

THE MIDDLESEX MBA

INFORMATION FOR REFEREES

Middlesex University Business School is one of the largest business schools in Europe. Our MBA programmes have been established since the early 1970s, and have been accredited by the Association of the MBAs for nearly two decades.

The Middlesex MBA learning process is designed to help students learn in an integrated way about the disciplines that underpin and support the study of business, such as economics and quantitative methods, and about what managers do in practice, such as strategic management, financial management, operations management and marketing.

The MBA experience is punctuated by four Applied Learning Experiences (ALEs) that consolidate and integrate the learning. In the later part of the programme, students have an opportunity to refine their skills in either of the two streams of the programme: consultancy or entrepreneurship. This is followed by an action project in their chosen stream, which tests students' ability to apply theory they have learned in the course to addressing a practical organisational problem or to developing a business plan for a new venture.

Competition for places is strong and we assess the suitability of applicants against a number of criteria. Middlesex MBA students, as a general rule,

- are ambitious and able;
- have potential for managerial effectiveness and are capable of considerable managerial responsibility;
- are highly motivated: the programme is very demanding and students who are not totally committed are unlikely to excel;
- have at least three years of full time work experience post-qualification that enables them to exchange experience and perspectives;
- have a good first degree and/or professional qualifications.

We place considerable reliance on interactive teaching and learning: therefore it is crucial that students can argue effectively and defend their viewpoint.

Our admissions procedure to assess candidates' suitability is rigorous. It involves two references: one academic and one work-based, a formal individual interview with a faculty member, as well as a detailed scrutiny of the applicant's career and achievements.

Reference Form

The Middlesex MBA Programme

To the Applicant (please print)

Family Name

First Name(s)Date of Birth

Programme Applied for.....Date of entry.....

Please send this form together with the separate sheet "Information for Referees" and a self-addressed envelope to your referee.

To the Referee

The person named above is applying for admission to the MBA programme at Middlesex University Business School and we would appreciate your help in assessing the suitability of the applicant for this course. Information supplied by referees play a critical role in our admission process. You'll find information of the study programme and the demands it makes on students on the sheet that accompanies this form.

When you have completed the form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to

Postgraduate Admissions Office
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

We thank you in advance for dealing with this reference promptly.

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 knew the applicant

.....

Is the applicant still with your organisation? 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:

Describe the applicant's strengths and weaknesses:

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:

Please rank the applicant on the following scales where 1 is below average and 5 is above average.

	Low 1	2	Average 3	4	High 5	Not known
Technical competence						
Perseverance and motivation						
Emotional maturity and stability						
Verbal communications						
Ability to work with others						
Potential to be a successful manager						
Overall assessment						

Please comment on the rankings that you have just given:

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

Signed Dated

THANK YOU FOR GIVING YOUR TIME TO COMPLETE THIS REFERENCE FORM – Please return it to the applicant