



Research Degree Programmes

APPLICATION FORM

[THIS FORM IS AVAILABLE IN LARGE PRINT ON REQUEST]

To apply, please enclose

- One completed application form
- Two References (one business and one academic)
- Research Outline (2-3 pages, with key references)
- Current CV
- Transcript of results for degree(s)
- Certified copies of degree certificates
- Master's dissertation written in English (if available, for those applying for a DBA/PhD)
- English Language Proficiency Test (for non-native English speaking students, and only if a master's dissertation written in English is not available)

Please give reasons for any omissions:

Transcripts and certificates may be sent to UK NARIC to check equivalence, if necessary. If you have any objection, please contact the Research Degrees Office.

Please note that if your application is incomplete, this will inevitably delay consideration. Please complete all questions.

1. Programme:

(Please tick appropriate box)

MSc in Business and Management Research ☐ (please indicate if you intend to continue with the DBA): ☐
Doctor of Business Administration (DBA) – part-time (for those with a research master's degree eg. MRes) ☐
Doctor of Philosophy (PhD) full-time ☐ part-time ☐
Master of Philosophy (MPhil) full-time ☐ part-time ☐

Year of intended entry _____

2. Personal information

Surname Title (eg. Mr/Mrs/Miss/Dr)

First Names

Name by which normally known

Date of Birth			Age	Gender M/F	Nationality	Country in which you are ordinarily resident	Country of birth
Day DD	Month MM	Year YYYY					

Affix one current
passport-size
photograph here and
forward another signed
on the back

Home Address:

.....

..... Post Code:

Country:

Tel (including country code eg. +44): Mobile:

Fax: Email:

3. Employment and work experience

Current Job Title:	Employer:
Work Address:	
.....	
.....	
Telephone:	Email:
Fax:	
Nature of employer's business or activity:	
Please describe your present duties and responsibilities:	
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.....	

4. Your career progression (previous employment – most recent first)

Name of Organisation	Location	Position held	Dates

5. Education and Qualifications

Give details of all undergraduate and postgraduate studies, including master's degrees (whether qualifications obtained or not).
Please attach certified copies of qualification documents with your application form.

Name & address of institution	Qualification/course	Dates from / to	Mode of study (full-time/part-time)	Results/class

Is English your native language or was English the medium of instruction for your first degree/master's degree?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, I have taken one of the recommended English language tests and enclose the details of the result (British Council, I.E.L.T.S. or T.O.E.F.L)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you undertaken a GMAT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, please include a copy of the score sheet). Total score:.....		

6. Your professional qualifications

Are you a current member of a Professional Institution? Yes ☐ , No ☐

Name & Address of Institution	Qualification and Course	Year awarded	Associate/Fellow /Member	Did you sit an exam to obtain qualification?

7. Experience

Research experience:				
None <input type="checkbox"/>	Limited <input type="checkbox"/>	< 3 yrs <input type="checkbox"/>	3-5 yrs <input type="checkbox"/>	> 5 yrs <input type="checkbox"/>
Please give details:				
.....				
.....				
Consultancy experience:				
None <input type="checkbox"/>	Limited <input type="checkbox"/>	< 3 yrs <input type="checkbox"/>	3-5 yrs <input type="checkbox"/>	> 5 yrs <input type="checkbox"/>
Please give details:				
.....				
.....				
Experience of training/managing others:				
None <input type="checkbox"/>	Limited <input type="checkbox"/>	< 3 yrs <input type="checkbox"/>	3-5 yrs <input type="checkbox"/>	> 5 yrs <input type="checkbox"/>
Please give details:				
.....				
.....				
International experience:				
None <input type="checkbox"/>	Limited <input type="checkbox"/>	< 3 yrs <input type="checkbox"/>	3-5 yrs <input type="checkbox"/>	> 5 yrs <input type="checkbox"/>
Please give details:				
.....				
.....				

8. Research area

Please state your intended area of research (and attach a 2-3 page research outline with references). You may find it helpful to review the School of Management’s areas of expertise: <http://www.henley.reading.ac.uk/management/researchexpertise/>

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Please tick the relevant Thought Leadership Community (tick all that apply) :

- Growth, Innovation and Enterprise.....☐
- Leadership, Change and HR.....☐
- Management Knowledge and Learning.....☐
- Projects, Processes and Systems.....☐
- Reputation and Relationships☐

9. Sponsor

Has your employer given support to this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please indicate who will be responsible for your fees.	Yourself <input type="checkbox"/>	Your company <input type="checkbox"/>
Do you wish your company to be invoiced?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company contact name and address for invoice:		
..... Purchase Order No. (if required):		
Signed for sponsoring organisation:Date:		
Position:		

10. Yourself

In support of your application please give a frank impression of your strengths and weaknesses. Explain why you believe you will benefit from the programme, stating your career objectives for the next five years:

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11. Correspondence Details

Please tick the address to be used for correspondence:

Home ☐ Work ☐ Other ☐

12. Equal opportunities

Henley Business School is committed to a policy of equal opportunity for all its students. Monitoring the composition of the student body will help us to take steps to ensure that we do not discriminate against any individual applicant or student, for example on the grounds of ethnic origin or disability. We would appreciate your co-operation in providing relevant information to support this monitoring function.

Ethnic origin

I would describe my ethnic origin as:

Pakistani	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Asian other	<input type="checkbox"/>
Black African	<input type="checkbox"/>	White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	

Applicants with disabilities

Henley Business School requires information about applicants' disabilities and/or medical conditions which may affect their studies, not only to assist the monitoring function referred to above but also in order to consider special requirements of individual applicants. Please contact the Admissions Officer for the programme concerned in order to discuss any special needs you may have. Please also indicate the nature of any disability by ticking the relevant box below:

Need personal care/support	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Blind/partially sighted	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Deaf/impaired hearing	<input type="checkbox"/>	Wheelchair user/mobility difficulties	<input type="checkbox"/>
Multiple disability	<input type="checkbox"/>	(please specify)	

An unseen disability or medical condition ☐ (please specify)

A disability and/or medical condition not listed above (*please specify*)

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13. Market Information

Please indicate the **main source** of information which prompted you to apply for a Henley research programme:

Recommended by current Henley student	<input type="checkbox"/>	Recommended by Henley alumnus	<input type="checkbox"/>
Recommended by company contact	<input type="checkbox"/>	Recommended by academic/faculty	<input type="checkbox"/>
Advertisement	<input type="checkbox"/>	Newspaper article	<input type="checkbox"/>
Henley website	<input type="checkbox"/>		

Other (*please state*):

Which other business schools have you applied to?

Have you ever applied for any other programme at Henley? Yes ☐ No ☐

If yes, please give details

14. Declaration

I hereby apply for registration on the programme of study identified in (1) above and certify that the facts stated on this form are correct.

Applicant's signature Date

Return completed form to:

Research Degree Programmes,
Henley Business School, Greenlands,
HENLEY-ON-THAMES,
Oxon RG9 3AU
United Kingdom

Telephone: + 44 (0)1491 571454 (direct line: 418760) Fax: + 44 (0)1491 418818

Note: Personal data provided by respondents will be processed in compliance with the 1998 Data Protection Act. For more information see: http://www.reading.ac.uk/data_protection

15. Henley Business School information

Personal details supplied on this form may be used to send marketing information about the Business School's activities. Please tick your preference below.

I am willing to receive further information:

Yes ☐ No ☐

FOR OFFICE USE ONLY

Date application recd. Programme accepted for

Admissions Panel

Signatures: Faculty Group Representative

Director of Studies