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THE UNIVERSITY OF STRATHCLYDE  
GRADUATE SCHOOL OF BUSINESS

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# Postgraduate Study Application for Admission

Applicants Name

Programme of Study

Method of Study

Proposed Start Date

## Information for Applicants

In order that the Admissions Committee can evaluate your application, we have designed an application form that enables us to get to know you better. We hope that by completing this form you will have the opportunity to reflect on your reasons for embarking on an MSc in Business and Management (MBM), and that you will use this opportunity to think about how the Strathclyde MBM will help you reach your goals.

Please be as comprehensive as possible in the completion of this form.

## Admissions Guidelines

There are several key criteria the Admissions Committee considers in evaluating your application:

1) academic achievements, and 2) personal characteristics

You are required to enclose a full CV with the application form.

In addition to the above, and to help the Admissions Committee further assess your application, you must complete a 500 word summary detailing your motivation for joining the MBM programme. The Admissions Committee requires evidence that you will be able to gain from, and contribute to, learning on the Strathclyde MBM.

Please append additional sheets as necessary.

## The Selection Process

The Admissions Committee meets on a regular basis to assess applications.

Staff from the Graduate Admissions Office will contact you within 2-3 weeks of receipt of your application to let you know the outcome of your application.

## Application Checklist

Please ensure you have included the following documents with your application.

- Official copies of qualifications and transcripts (official translations where necessary).
- Copies of GMAT score (if taken)/written evidence of competency in English.
- Detailed CV.
- One passport size photograph with your name on reverse.
- Confirmation of financial support (if sponsored).

## Completed application forms should be returned to:

The Graduate Admissions Office  
The University of Strathclyde Graduate School of Business  
199 Cathedral Street  
Glasgow,  
G4 0QU.  
Fax: +44(0) 141 553 6162/552 8851

Please give each of your referees one of the enclosed reference forms and ask them to complete and return them to the above address.

INCOMPLETE APPLICATION FORMS MAY RESULT IN AN APPLICATION DECISION BEING DELAYED.

# 1. Personal Details

Photograph

Surname or family name

Other names

Title (Dr/Mr/Mrs/Miss/Ms. etc)

Date of Birth	Day	Month	Year
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State country in which you are ordinarily resident in:  
UK / Other EU / Other - (circle as appropriate)

Nationality:

Age:

Gender: M  F

Marital Status:

Country of birth:

Address for correspondence

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Office Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address valid until: \_\_\_\_\_

Permanent address (if different)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Office Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Will you require information about University Accommodation?  
(Full-time programme only)

Y  N

## 2. Academic Qualifications (obtained or anticipated)

Please indicate below your educational attainments, giving dates, major subjects and, where appropriate, the results obtained. Please attach transcript and/or documentary evidence of all qualifications. (Official translations where necessary)

Undergraduate and postgraduate qualification			
Dates (from-to)	Name of University/college/other institution and Location	Main Subject(s)	Award Obtained (give date and class/grade of award)

Professional and Other Qualifications		
Award institution/body	Subject(s) in which award obtained	Qualification obtained (give dates and whether obtained by examination/exemption)

## 3. Source of Finance

How will your studies be funded?

Your current employer (please give name) \_\_\_\_\_

Public body/institution/government (please give details) \_\_\_\_\_

Self                       Family                       Other (please give details)

If sponsored, please enclose a letter of confirmation of financial support with your application form.

## 4. Proficiency in English

What work experience/qualifications do you have that gives evidence of your ability to communicate in English? Please attach copies of certificates and recent test scores.

Native language \_\_\_\_\_ TOEFL or IELTS score \_\_\_\_\_

Other English Language Qualification \_\_\_\_\_ Proposed test date for TOEFL/IELTS \_\_\_\_\_

## Quantitative and Verbal Skills

Use of English in previous studies (please give details) \_\_\_\_\_

### GMAT SCORE

Test Date		Verbal Score	% Below	Quantitative score	% Below	Total Score	% Below
Month	Year						

Proposed test date for GMAT \_\_\_\_\_

## 5. Employment And Experience

Please indicate below your employment experience, including any vacation work or apprenticeship, and any other details of your career you judge to be relevant. (Append additional sheet if necessary)

Date (from-to)	Employer Name and Address	Position Held	Key responsibilities/tasks

Number of years work experience \_\_\_\_\_

## 6. Essay Question

Please submit on a separate sheet a summary which covers the following areas:

(approximately five hundred words)

- Your motivation for joining the MBM programme.
- Highlighting your career aspirations and
- Why you feel you are a suitable candidate for the programme.

## 7. Other Applications

If you are applying to other universities/colleges, or to other departments in this university, please list all your applications (including this one) in order of preference.  
(This information is required for market research purposes only, no contact will be made with any institution listed.)

