

Information for Applicants

Please read this before completing
your application form

Thank you for your interest in one of our
MBA programmes.

This information has been designed to
explain clearly our admissions
procedures and to allow you the
opportunity to give us as full an account
of your personal achievements and
ambitions as possible.

Admission requirements

Age

The typical age profile of our
students is 26-36 but we will consider
suitably qualified candidates outside of
this range.

Experience

Candidates are required to have at
least 3 years' post-qualification work
experience. Our definition of the term
"work experience" is very broad and we
welcome applicants from non-
commercial organisations.

Qualifications

- Normally a 1st or 2nd Class honours
degree from a UK university, or an
equivalent academic qualification
from a similar overseas institution.
Certain approved professional
qualifications will be considered in
the absence of a first degree. Limited
exceptions to these criteria are
possible.
- A balanced score in the Graduate
Management Admissions Test
(GMAT) of around 600. Currently
the average score at Cranfield is 660.
The test can be taken at test centres
throughout the world. Further details
may be obtained from:
Graduate Management Admission
Test
Educational Testing Service
PO Box 6103
Princeton NJ08541-6103
USA
Tel: +609 771 7330
Fax: +609 883 4349
Email: gmat@ets.org
Internet: <http://www.mba.com>

**Cranfield's GMAT registration
numbers are:**

Full-time - K2H-N3-65

Part-time - K2H-N3-41

Modular – K2H-N3-38

Candidates who are able to come to
Cranfield for interview may take the
Cranfield Admissions Tests instead of
GMAT on the day they attend interview.
However, a good GMAT score will
strengthen an application.

- The British Council International
English Language Test (IELTS) is for
those whose first language is not
English. A result in Band 7 for both
written and spoken English is
essential.

This test can be taken "on demand"
in any of the 200 centres spread
throughout 100 countries in British
Council offices overseas.

Applications should be made direct to
the local office. If no office is
available, enquiries should be made
at the British Consular Offices.

www.IELTS.org

A TOEFL score of 250 for the
computer test or 100 for the internet-
based test is also acceptable.

www.TOEFL.org

Admissions procedures

Applications

All applicants should include the
following documents with their
application:

- 2 copies of the application forms
- 2 sealed envelopes containing your
references
- Personal record form
- 2 copies of your degree and/or
professional certificates
- GMAT and IELTS or TOEFL scores,
where appropriate.

Provided all your documentation is in
order you will normally receive within 7
days either:

- An invitation to attend for an
interview and selection tests
or
- Notification declining your
application.

If you are unable to attend the interview
when requested you should phone the
admissions office on +44 (0) 1234
754431 or email

MBAadmissions@cranfield.ac.uk to
agree another date.

Interviews

All applicants who appear to possess
the appropriate entrance requirements
are invited to come to Cranfield for one
of the regularly scheduled interview
days. We strongly encourage overseas
candidates to come to Cranfield for an
interview day. This gives an opportunity
to spend a day with us, absorbing the
atmosphere and culture of the School as
well as the chance to talk to current
students about the programme. If this is
not possible, we will arrange a telephone
interview with a member of faculty.

Candidates who are not able to come to
Cranfield for interview must submit an
acceptable balanced GMAT score before
we can consider their application.

If you live outside the UK but plan to
visit either on business or for pleasure,
we can arrange for an interview at the
School to coincide with your visit.

Processing applications and arranging
interviews overseas normally takes up to
2 weeks. The procedures for
acknowledging receipt of your papers,
for dealing with early and late
applications and for reserving a place on
the programme are the same as for
applicants attending Cranfield for
interview (see below).

The Cranfield interview day

The day at Cranfield will normally
include:

- An interview with a member of the
faculty
- A discussion with the Director of the
MBA programme
- Attendance at an MBA class
- Lunch with some of the current MBA
students
- A short visit to the School's facilities
- The Cranfield tests. These aim to
assess analytical skills, the ability to
comprehend technical material
quickly and to handle numerical
problems. If you have already taken
GMAT and achieved a score of 600
or over you will not be required to
take the Cranfield tests.

During the day you are encouraged to
ask any questions which may concern
you.

After the Cranfield day

- Your application will be considered
by the Admissions Board within a
few days of the Interview Day.
- Applicants who are accepted will
receive a formal offer of a place from
the University's Registrar soon after
the Admissions Board meeting.
- If we reject your application you will
hear directly from the School of
Management.

