

Application Guide

Thank you for your interest in The Middlesex MBA (Diploma Continuation) by Distance Learning from Middlesex University in partnership with Lloyd's Maritime Academy. Lloyd's Maritime Academy manages application for enrolment and course fee payment, and you will be submitting your application to enrol via Lloyd's Maritime Academy. Please ensure you state on your application form which diploma continuation you are applying for. You must have completed the relevant Diploma with Lloyd's Maritime Academy/North Kent College in order to follow the MBA diploma continuation option. The available MBA diploma continuations are:

- MBA (Harbour Masters)**
- MBA (Logistics Management)**
- MBA (Port Management)**
- MBA (Ship & Port Agency)**
- MBA (Ship Management)**
- MBA (Ship Superintendency)**
- MBA (Terminal Management)**
- MBA (Marine Engineering)**
- MBA (Marine Purchasing & Supply Management)**
- MBA (Marine Surveying)**
- MBA (Maritime Business Management)**
- MBA (Maritime Safety Policies and Regulations)**

PLEASE READ THIS GUIDE CAREFULLY BEFORE COMPLETING YOUR APPLICATION FOR ENROLMENT FORM

This Application Guide details the process you need to follow and supporting documents you are required to submit in order for your application to be considered by Middlesex University. You should read this guide in combination with the course prospectus (available from the [website](#) if you do not have it already). Incomplete application forms **cannot** be fully processed so it is important you follow the requirements outlined in this guide.

What do you need to submit as part of your application?

1. Lloyd's Maritime Academy registration and payment form (completed online where you will be asked to upload your *Application For Enrolment Form* and supporting documents outlined below).
2. Middlesex University *Application for Enrolment Form* (an Excel document downloadable from the [website](#) to be uploaded as part of your Lloyd's Maritime Academy online registration form).
3. Copies of your Diploma certificate, plus any academic degree and professional certificates (to be uploaded during the online registration process or emailed):
 - a. A copy of your Diploma certificate must be provided. If you have lost this please email mbaadmin@informaconnect.com so records can be checked.
 - b. Certificates for all higher education qualifications (e.g. Bachelors, Postgraduate Diploma, Masters etc): a good quality scan, fax or photocopy of official certificates issued to you by the Registry of your previous institution. Please **DO NOT** send originals of your certificates as these cannot be returned to you.
 - c. For other qualifications / credits: a copy of your course transcript stamped with the institution seal **AND** signed and dated by a member of the institution's Registry, student office or Head of Department. You must also provide the name, title, department and contact details of the signatory.
 - d. In the absence of formal educational qualifications, certain professional qualifications will be considered, with limited exceptions to the requirement permitted when a candidate displays outstanding achievements elsewhere.

Note: Official notarised translations must also be provided for qualifications certified in a language other than English. We establish the validity and equivalence of qualifications by reference to the NARIC database for comparison of international qualifications.

- e. 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 given until you provide satisfactory evidence of your English language ability by:
 - i. A minimum IELTS score of 6.5 (with minimum 6.0 in all four components). You can take this test in any of the centres in British Council offices overseas. Applications should be made direct to the local office. If no office is available, enquire at the British Consular Offices.
 - ii. 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).
 - iii. Or equivalent qualification.
4. **Two** references (using the PDF or Word form downloadable from the [website](#)):
 - a. **One academic reference form** (a PDF/ Word document to be uploaded during the registration process or emailed/faxed/couriered separately). If you have not attended a university or college course in the last 5 years and are unable to identify an academic referee, a reference from someone else who can vouch for your learning ability, e.g. a supervisor, is permitted.
 - b. **One work reference form** (a PDF/ Word document to be uploaded during the registration process or emailed/faxed/couriered separately).

