

# MBA Shipping & Logistics 2024-2026



Course Code: FLR5338      Application deadline: 9th August 2024  
 Programme commences: 9th August 2024

## APPLICATION FOR 2024 ENTRY

Please ensure you read the 'Application Guide' prior to completing this form. This can be downloaded from [www.mba4shipping.com](http://www.mba4shipping.com) or from your Education Consultant.

[www.mba4shipping.com](http://www.mba4shipping.com)

Once you have completed this form and have all the necessary documentation required, please visit the website above where 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 9th August 2024

**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 indicated 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 faxed / emailed / couriered: Yes/ No
1. Completed Application form (i.e. this form)		
2. Copies of 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 photographs		
7. Copy of IELTS (or TOEFL) score notification		
Depending on your circumstances you <b>may</b> 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		

(Not applicable to be faxed. Two printed copies required if couriered)

## 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 [www.mba4shipping.com](http://www.mba4shipping.com)

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)	TT01

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

Preferred email address	
-------------------------	--

Preferred telephone number inc international dialling code.	
-------------------------------------------------------------	--

You may be required to take part in a telephone interview. Please supply preferred telephone number or Skype details if applicable.	
-------------------------------------------------------------------------------------------------------------------------------------	--

## Academic Background

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

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

Please indicate any scholarships, prizes or honours awarded.

**Professional Qualifications**

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

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

<b>GMAT Score: If applicable (please see 'Application Guide' for full details)</b>	
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 Yes/No)

If no, what is your first language?

How long have you been speaking English and in what context do you use it?

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

Do you have other language qualifications?

**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.

<b>Job 1 (current or most recent)</b>	
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.)

Web address

Current position

Annual Reward Package (£/\$/€)	
--------------------------------	--

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.)

--

Web address

--

Current position

--

Annual Reward Package (£/\$/€)

--

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**

Please write in the space any further information on your work experience that you believe we will find useful in assessing your application to study for an MBA. Suggested word count is a minimum of 300 words (please continue on a separate sheet if necessary).

--

### 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>
British	Caribbean	Indian	Chinese
Irish	African	Pakistani	
Scottish	Other black background	Bangladeshi	
Welsh		Other Asian background	
Other white background			

<b>E) Mixed</b>	<b>F) Other ethnic background</b>
White & black Caribbean	Not known
White & black African	Information refused
White & Asian	
Other mixed 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 at [www.mba4shipping.com](http://www.mba4shipping.com) or ask your Education Consultant. 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 your Education Consultant. **Please remember that it is your responsibility to obtain the references and if necessary to remind your referees.**

### Referee's Summary Information

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

<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 MBA Shipping & Logistics 2024-2026 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 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**

[www.mba4shipping.com](http://www.mba4shipping.com)

**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 email: mbaadmin@informaconnect.com

### APPLICATION DEADLINE

Complete applications including all supporting documentation and the application fee must be received by  
**9th August 2024**

## 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 9th August 2024 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.

## Terms & 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

### 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

### 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

### 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

#### **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

#### **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.

Lloyd's and the Lloyd's Crest are the registered trademarks of the Society incorporated by the Lloyd's Act 1871 by the name of "Lloyd's"