Reserving your place

Once you receive our offer letter you will have a month to accept your place. If you decline or do not respond to our offer by the due date, your offer will be withdrawn. If you decide at a later stage that you wish to reinstate your application you should contact the Admissions Office at Cranfield explaining your changed circumstances. The success of your reapplication will depend on the availability of places.

When to apply*Early applications*

We start the selection process for the Full-time programme in January and for the Executive Part-time and Modular programmes in July. If you would like your application to be processed earlier please contact the Admissions Office giving the reason why you need an early response, eg departure overseas or proposed visit to the UK.

Late applications

There is no final date for submission of applications. However, close to the start date of the programme you should contact the Admissions Office to check that there are still places available (also see under Accommodation).

Accommodation

A range of accommodation to suit various needs is available on campus. The accommodation is not exclusive to the School of Management but is shared with the other faculties of the University. In order to secure accommodation on-campus it is necessary to make an application to the University Housing Office. This cannot be done until you have been offered and have accepted a place on the programme.

On successful completion of the admissions process, the University Registrar will send you a letter offering you a place on the programme. In addition you will be sent a Decision Form and an Accommodation Request Form. If you would like on-campus accommodation you must complete the Accommodation Form and return it with your completed Decision Form.

As accommodation is allocated in date order (from the date your Accommodation Request Form was received by the Housing Office) it is in your interest to apply as quickly as possible.

Please note – it is likely that the majority of accommodation will be allocated by the end of June and a waiting list will then be in operation.

Accommodation for Executive Part-time and Modular MBA students is available in the Cranfield Management Development Centre (CMDC) or in Mitchell Hall. Students do not receive an accommodation application form but, on accepting their place, should make their own arrangements by contacting:

CMDC

Tel: +44 (0) 1234 752707

Fax: +44 (0) 1234 751707

Mitchell Hall

Tel: +44 (0) 1234 754320

Fax: +44 (0) 1234 752287

Queries & difficulties

We hope that you find this helpful. If you have any queries or difficulties concerning your application please contact:

MBA Admissions Office
Cranfield School of Management
Cranfield, Bedford
England, MK43 0AL

Telephone:

Direct Line +44 (0) 1234 754431

Switchboard +44 (0) 1234 751122

Fax +44 (0) 1234 752439

Email:

MBAadmissions@cranfield.ac.uk

We would prefer your application to be type-written.

Student Reference No: <hr/> <i>For University Use</i>

CONFIDENTIAL

Please attach
 photograph
 here

School of Management
 MBA (Defence) Application Form

1. Title of Course Commencing

2. I hereby apply for admission to the MBA (Defence) Programme named above. The information given in this form is correct. If accepted as a student I will comply with all the regulations, conditions and rules made by the University.

Signed Dated

3. Personal Details

Family Name First Name(s)

Title (Mr, Mrs, Dr, etc) Male/Female

Date of Birth Place of Birth

Marital Status Number of children

Country of Permanent Residence Nationality

1st Address *Enter your present address for correspondence here* 2nd Address *If you plan to move you should enter your new address (if known) here.*

.....

.....

..... Postcode Postcode

Date until Date from

Daytime Tel No Daytime Tel No

Home Tel No Home Tel No

Fax No Fax No

Email

We expect candidates from Europe to come to Cranfield for interview. We also strongly encourage other overseas candidates to do so, but if this is not possible we will arrange an interview by telephone with a member of faculty.

- I am able to come to Cranfield if invited for interview.
- I am not able to travel to Cranfield for interview.

For University Use

Reject []
 Accept [] Subject to

Part A - Your Education

1. Schools attended since the age of 15

Dates	Name	Location - state the county or country

School Examinations passed (aged 15 – 18)

Dates	Subject	Qualification/Level	Grade	Dates	Subject	Qualification/Level	Grade

2. Higher Education (aged 18+)

Dates from/to	Name of University, College or Institution	Name of Qualification	Subject	Results Achieved*	Full or Part-time

* Final score/grade, Rank in class, class of degree, GPA, etc.

3. Professional Qualifications

Dates from/to	Professional Body	Qualification Gained	Full or Part-time

4. Prizes, Awards or Scholarships Gained

5. Reasons for non-completion of any courses which you entered

6. GMAT

Date Taken/ To be Taken	Verbal	Quantitative	Total	Analytical Writing

If you are unable to come to Cranfield for interview you must enclose your GMAT certificate with your application.

