF into disrepute).
- 1.3 Students who follow all programme rules will be offered access to 1 (one) paid employment position in the area of their studies in the UK or overseas (see below for specifications). For the avoidance of doubt, students will be offered an employment position within 6 months commencing from the date that **all results** for all programme components have been received by LSBF.
- 1.4 The guarantee constitutes of a refund of £2500 (to be made within 21 days of claim) from course fees actually paid and will be made to students who satisfy the requirements as specified in these terms and conditions, and who have not been offered any paid position. For the avoidance of doubt, if a student is offered a paid position and fails to accept it for whatever reason, any entitlement under the scheme will be forfeited.
- 1.5 The payment under the guarantee constitutes the full and final settlement of the guarantee and no other remedies are available (no further job placement and career services will be offered).

2. Academic Programme Component

- 2.1 The maximum amount of time that a student can study on an undergraduate trium programme is 4 years. For the avoidance of doubt the maximum amount of time of 4 years is inclusive of a Company-Based-Learning year (where applicable). Students are unable to extend a programme after enrolment, as such, if a student wishes to take a Company-Based-Learning year this must be included at the time of enrolment.
- 2.2 The maximum amount of time that a student can study on a postgraduate trium programme depends on the course undertaken and is equivalent to the regular advertised course duration for the course undertaken by the student
- 2.3 Students must pass all academic modules on first attempt in order to qualify for the Job Guarantee Scheme.

1.1

3. Professional Qualification Component

- 3.1 Students must complete the professional qualification component simultaneously with the undergraduate or postgraduate trium programme (as applicable).
- 3.2 LSBF shall offer all professional qualification programmes, with the exception of CIM, online. For the avoidance of doubt only CIM studies will be offered on the campus premises of the School.
- 3.3 From time to time some professional qualifications may not be available as part of the trium programme, students will be advised of this upon enrolment.
- 3.4 LSBF Trium programme fees include tuition only and are exclusive of professional body registration and exam fees, payable directly by the student to the professional body of their choice.
- 3.5 Due to the prerequisites of the CFA[®] students pursuing an undergraduate course can only register with CFA[®] in their final year of their undergraduate course and can sit their Level 1 exam only at the end of their final year. Students who have a prior undergraduate degree may be eligible to register with CFA[®] earlier and sit their Level 1 exam earlier than at the end of their final year. It is the responsibility of the student to ensure they are eligible to pursue CFA[®] studies based on a prior undergraduate degree and to provide LSBF with the relevant evidence.
- 3.6 If students successfully pass all components of the Trium programme they will be entitled to complete the professional qualification within 5 years from the commencement date of their academic programme. For the avoidance of doubt this means that eligible students will have access to tuition in order to complete the remaining components towards the full professional qualification (to the extent offered by LSBF).
- 3.7 In the case of professional qualifications including (but not limited to) ACCA, CIMA, CFA[®] and CIM, students do not have unlimited access to tuition. The following stipulations are applicable:-
- 3.7.1 To complete the ACCA qualification, students must complete 14 papers (out of 16 available), as such, students are restricted to accessing any combination of papers for up to 14 times only;
 - 3.7.2 The CIMA qualification consists of 15 papers, as such, students are restricted to accessing any combination of papers for up to 15 times only;
 - 3.7.3 The CFA[®] qualification consists of 3 levels, however only levels 1 and 2 are currently offered at LSBF, as such, students are restricted to accessing any combination of modules for up to 2 times only; and
 - 3.7.4 The CIM consists of 8 modules; as such students are restricted to accessing the on campus lectures to a maximum of 8 times only.
- 3.8 Students who have not completed their postgraduate/undergraduate trium programmes within the time as stipulated in 1.2 above shall not be entitled to have access LSBF's resources as stipulated in 3.5.

4. Graduate/ Executive Development Programme Component

- 4.1 Students must complete the 6 modules of the graduate/executive development programme component simultaneously with their undergraduate or postgraduate trium programme (as applicable).
- 4.2 Students will be provided with instructions on registering for the modules during induction and it shall be the responsibility of the student to register for such modules, to attend them and to pass them in the specified period of time.

5. Eligibility for Job Guarantee Scheme

- 5.1 In addition to the stipulations in clause 1 LSBF Job Guarantee Scheme as referred to above Students' particular attention is drawn to the following in respect of eligibility when undertaking the undergraduate and postgraduate trium programmes:
- 5.2 Students shall ensure that they have successfully completed all modules of the academic programmes for their relevant degree (e.g. BA, BSc, LLB, MSc, MBA), all modules of the graduate/executive development programme, and all modules of the professional qualification component (where applicable):
- 5.2.1 1 Level of CFA[®] (where the student has applied for a CFA[®] qualification);
 - 5.2.2 The Professional Certificate of CIM (where the student has applied for a CIM qualification);
 - 5.2.3 5 papers of CIMA (where the student has applied for a CIMA qualification); and
 - 5.2.4 5 papers of ACCA (where the student has applied for an ACCA qualification).
- 5.3 For the avoidance of doubt, students will be offered an employment position within 6 months commencing from the date that **all results** for all programme components have been received by LSBF.



