

# MBA DIPLOMA CONTINUATION BY DISTANCE LEARNING 2022 - 2023

Application deadline: 15th August 2022

Programme commences: 12th September 2022



## APPLICATION FOR 2022 ENTRY

Please ensure you have downloaded and read the '**Application Guide**' prior to completing this form from:

[www.lloydsmaritimeacademy.com/MBAcontinuation](http://www.lloydsmaritimeacademy.com/MBAcontinuation)

Once you have completed this form and have all the necessary documentation required, please visit the website above and click on "Apply Now". You will then need to fill out the online Registration and Payment Form, where you will be able to upload this Application for Enrolment Form and your supporting documentation.

We strongly recommend that you complete every part of the application form that applies to you and that you answer every question as fully as possible. Applicants with insufficient detail included may be rejected.

Your completed application **MUST** include the documents listed in the following checklist. Applications missing any of the required information will be considered incomplete and we will not be able to complete the processing of the application. The absolute deadline for all information to be received is **15th August 2022**. **IF YOU ARE SENDING SUPPORTING DOCUMENTS BY COURIER, PLEASE DO NOT SEND ORIGINALS - WE WILL NOT BE ABLE TO RETURN THEM.**

## DOCUMENTATION CHECKLIST

Please type "**Yes/ No**" in the relevant boxes below to indicate where you have the document ready for upload as part of the application process, or you intend to submit the document by email/ fax / courier.

	Document(s) ready for electronic upload online: Yes / No	Document(s) to be emailed / couriered: Yes/ No
1. Completed Application form (i.e. this form)		
2. Copies of your Diploma certificate, degree and professional certificates		
3. A completed reference form from an academic referee		
4. A completed reference form from a work-based referee		
5. Copy of passport page showing passport number and photograph		
6. Passport Style Photograph (Two printed copies required if couriered)		
7. Copy of IELTS (or TOEFL) score notification		

Depending on your circumstances you may need to include the following: Please mark boxes "**Yes/ No**" if any of these documents are included:

8. GMAT score certificate		
9. Written confirmation of funding source		

## APPLICATION FORM

Please type in your details in the non-shaded areas, expanding the box size where necessary to include all relevant information. **You must read the Application Guide before completing this form which can be downloaded from the "How to Apply" tab on the website listed above.**

Which MBA Diploma Continuation are you applying for? Please type "Yes" in the appropriate box	
MBA (Crew Management)	If yes, please complete the relevant declaration below.
MBA (Harbour Masters)	If yes, please complete the relevant declaration below.
MBA (Logistics Management)	If yes, please complete the relevant declaration below.
MBA (Port Management)	If yes, please complete the relevant declaration below.
MBA (Ship & Port Agency)	If yes, please complete the relevant declaration below.
MBA (Ship Management)	If yes, please complete the relevant declaration below.
MBA (Ship Superintendency)	If yes, please complete the relevant declaration below.
MBA (Terminal Management)	If yes, please complete the relevant declaration below.
MBA (Marine Engineering)	If yes, please complete the relevant declaration below.
MBA (Marine Purchasing & Supply Management)	If yes, please complete the relevant declaration below.
MBA (Marine Surveying)	If yes, please complete the relevant declaration below.
MBA (Maritime Business Management)	If yes, please complete the relevant declaration below.
MBA (Maritime Safety Policies and Regulations)	If yes, please complete the relevant declaration below.

Please confirm which Diploma you have completed by typing "Yes" in the appropriate box (Note: it must be the same Diploma topic)	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Crew Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy <b>Diploma in Harbour Masters</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy/ North Kent College <b>Diploma in Logistics Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy/North Kent College <b>Diploma in Port Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Ship &amp; Port Agency</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Ship Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Ship Superintendency</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy <b>Diploma in Terminal Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Marine Engineering</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Marine Purchasing &amp; Supply Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Marine Surveying</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Maritime Business Management</b>	
I confirm that I have successfully passed the Lloyd's Maritime Academy and North Kent College <b>Diploma in Maritime Safety Policies and Regulations</b>	

Year of Graduation (as listed on your certificate)	
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## Personal Information

Family/ Surname name		Previous family/ surname name (if applicable)	
Forenames		Title (Mr / Ms /Dr / ...)	
Date of birth (dd/mm/yyyy)		Country of birth	
Gender		Nationality	
Country of residence			
Number of years of full-time work experience at 1st September of year of intended entry (excluding part-time jobs or internships)			
VIP code (This can be found on an email or the back of a prospectus you have received)		TT code (You may have been sent this in an email)	

Mailing address for programme correspondence	
Address Line 1	
Address Line 2	
Address Line 3	
Town	
Postal Code/ Zip Code	
Country	

Preferred email address	
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Preferred telephone number inc international dialling code.	
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You may be required to take part in a telephone interview. Please supply preferred telephone number or Skype details if applicable.	
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## Academic Background

Please give details, starting with the most recent, of all colleges and universities attended.