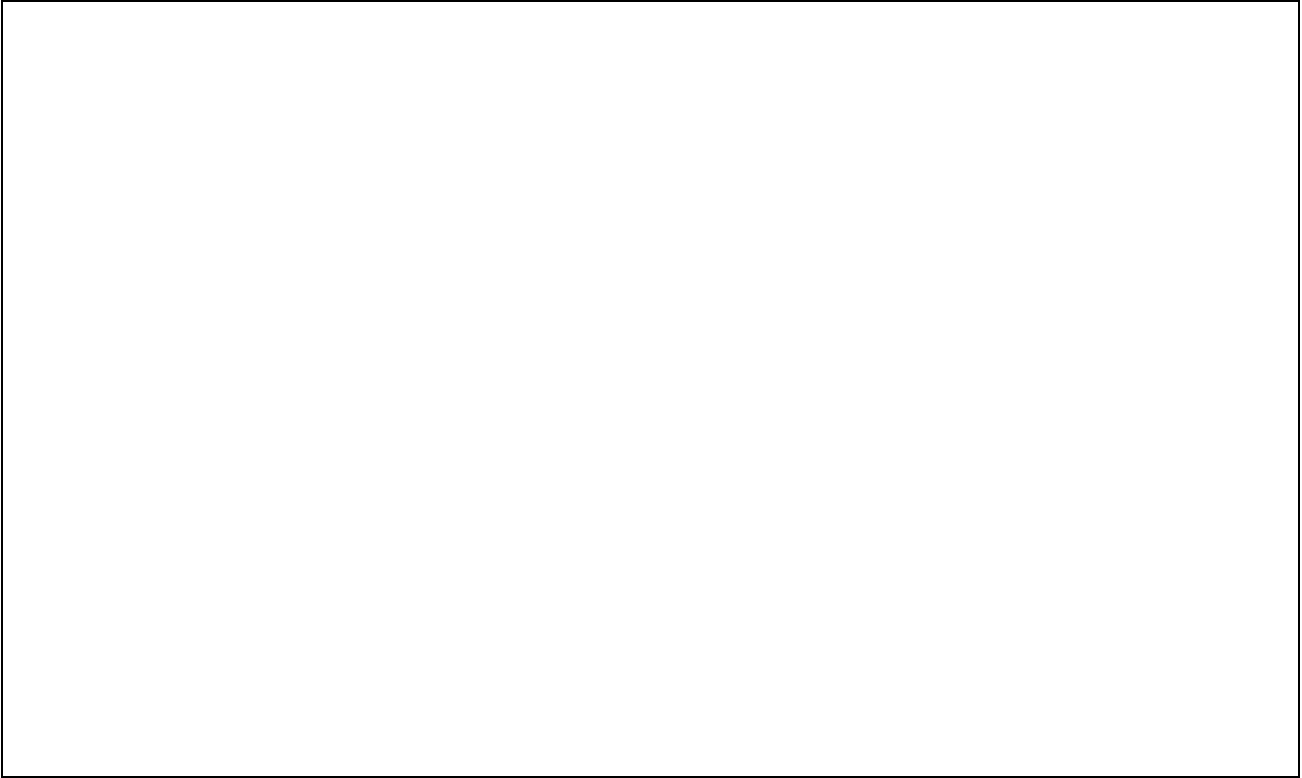
All of the sections in Part C must be answered in full before an application can be considered.

