

INFORMATION FOR REFEREES



The Middlesex MBA Diploma Continuation by Distance Learning for existing Diploma graduates is offered by Middlesex University in partnership with Informa Connect and Lloyd's Maritime Academy. The programme curriculum will prepare current and future industry leaders with knowledge and skills required for the challenge of senior management. The programme is delivered by part-time, online distance education over 18 months and allows students to use credit from their existing Diploma qualification to continue to a full MBA. Topics covered include strategy and innovation, managing and developing people, financial and economic analysis.

Online delivery means applicants can study without having to travel to attend lectures or seminars. The University learning portal provides access to a rich experience of online lectures, group interaction, networking opportunities, reference texts and a variety of e-learning tools.

The final Business Transformation Project requires the MBA student to thoroughly analyse a current issue affecting their company or their sector using real data, analysing a variety of scenarios and presenting a realistic actionable solution. This project is not only integral to the achievement of programme outcomes but will prove invaluable to a sponsoring company or the student as they forge their next step in the industry.

All applicants are assessed for their ability and suitability against a number of criteria, to determine whether:

- they are ambitious and able;
- they have potential to become effective senior managers and are capable of resulting managerial responsibility;
- they are highly self-motivated (the programme is demanding and students who are not totally committed are unlikely to excel);
- they have at least two years of full time work experience if they have a prior academic qualification, or longer experience if they don't have a prior academic qualification in addition to their Diploma, that enables them to exchange experience and perspectives;
- they can argue effectively and defend their viewpoint; and
- they have a good degree and/or professional qualifications.

Applicants to the course are rigorously assessed for prior managerial experience, academic ability, existing industry experience and the ability to successfully complete and pass the course. The applicant assessment process includes taking input from two referees: preferably one academic and one work-based, as well as detailed scrutiny of the applicant's career and achievements.

The applicant has forwarded this Reference Form to you as they are seeking you to be one of their Referees.

Please complete the form on the following pages and either return to the applicant or direct to the Informa Connect/Lloyd's Maritime Academy MBA Diploma Continuation Admissions Manager (who manage applications for this course on behalf of Middlesex University).

If you are returning directly to the MBA Diploma Continuation Admissions Manager, please email or mail to:

Email: mbaadmin@informa.com

MBA (DIPLOMA CONTINUATION) BY DISTANCE LEARNING - REFERENCE FORM



FOR THE APPLICANT TO COMPLETE

Family Name			
First Name(s)		Date of Birth	
Today's Date			
MBA (Diploma Continuation) programme chosen:			
This is my: (please tick as appropriate)	<input type="checkbox"/> Academic Reference	<input type="checkbox"/> Work-based Reference	

FOR THE REFEREE TO COMPLETE

Middlesex University and Informa Connect/ Lloyd's Maritime Academy thank you in advance for dealing with this reference promptly.

Full name of referee			
Organisation		Position	
How long have you known the applicant (years)?			
When did you last have regular contact with the applicant (years)?			
Describe the capacity in which you know the applicant:			
For work-related references, is the applicant still with your organisation? (please type Yes/No)		If not, when did he/she leave?	

Please tell us of any personal circumstances that might affect the applicant's performance on this intensive and demanding programme:

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Please provide feedback where possible in accordance with the applicant's technical competence, perseverance and motivation, emotional maturity and stability, verbal communications and ability to work with others:

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Please comment on any task, project or other situation in which the applicant has been involved which may demonstrate his or her potential as a manager:

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Finally, state any other factors or circumstances that you believe the Admissions Board should consider when assessing the suitability of this candidate for our MBA programme:

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Referee Declaration:

I warrant that the above information about the named applicant is my personal observation and is true and correct as far as I can ascertain.

Signed		Dated	
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THANK YOU FOR GIVING YOUR TIME TO COMPLETE THIS REFERENCE FORM

Please return to the applicant or directly to Lloyd's Maritime Academy by email

Email: mbaadmin@informaconnect.com