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

## 8. Additional Information

### 8a. Criminal Conviction

Do you have a criminal conviction which will be unspent at the time of your admission to the University? YES  NO   
(You should not declare any spent convictions or any offence for which the penalty was a non-custodial sentence carrying a fine less than £1500)

#### Explanatory Note

- "Spent convictions": after a certain period of time (the length of which depends on the sentence imposed) all convictions (except those resulting in a prison sentence of more than 30 months) are regarded as "spent".
  - The offender then becomes a rehabilitated person who is treated largely as though they had not committed the offence.
- You must tick the box to indicate "YES" or "NO" to this question, if you fail to do so the form will be returned to you for completion.
- If you answer "YES" the University may ask you for further details. It will speed up the processing of your application if you have this information available for immediate response to any question from the University.
- If you are convicted of a criminal offence while your application is being processed or during the period of study at the University, you should notify the University immediately.

The university is required to return statistics to HESA, the national student data collection agency on all applications for admissions to its programmes. Your co-operation in providing the following information would therefore be appreciated.

**8b. Equal opportunities monitoring** I would describe my ethnic origin as follows

Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White	<input type="checkbox"/>
Other	<input type="checkbox"/>	(please specify)	<input type="text"/>		

**8c. Applicants with disabilities**

In addition to providing data for HESA, the University also welcomes applications from people with disabilities and considers these on the same academic grounds as those from other candidates. Applicants with disabilities are encouraged to contact the Graduate Admissions Office to discuss any special needs. Please also tick the boxes which are applicable to you. The information you give will be treated confidentially.

Need personal care/support	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Blind/partially sighted	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Deaf/hearing impairment	<input type="checkbox"/>	Wheelchair user/mobility difficulties	<input type="checkbox"/>
An unseen disability (e.g. diabetes, epilepsy, asthma)	<input type="checkbox"/>	Multiple disability	<input type="checkbox"/>
A disability not listed above	<input type="checkbox"/>	(please specify)	<input type="text"/>

**9. Original source of Information about Strathclyde**

Please indicate how you first heard about the Strathclyde MBM.

<input type="checkbox"/> Advertisement:	_____	(publication title)
<input type="checkbox"/> Newspaper/magazine article:	_____	(publication title)
<input type="checkbox"/> Association of MBMs.		
<input type="checkbox"/> International partner (overseas).		
<input type="checkbox"/> Guidebook:	_____	(publication title)
<input type="checkbox"/> Website:	_____	(please specify)
<input type="checkbox"/> Fair/Recruitment Event:	_____	(please specify)
<input type="checkbox"/> Company Recommendation.		
<input type="checkbox"/> Personal Recommendation.		
<input type="checkbox"/> Strathclyde alumni or student.		
Other, please state:	_____	

**10. Referees**

Give names, positions and addresses of two referees – one who has been involved in supervision of either your recent academic work or professional development and one from a recent employer.

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
Postcode _____ Tel No _____	Postcode _____ Tel No _____
Fax _____ E-mail _____	Fax _____ E-mail _____

**Your application will not be considered until we have your referees reports.**

**11. Declaration**

I Certify that the answers and other information given in this application are correct and complete. If my application is accepted I undertake to observe the university's regulations and to ensure payment of fees and other liabilities.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**For office use only**

Programme applied for:

Programme offered:	Master by instruction		Title of Programme
	Postgraduate Diploma		

**1. Offer**      Unconditional       Conditional

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References checked    Ref 1     Ref 2

Method of study	FT	PT	PT (Int)	FLEXIBLE LEARNING	STAFF
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Date of Registration	Day	Month	Year	Minimum Duration		months
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**2. Assessment Centre**

Hong Kong	Malaysia	Greece	Dubai	Bahrain
Singapore	Shanghai	Switzerland	Oman	Other

Interviewed by: \_\_\_\_\_ Approved    Y     N

Date: \_\_\_\_\_

NOTE FOR CENTRE REPRESENTATIVE: PLEASE ENCLOSE ALL INTERVIEW DOCUMENTATION WITH APPLICATION.

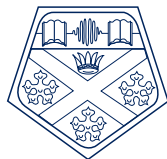
**3. Reject Application:**

Reasons

Inadequate qualifications		
Insufficient experience		
Course full		
Refusal		
Other		

First signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)



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The University of Strathclyde Graduate School of Business  
199 Cathedral Street  
Glasgow, G4 0QU  
Telephone: +44 141-553 6118/9 Fax: +44 141-553 6162  
E-mail: [admissions@gsb.strath.ac.uk](mailto:admissions@gsb.strath.ac.uk)  
web: [www.worldclassmba.com](http://www.worldclassmba.com)