Note: If your application is weak elsewhere, good references can often make a big difference. All references must be submitted on the standard reference form, or printed on institution headed paper.
 - c. **Note:** it is your responsibility to ask your referees to complete the form and return it either to you or direct to the MBA Diploma Continuation Admissions Manager. You will be asked to provide their contact details on your *Application for Enrolment Form* but you should contact them yourself.
5. Copy of your passport page showing passport number and photograph (to be uploaded during the online registration process or emailed/faxed/couriered separately).
6. Passport sized photographs (either one uploaded electronically during the online registration process, or two photographs to be couriered separately). If sent electronically please use your name as the filename. If printed copies are sent, please write your name clearly on the back of both.
7. Application fee payment (paid securely online by credit card during the online registration process).

Depending on your circumstances you may need to also include the following:

8. A letter from your sponsor/employer confirming your funding if they are supporting you.
9. A Graduate Management Admissions Test (GMAT) score certificate: this may be requested as a condition of your acceptance on the course if your application for enrolment form does not give enough evidence of your management capabilities. If you already have a GMAT score certificate please submit it with your application (to be uploaded during the registration process or emailed/faxed/couriered separately). A GMAT score is only one of the indicators we use to assess your eligibility to a place; however applicants with a score below 550 are unlikely to be suitable for the programme. If you envisage that you may need to sit the test, it is your responsibility to plan in advance and to make arrangements to do so in time. You can obtain details about the GMAT at www.gmat.org. The Middlesex GMAT registration number is 0527.

Please only upload/email/courier the documentation that is specifically requested – please do not send additional documentation. **We are unable to return your documentation, so please only provide copies – DO NOT send originals.** Please note that all documents are checked for authenticity with national authorities.

Note: Your application fee is due on receipt of your application, whether complete or not. Note that any incomplete forms cannot be fully processed until missing information is provided. An application fee is only refundable if a completed application for enrolment is rejected by the University. If you withdraw your application before you have fully submitted all documentation or before you have been accepted, you do not get a refund of your application fee. The deadline for submitting all your application information is stated on the application for enrolment form.

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.

Fees

Course Fee

The fee for 2024 entry to The MBA Diploma Continuation is **£10,600 / \$13,250**. This can be paid in GBP, US\$ or €, with the Euro price being shown on the GBP invoice and charged at the exchange rate in force at the time of invoicing. When you apply to enrol on the course you will be asked to state the currency in which you wish to pay, which is not changeable once you make your selection. You will also be asked if you wish to pay the remainder of the course fee in a single payment or in instalments (details below).

Course fees are UK VAT exempt.

If your application to enrol is received and your application fee paid prior to 28th June 2024, the full course fee will be reduced by £1000/US\$1250 as an early enrolment bonus. For any applications received after 28th June 2024, the full course fee is applicable.

In addition to the discount, those applying by 28th June 2024 will also be eligible to enrol free of charge on two of our Lloyd's Maritime Academy on-demand Certificate course. Please see more details further down.

Application fee

An application fee of **£400/US\$540** is payable with your application to enrol. This fee must be paid before your application to enrol commences processing. For convenience, the online registration form includes the ability to pay this fee securely by credit card in GBP, USD or EUR. On acceptance to the course, this application fee is deducted from the full course fee.

Note: The application fee will be refunded if your application for enrolment is rejected by Middlesex University on academic grounds. It is not refundable if your application is rejected due to incomplete information being provided or if you withdraw your application before all documents have been submitted or before acceptance.

Payment of Course Fees

If you are accepted onto the course, you can pay the course fee by a single payment or in instalments.