Dates: From (mm/yyyy) to (mm/yyyy)	Institution attended, country and mode of study (full time, part time, distance learning)	Qualification awarded and subject	Result (grade / class / rank etc.)

Please indicate any scholarships, prizes or honours awarded.	
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## Professional Qualifications

Please give details of any relevant professional qualifications you may hold.

Dates: From (mm/yyyy) to (mm/yyyy)	Professional firm or educational institution attended plus mode of study (full time, part time, distance learning)	Qualification awarded and subject(s)	Result (grade / class / rank etc.)

GMAT Score: If applicable (please see 'Application Guide' for full details)	
Date taken / to be taken	
Verbal	
Quantitative	
Analytical writing	
Total	

## Language

Fluency in spoken and written English is a requirement for entry to the programme. This can be by English being your mother tongue or you have previously successfully completed an undergraduate or postgraduate qualification at a recognised institution where the medium of tuition and assessment was entirely in English (proof must be provided). Where this is not the case, an unconditional offer cannot be provided until you provide satisfactory evidence of your English language ability.

Is English your first language? (please type <b>Yes/No</b> )	
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If no, what is your first language?	
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How long have you been speaking English and in what context do you use it?	
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If English is not your mother tongue and you do not have a prior academic qualification that was studied in English, you will need a minimum IELTS score of 6.5 (with minimum 6.0 in all four components) or a minimum TOEFL score of 575 (no less than 4.5 in test of written English) or TOEFL iBT of 90 (with no less than 19 in each component). A copy of your certificate must be included with your application. Please give scores below.

IELTS / TOEFL score		Date of test	
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Do you have other language qualifications?	
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## Employment and Work Experience

Starting with your current job, please describe each full-time post-graduation position you have held. Full information of your duties, responsibilities and position in the organisation helps us to understand the depth of your experience and the contribution you can make to the MBA Programme.

Job 1 (current or most recent)			
Name of company or institution			
From (mm/yyyy)		To (mm/yyyy)	
Location			

Nature of employer's business (principal products and / or services)

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Size of organisation (number of employees, annual turnover etc.)	

Web address	
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Current position	
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Annual Reward Package (£/\$/€)	
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**Main responsibilities:** Please provide below a full description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employees under your supervision, details of any clients and / or products and results attained. We require this information so we can understand the depth of your experience and the value and contribution you can make to the MBA. It is suggested that the word count is a minimum of 300 words (please use a separate sheet if necessary).

Job 2 (previous)			
Name of company or institution			
From (mm/yyyy)		To (mm/yyyy)	
Location			

Nature of employer's business (principal products and / or services)

Size of organisation (number of employees, annual turnover etc.)

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Web address	
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Current position	
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Annual Reward Package (£/\$/€)	
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**Main responsibilities:** Please provide below a full description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employees under your supervision, details of any clients and / or products and results attained. We require this information so we can understand the depth of your experience and the value and contribution you can make to the MBA. It is suggested that the word count is a minimum of 300 words (please use a separate sheet if necessary).

## Further information on employment and work experience

Starting with your current job, please describe each full-time post-graduation position you have held. Full information of your duties, responsibilities and position in the organisation helps us to understand the depth of your experience and the contribution you can make to the MBA Programme.

## Personal Statement to Support Your MBA Application

Please provide more information to help us assess your application. We would like to know what your career intentions are, why you would like to undertake the MBA, what skills and experiences you can bring to the programme, and any other information that you think may influence your application. Please continue on a separate sheet if necessary. Suggested word count is a minimum of 300-400 words.

## Disabilities / special needs

Middlesex University encourages you to disclose any disability / medical condition which could disadvantage your ability to study. All offers are made on academic and professional grounds only and the information you provide will be used to help us provide appropriate support. Please type **"Yes"** after all that apply.