10. DECLARATION

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- A completed application form
- Certified copies of your qualifications, certificates and transcripts
- A copy of your passport
- An English language copy of your CV/résumé
- Two reference letters (academic/professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized colour photograph (jpeg, 150 * 150 pixels)
- Proof of English proficiency
- A valid email address _____
- The name of your LSBF programme advisor _____

- a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.
- b) I hereby agree, if admitted as a student at LSBF, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- c) I agree to LSBF processing my personal data contained in this form, as well as other personal data that LSBF may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date

Signature



SECTION 6: Matriculation Forms

If your programme of choice does not appear on this list, you are not required to sign a matriculation form and your application process will be completed by this point.

If your programme of choice appears on this list, you will find the matriculation form on the next page. Please remember to sign and attach it to the rest of your application form.

Management	
<ul style="list-style-type: none"> • MBA • MBA Part Time • MBA - Global Business • MBA - Investment Management • MBA - Risk Management • MBA - E-Business • MBA - Marketing Management • MBA - HR Management • MBA - Project Management • MBA - Financial Management • Postgraduate Diploma In Strategic Management and Leadership 	
Finance	Marketing
<ul style="list-style-type: none"> • MSc in Finance • MSc in Finance Part Time • MSc in Investment Banking & Securities • MSc in Finance & Risk Management • MSc in Finance & Mergers and Acquisitions • MSc in Finance & Accounting • MSc in Islamic Finance & Banking 	<ul style="list-style-type: none"> • MSc in Marketing • MSc in Marketing Part Time • MSc in Digital Marketing • MSc in Global Marketing • MSc in Marketing & Public Relations • MSc in Marketing & Advertising • MSc in Marketing & Sales Management



PRIFYSGOL CYMRU UNIVERSITY OF WALES

Application for Matriculation as a Postgraduate Student

This form must be completed by candidates applying to register for higher degrees and university postgraduate diplomas and returned to the Validation Unit, University of Wales Registry, Cathays Park, Cardiff CF10 3NS, before the commencement of study.

Candidates for Master's degrees and University postgraduate diplomas and certificates may matriculate on the basis of holding a *recognised* degree or equivalent professional qualification. The University may also approve the admission of non-graduates whose relative lack of formal qualifications is compensated for by substantial relevant experience. The University has established protocols for the matriculation of non-graduate entrants to particular types of study. Such a candidate must have held a position of responsibility of relevance to the proposed scheme of study for an acceptable period of time. Irrespective of a candidate's entry qualifications, the University must be satisfied that he/she is of the required academic standard to complete the scheme of study proposed.

It is desirable though not a requirement of entry that candidates applying to register on an MBA have 2 years relevant and responsible experience in addition to the above mentioned entry requirements.

Please indicate, by ticking the appropriate box, the basis of your admission to your postgraduate scheme of study:

Degree/Professional Qualifications Now complete section A, B & D	AND/ OR	Relevant Responsible Experience Now complete section A, C and D
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(A)

Forename:	
Surname: <i>as it appears in your passport and in the order you would like it to appear on your certificate</i>	
University Student Number:	
Title: <i>(Dr/Mr/Mrs/Ms/Miss etc.)</i>	Date of Birth: <i>(dd/mm/yyyy)</i>
Institution you will be studying at:	Address:
Title of Degree: <i>(e.g MA, MBA, MPhil, PhD)</i>	
Title of Course:	
Start Date of Course:	
Length of Course:	
Mode of Study: <i>(ie full-time, part-time)</i>	
The outcome of an application will be sent to the Institution unless an application has been made independently	

(B)

Awarding Body & Country of Study	Dates Study Undertaken:	Title of Qualification:
<i>Original degree certificates must be enclosed (which will be returned) Photocopies will be accepted if the original degree certificate has been seen by a member of staff at the institution in which you intending to undertake your studies and the copy has been signed by the staff member.</i>		

(C)

Age on first day of entry to postgraduate study years months		
Please provide brief details of relevant professional experience in the space provided (a full CV and references from previous employers should also be attached)		
Date:	Position:	Responsibilities:

(D)

I hereby confirm that the information held on this form is true and accurate.	
Signature of Candidate.....	Date.....

PLEASE ENSURE THE SPELLING AND ORDER OF YOUR NAME IS CLEAR AS THIS IS HOW IT WILL APPEAR ON YOUR CERTIFICATE