Single Payment

You will be sent one invoice for the balance of your course fees (having deducted the application fee). This can be paid by credit card or bank transfer with full details provided on the invoice. The value of the invoice will be:

	Application to Enrol received prior to 28 th June 2024	Application to Enrol received after the 28 th June 2024
Single Payment	£9200 / US\$11,500	£10,200 / US\$12,750

Payment by instalments

If you choose to pay by instalments, your first invoice will be sent once you are accepted onto the programme (your application fee will be deducted across your instalments), followed by three further instalments. Your invoice can be paid by credit card or bank transfer, with full details provided on the invoice. The value of the invoices and payment invoice dates will be:

	Application to Enrol received prior to 28 th June 2024	Application to Enrol received after the 28 th June 2024
Instalment One Invoiced on acceptance	£2300 / US\$2875	£2550 / US\$3187.50
Instalment Two Invoiced on 7 th April 2025	£2300 / US\$2875	£2550 / US\$3187.50

Instalment Three Invoiced on 6 th October 2025	£2300 / US\$2875	£2550 / US\$3187.50
Instalment Four Invoiced on 6 th April 2026	£2300 / US\$2875	£2550 / US\$3187.50

What is the process of applying?

When should you apply? Have you got all of your documentation together? If so, then **APPLY NOW!** The earlier you can apply the better, to ensure you can get a place. The deadline for having received all your required application for enrolment details is **9th December 2024**. However, do not leave it to the last day – as a prospective MBA student we expect to see evidence that you have planned your application and submitted it in good time.

What are the stages of applying:

1. Read the prospectus and ensure you meet the admissions requirements
2. Ensure you have downloaded the *Application for Enrolment Form* and the referee form (remember you need **two** references)
3. Collect your required supporting documents (including a copy of your Diploma certificate)
4. Send your two chosen referees their reference form to complete
5. Complete the excel *Application for Enrolment Form* –and save it!
 - a. The *Application for Enrolment Form* requires you to provide detailed information about you, your prior study and qualification, and your work experience. Please ensure you supply detailed, full and accurate information. You must complete every part of the application form that applies to you and that you answer every question as fully and accurately as possible. The form is within an Excel file and the data entry field will resize as you type text, or you can manually increase the row height.
 - b. A full description of your current and previous jobs is essential. This is to show your career path, the benefit an MBA can bring to you, and the contribution you can make to the MBA programme. You must provide information on your employer(s): size of Company (e.g. annual turnover, number of employees, geographical breadth), your own responsibilities (including number of people reporting to you, to whom you report and your budget responsibility value), job role and remuneration. Please remember that we will make a decision based on the information you provide, so make sure you provide all relevant information.
 - c. Detailed listing of your prior qualifications (supported by the certificate copies you upload) are important. In the absence of an academic degree, certain professional qualifications will be considered, and limited exceptions to the requirement are considered when the candidate displays outstanding achievements elsewhere.
6. Complete the online registration and payment form, uploading your required supporting documents, and pay your application fee. You can save your progress in this form and return at another time to upload more documents and complete it, prior to submission.
7. Email/courier any supporting documents you are unable to upload electronically. The contact details are:
Email: mbaadmin@informaconnect.com

What happens after your application for enrolment is submitted?

1. The online system will email you an acknowledgement when your registration and payment form is received.
2. Lloyd's Maritime Academy will contact you within three to five working days by email to acknowledge receipt of the application form and supporting documents, or to advise on missing documents. You will be asked to pay your Application Fee by credit card on the online form.
3. Once the application fee is paid and all the application details are present, your application for enrolment will be considered by the Programme Leader and course admission team at Middlesex University. This can take up to a maximum 30 days, but is usually a lot shorter, and once completed Lloyd's Maritime Academy will notify you of the University's decision by email. You may be contacted to undertake a telephone interview during this time.
4. If your application is successful, you will be emailed to confirm this, along with your course fee invoice from Lloyd's Maritime Academy.
5. When Lloyd's Maritime Academy has received your payment, you will be contacted by Middlesex University with further information about commencing the course.