No disability		Dyslexia	
Blind / partially sighted		Deaf / hearing impairment	
Wheelchair user / mobility issues		Personal care support	
Mental health difficulties		Unseen disability e.g. Diabetes	
Autistic spectrum / Asperger's		Other disability not listed here	

## Ethnic origin / equal opportunities monitoring

Middlesex University is committed to a policy of equal opportunity for all its students. Monitoring the composition of the student body will help the University to take steps to ensure that it does not discriminate. The information is used by the Department for Education & Employment and the Higher Education Statistics Agency. The classification used is in accordance with that used in the census. To assist us with our monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Please type "Yes" in the blank box under the appropriate cultural background grouping.

The information supplied will not be considered as part of the admissions process.

<b>A) White</b>	<b>B) Black or Black British</b>	<b>C) Asian or Asian British</b>	<b>D) Chinese</b>	<b>E) Mixed</b>	<b>F) Other ethnic background</b>
British	Caribbean	Indian	Chinese	White & black Caribbean	Not known
Irish	African	Pakistani		White & black African	Information refused
Scottish	Other black background	Bangladeshi		White & Asian	
Welsh		Other Asian background		Other mixed background	
Other white background					

## Referees

You need to seek **TWO** references to support your application:

1. An academic who can vouch for your performance during your last academic qualification (If you did not attend University, or if you did so over 5 years ago and you find it difficult to identify an academic referee, you should seek a reference from someone else that can vouch for your learning ability, e.g. a supervisor);
2. Someone who can comment on your performance in recent work-based employment. It need not be your current employer.

You **must** produce at least one work reference.

You are required to send your referees the reference form downloadable from the "How to Apply" tab on the relevant website. Your referees will need to complete, sign and either scan and email back to you (or us directly) in a pdf file, or fax to us. If your referees send their references to you, you should include in the uploads accompanying this form, or forward directly to The MBA Diploma Continuation Admissions Manager. Please remember that it is your responsibility to obtain the references and if necessary to remind your referees.

<b>Referee 1</b>	Title (Mr/Ms/Dr etc.)		Family / Surname name	
Forename			Position	
Organisation			Relationship to applicant	
Tel:			Email	

# MBA DIPLOMA CONTINUATION BY DISTANCE LEARNING 2022 - 2023



<b>Referee 2</b>	Title (Mr/Ms/Dr etc.)		Family / Surname name	
Forename			Position	
Organisation			Relationship to applicant	
Tel:			Email	

## Declaration

I have read and understood the terms and conditions below and agree to adhere to them. I confirm that the statements made by me on this form are correct. By signing this form I confirm that I wish to be accepted onto The Middlesex MBA Diploma Continuation by Distance Learning, subject to approval by Middlesex University and the Programme Leader. If accepted as a student I will comply with the regulations, conditions and rules of Informa Connect/Lloyd's Maritime Academy and Middlesex University.

Signature If unable to provide an electronic signature please see Verification below.	
Print name	
Verification If unable to provide electronic signature please type your surname and your city of birth to verify your application.	
Date	

Applications received without these confirmations will not be processed.

Once you have completed this form and have all the necessary documentation outlined below, please visit the website: [www.lloydsmaritimeacademy.com/MBAcontinuation](http://www.lloydsmaritimeacademy.com/MBAcontinuation)

You will then need to fill out the **online Registration and Payment Form**, where you will be able to upload this Application for Enrolment Form and your supporting documentation.

If you have any problems completing the online form, or need any guidance as to how to submit your application, please contact your training consultant or the MBA Diploma Continuation Admissions Manager Lloyd's Maritime Academy, Email: [mbaadmin@informaconnect.com](mailto:mbaadmin@informaconnect.com)

## APPLICATION DEADLINE

Complete applications including all supporting documentation and the application fee must be received by **15th August 2022**

## Important information

Your application will be acknowledged prior to being forwarded to the Programme Leader for review.

Each application is reviewed individually for academic suitability prior to a place being offered.

Please allow up to 30 days from receipt of your completed application for confirmation of your place on the programme. If successful, after this time a letter of confirmation will be sent to you along with an invoice.

Please note that you can be provisionally accepted without all the supporting documentation but you cannot be enrolled onto the programme at the University until all documentation is received. It is your responsibility to submit all documentation, including full references, by 15th August 2022 in order to allow you to start the programme on time. Any applications with outstanding documents, including the Application Fee, on this date will not be processed.

This is a Middlesex University programme and qualification, with enrolment administered by Lloyd's Maritime Academy; and delivered, assessed, quality assured and awarded by Middlesex University.

## Terms & Conditions

To read our Terms & Conditions please visit our website:

[www.informaconnect.com/DLtermsandconditions](http://www.informaconnect.com/DLtermsandconditions)