

THE MIDDLESEX MBA

INFORMATION FOR APPLICANTS

Thank you for your interest in our MBA

Please read this carefully before completing your application form

These notes explain our admissions procedures and allow you to give us a full account of your achievements and aspirations.

Admissions Requirements

The elements we consider when assessing the suitability of an applicant are:

Age

We consider applications on their individual merits and circumstances. However candidates under the age of 24 are unlikely to meet our minimum work experience requirements.

Work Experience

You should have at least 3 years of managerial or professional experience gained in full time jobs after graduation. A full description of the jobs is essential, to show clearly your successful career path and the contribution you can make to the MBA programme. You must provide information on the employer(s): size of Company (e.g. annual turnover, number of employees, geographical breadth), own responsibilities (e.g. size of budget, number of people reporting to you, to whom you report) and job content. The average length of work experience of Middlesex MBAs is 6 years.

Academic/Professional Qualifications

Normally you will require a 1st or 2nd Class honours degree from a UK university, or an equivalent academic qualification from a similar overseas institution. We establish the equivalence of degrees by reference to the British Council's Naric database for comparison of international qualifications. In the absence of a first degree, certain approved professional qualifications will be considered. Limited exceptions to this requirement are considered when

the candidate displays outstanding achievements elsewhere.

Command of English

Fluency in English is a requirement for entry to the programme. If English is not your mother tongue, you must take the IELTS test. A score of at least 6.5, for both written and spoken English is essential. If you have any doubts about whether you need to take the test, you should consult our Admissions Office. 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. Middlesex University is also a recognised IELTS test centre.

Applicants in the UK may arrange to take the test here by contacting IELTS@mdx.ac.uk.

A TOEFL score of 575 for the paper test or 232 for the computer test is also acceptable.

Graduate Management Admissions Test (GMAT)

Taking the GMAT test is not a condition for the offer of a place; however a good balanced score would offer valid support to your application. Also, please bear in mind that we may ask you for a good GMAT score as a condition for the offer of a place if your case is not conclusively made by the circumstances you explain in the application form.

In that case, the GMAT score would be 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 from:

Graduate Management Admission Test
Educational Testing Service, PO Box 6103
Princeton NJ08541-6103, USA

Email: gmat@ets.org, www.gmat.org
Tel: +609 771 7330, Fax: +609 883 4349
Middlesex' GMAT registration number is 0527.

Admissions Procedures

Applications

You should submit all the documents listed on the lastpage of the application form. Provided all your documentation is in order you will normally receive an offer either by:

- a letter declining your application,
- or
- an invitation to attend for an interview.

Interview

If you appear to possess the appropriate entrance requirements, you will be invited to Middlesex for interview and this will enable you to know more about the Middlesex University Business School and its MBA. It will also allow us to make a conclusive judgement about your suitability to the programme. If you are unable to attend the interview when requested you should email without delay enquiries@mdx.ac.uk to agree another date.

After the Interview

We will consider your application within a few days of the interview. The decision will be communicated to you soon afterwards.

Reserving your place

The letter containing our offer will indicate a date, 4 weeks later, by which we ask you to confirm your acceptance by the payment of a deposit. The deposit is non-refundable but will be deducted from the total tuition fees, payable upon registration at the beginning of the programme. If your company sponsors you, confirmation from the employer to this effect is acceptable in the place of the deposit.

If you do not respond to our offer within 4 weeks, your place will be given to another applicant. If you decide subsequently that you wish to reinstate your application you should write to the Admissions Office at Middlesex University Business School explaining your changed circumstances. The success of your re-application will depend on whether a place is available.

We strongly recommend that you complete every part of this application form that applies to you and that you answer every question as fully as possible. Please use additional sheets if necessary, but only after you have used all the space provided in the form.

NB: Please send only the documentation that is specifically requested in this form. No additional documentation can, or will, be taken into consideration.

If you can, please type or word process the information.

When to apply

We carry out the selection process all year round.

Late applications

There is no final date for submission of applications. However, courses are sometimes filled closer to the starting date so we recommend early applications.

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:

For UK/EU Students:

UK & EU Admissions
Middlesex University
Hendon Campus
The Burroughs
London NW4 4BT

Phone +44(0)20 8411 5898
Fax +44(0)20 8411 5649
email: admissions@mdx.ac.uk

For International (non-EU) Students:

Postgraduate Admissions Office
Middlesex University
Hendon Campus
The Burroughs,
London NW4 4BT

Telephone +44(0)20 8411 4700
Minicom +44(0)20 8292 1501
email: internat@mdx.ac.uk
www.mdx.ac.uk