6. In December 2024/ January 2025 Middlesex University will send you pre-commencement information about the learning management system and the programme handbook.
 - a. The Programme Handbook will provide all the information you need to support you through your studies. Contact details of tutors, assessment plans and criteria, additional learning resources and the programme timetable are supplied for you to refer to throughout the programme. Access to the handbook will be provided once you are approved, enrolled and have paid fees due which should be at least two weeks before the course starts.
7. In January 2025 Middlesex University will send you an enrolment email with your login details. It is important you promptly follow the information and instructions provided in this communication.
8. Online Programme Induction commences – ensure you login promptly to meet fellow participants, the course team, understand how the online learning portal works, and get introduced to the learning format.
9. 6th January 2025 – Module One study commences.

What happens if I submit my application before the 28th June 2024?

In addition to the discounted fee that you will be eligible for as detailed above, you will also be able to access your choice of two of our Lloyd's Maritime Academy On-demand Certificate courses. These can be from any of the ones available and you will be given access once your application fee has been received and you have been accepted for the programme. You get 6 months access to these courses and can be awarded the digital badge as soon as you have completed all the online tests. For a full list of courses please visit www.lloydsmaritimeacademy.com/on-demand

Queries

We hope that you find the explanation of our admissions requirements and procedures helpful. If you have any queries or difficulties concerning this application, please contact us via mbaadmin@informaconnect.com

Disclaimer

Every effort has been made to ensure that the information contained within this Application Guide is correct. However, Lloyd's Maritime Academy and Middlesex University do not accept any liability for any errors that it may contain, or for any subsequent changes to the Programme, University or Government policy that may affect the information given.

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Terms and Conditions

1. Applications

To apply for a place on the Course (as defined below) either complete the relevant application form ("Application Form") or apply online. Your application is an offer to Lloyd's Maritime Academy (a trading division of Informa Connect Limited) ("LMA") to study on the course as set out in the Application Form ("the Course") which is subject to LMA's acceptance. A binding contract between LMA and you will only be formed when written confirmation of acceptance (which may be sent by email) is sent by LMA to you.

2. Partner Institution Applications and Application Fees

Where the Course is provided by LMA in partnership with a third party educational institution (a "Partner Institution") there may be a fee for processing your application along with additional requirements for acceptance on to the Course, as set out in the registration process. Where a Course has an application fee included as part of the Course fee participants will need to pay this when they make their application. Applications will not be processed if the application fee has not been received. Anyone who is rejected by a Partner Institution on academic grounds will have their application fee refunded in full. Where students have incomplete applications, withdraw their application or fail to respond to requests for further information or do not take up their place after being awarded a place or offered a place, the application fee will be treated as a cancellation fee and will not be refunded.

3. Payment

You must pay to LMA the fees set out in the Application Form. Payment of any invoice must be received by LMA, in full and in cleared funds, by the due date set out on the invoice or seven days before the start date of the Course, whichever is sooner. Please note that non-payment of fees will result in the withholding of any Course materials due to be provided as part of the Course ("the Course Materials") and LMA may charge you interest on any overdue fees at the rate of 2% per annum above National Westminster Bank Plc's base lending rate from time to time. You may pay by (i) Visa, MasterCard, Diners Club or American Express; or (ii) bank transfer. On booking, your credit card details will be required. No charge will be taken at this point, but if you fail to pay any invoice in full and on time, we will charge the card for any outstanding sums.

4. Taxes

It is the intent of the parties that LMA will receive payment of your fees net of all applicable taxes, including without limitation, sales, VAT, service or withholding taxes ("Taxes"), all of which shall be paid solely by you. If and to the extent that any Taxes are levied upon, or found to be applicable to, the whole or any portion of the payment of your fees, the amount of such payment shall be increased by an amount necessary to compensate for the Taxes (including any amount necessary to "gross up" for Taxes levied on the increase itself).

5. Participant Cancellation Policy

You may cancel your place on the Course by giving notice in writing to the Course Administrator up to (and including) 7 days from the date LMA confirms your acceptance to the Course in accordance with Condition 1 and you will not be liable for the payment of any fees and any fees already paid to LMA for the Course will be refunded. If LMA receives your notice of cancellation 8 days or more from the date LMA has confirmed your acceptance to the Course you will still receive a refund of your fees already paid to LMA, subject to payment by you to LMA of: (i) if applicable, a cancellation fee equal to the application fee in accordance with Clause 2; or (ii) where (i) is not applicable, a cancellation fee of £200 to cover administrative costs (which shall be payable immediately upon your cancellation), in each case, provided such notice of cancellation is received by LMA before the first day of the Course. LMA regrets that no refunds can be given for any cancellation notice it receives on or after the first day of the Course and, in such circumstances, the full fees remain payable by you to LMA.

6. Course Cancellation and Re-scheduling by LMA

LMA reserves the right to cancel or change the dates of the Course. LMA may offer you the option of participating in any re-arranged comparable Course that LMA chooses (in its sole discretion) to organise. If you choose not to participate in any re-arranged Course or if LMA does not organise such a Course then you will (as your sole remedy) be entitled to receive either a credit note or a refund in respect of the fees received from you by LMA. LMA reserves the right to make non-material alterations and/or amendments to the Course as in its reasonable opinion it considers to be in the best interest of the Course (including, without limitation, any non-material alteration to the Course or the scope of the Course) without liability.

7. Course Platform

With respect to your participation on a Course: (a) you undertake to be responsible for any technical requirements needed to enable you to access the Course website, app or other platform (the "Course Platform") made available by LMA to facilitate participation in the Course. We do not guarantee that the Course Platform will operate continuously, securely or without errors or interruption, and we do not accept any liability for its temporary unavailability. We do not guarantee that the Course Platform and/or any content thereon (including, without limitation, any content available for download) will be free from viruses, infections, Trojan horses, worms and/or any other code that has contaminating or destructive properties. You must not attempt to interfere with the proper working of the Course Platform (for example, by attempting to circumvent security or tamper with, hack into or otherwise disrupt any computer system, server, website, router or any other internet connected device). You agree to comply with any website terms of use and/or fair or acceptable use policies indicated on any website on which the Course Platform is hosted, (b) we do not endorse or accept any responsibility for the content, or the use of, any goods or services that may be identified or described on the Course Platform and we shall not be liable for any loss or damage caused or alleged to be caused by or in connection with use of, or reliance on, any content, goods or services available on or through the Course Platform or any website or other resource referenced therein, (c) LMA may issue you with a username and password. Usernames and passwords are confidential and remain the property of LMA at all times and may not be sold, assigned or transferred to any third party without our permission. Your username and password are personal to you. You hereby agree that you will not permit others to use your username or password and you will be and remain liable for the acts of any person using your username and password, (d) any posts, messages or other materials, information or data you supply or upload to the Course Platform (collectively, "Materials") will be considered non-confidential and non-proprietary, and we have the right to use, copy, distribute and disclose to third parties any such Materials for any purpose. You hereby waive any moral rights in any Materials to the extent permitted by applicable law. We reserve the right, at our sole discretion, to edit or remove postings to any message boards on the Course Platform and delete or use electronic methods to block or filter any Materials at our discretion, but we do not have any obligation to do so. You shall not make libellous postings or any postings that are illegal or infringe the intellectual property rights of any third party. LMA will not be responsible for monitoring Materials for compliance with law, (e) you may use the Course Platform solely for access to the Course. Without limitation, you must not (i) download, store, reproduce, transmit, display, copy, distribute, exploit or use the Course Platform and/or any content thereon for your own commercial gain, (ii) use the Course Platform and/or any content thereon in any manner other than in compliance with law and these terms and conditions, (iii) infringe our intellectual property rights or those of any third party in relation to your use of the Course Platform and/or any content thereon, (iv) transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation, and/or (iv) knowingly transmit, send or upload any data that contains viruses, infections, Trojan horses, worms and/or any other code that has contaminating or destructive properties, and (f) we are under no obligation to oversee, monitor or moderate any interactive service we provide on the Course Platform and, without limitation, we expressly exclude all liability for any loss, injury or damage whatsoever arising from the use of any interactive service by any user, whether the service is moderated or not.

8. Intellectual Property

LMA owns or is licensed all intellectual property rights in the Course and Course Materials. You acknowledge and agree that any Course Materials which are provided to you may only be used solely for your own private, non-commercial use. You may not reproduce, transmit, distribute, resell, sub-license, rent, lease, transfer or attempt to assign the rights in or commercially exploit or use the Course Materials, alter or create derivative works from the Course Materials or otherwise use or exploit the Course Materials other than as expressly permitted in this Condition 8.

9. Entire Agreement

You and LMA ("the Parties") acknowledge that these terms and conditions, together with your application form, constitute the entire agreement between the Parties ("Agreement") in relation to the Course and that neither Party relies upon any oral or written representation made to it by the other Party. No variation of this Agreement shall be effective unless made in writing signed by or on behalf of each of the Parties to this Agreement.

10. Governing Law and Jurisdiction

This Agreement will be governed by the laws of the England and disputes under or in connection with them shall be subject to the non-exclusive jurisdiction of the English courts.

11. Disclaimer and Limitation of Liability

You expressly assume all risks associated with, resulting from or arising in connection with your participation in the Course. LMA does not make any warranty as to the Course in general, including, without limitation, the benefit or outcome (commercial or otherwise) that you may achieve as a result of attending the Course. All indemnities, warranties, representations, terms and conditions (whether express or implied) except as set out herein and/or as may be otherwise expressly advised as part of the particular Course's registration process are excluded.

LMA's liability for losses you suffer as a result of LMA breaching this Agreement or otherwise in connection with the Course is limited to those losses that are a foreseeable consequence of LMA breaching this Agreement. Losses are foreseeable where they could be contemplated by you and LMA at the time LMA accept you onto the Course. To the extent that LMA is liable for such losses, LMA's total liability will only extend to the fees paid by you to LMA under the Agreement. In addition, LMA shall not be responsible for any indirect losses which happen as a side effect of the main loss or damage and which are not foreseeable by LMA. For the avoidance of doubt, nothing in this Condition 11 shall seek to limit or exclude LMA's liability for: (i) death or personal injury resulting from negligence or (ii) fraud or fraudulent misrepresentation; (iii) any breach of LMA's obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Services and Services Act 1982; (iv) any losses for which it is prohibited by section 7 of the Consumer Protection Act 1987 to limit liability; or (v) any other matter for which it would be illegal or unlawful for LMA to exclude or attempt to exclude its liability.

12. Severance

If any provision of this Agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this Agreement and the validity and enforceability of the other provisions of this Agreement shall not be affected.

13. Waiver

No failure by either Party in exercising any right, power or remedy shall operate as a waiver of the same.

14. Force Majeure

LMA shall not be deemed to be in breach of this Agreement or otherwise be liable to you as a result of any delay or failure to perform its obligations if and to the extent that such delay or failure is caused by a force majeure event (this means any event arising that is beyond the reasonable control of LMA, including but not limited to, any industrial dispute, health scares or epidemics, tutor, consultant or participant cancellation or withdrawal, venue damage or cancellation, governmental regulations or action, fire, flood, disaster, civil riot, acts of terrorism or war). If the period of delay or non-performance continues for 3 months, either party may terminate this Agreement by giving 14 days' written notice to the other party and any fees already paid to LMA for the Course will be refunded.

15. Data Protection and Privacy

The personal information that you provide to LMA will be held by us on a database and, where we have appropriate authorisation/justification (which may include, without limitation, express/implied consent or legitimate interests), may be shared with other entities within the Informa Group and selected third parties internationally for promotional and other purposes. Your personal information may also be shared with government entities and regulatory authorities as required by law. For more information about how we may use the personal information you provide to us, to update and/or correct such personal information, or how you can opt-out of future marketing communications please see our privacy policy.

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