Part C - You as a person

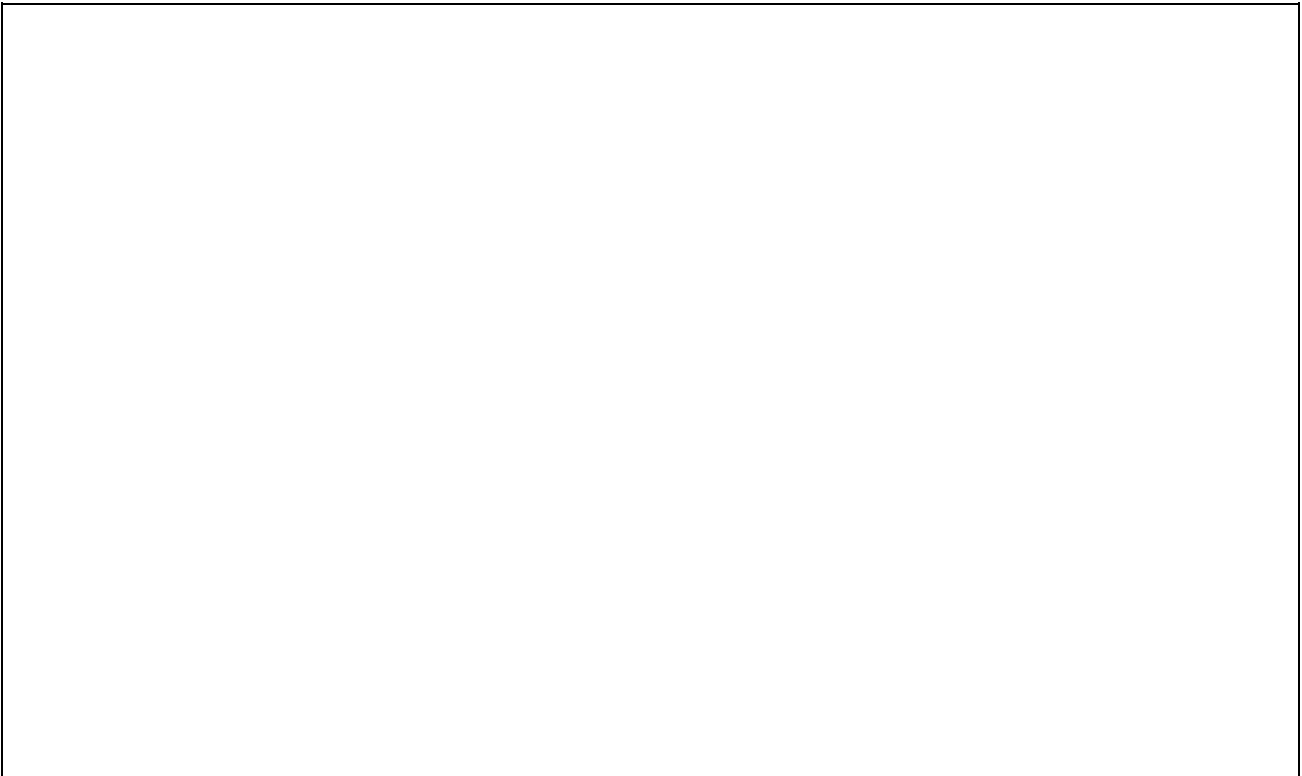
1. Please outline your career objectives and how the MBA (Defence) will help you to achieve them.

2. What positions of responsibility have you held (not necessarily business related)? What have you gained from this experience?

3. What single event or achievement has been most significant in your life? What were the results of this event or achievement?



4. Describe an ethical dilemma you have experienced firsthand. Discuss how you thought about and managed the situation.



Part D - Other Details

1. English fluency

Fluency in English is a requirement for entry to the programme. If English is not your first language or you have not been using it on a daily basis during the last five years you must take the IELTS or TOEFL test. We require a score in band 7 for IELTS or a TOEFL score of 250 for the computer test or 100 for the internet-based test. If you have any doubts about whether you should take the tests, you should contact the MBA Admissions Office at Cranfield who will be happy to advise you.

<p>Is English your first language? YES/NO</p> <p>If not English what is your first language? </p> <p>How long have you been speaking English and in what context do you use it? </p> <p>IELTS score Date taken: TOEFL score Date taken:</p> <p>Do you speak any other languages? YES/NO</p> <p>Please give details</p> <p>How long have you been speaking the language/s and in what context do you use it/them? </p>
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2. Other activities - give details of your hobbies, sporting activities and other outside interests eg. work in the community.

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3. Referees

You should nominate two referees. One should be an academic who can vouch for your performance on your degree. The other should be someone who can comment on your performance in a recent employment. It need not be your current employer. Applicants who did not attend University should seek a reference from someone who had a supervisory role in their training. If no such person is available then a second work reference may be given. The Cranfield system requires that you send your referees the Confidential Reference Forms with a self-addressed envelope that they should sign across the seal. Alternatively, referees can send references directly to the Admissions Office by fax. Please remember that it is your responsibility to obtain references and if necessary to remind your referees.

	Name	Organisation	Position
Academic			
Work			

4. To which other business schools are you applying?

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This is your opportunity to add any other information that you believe may influence our decision on your application.

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Please use the following space to make a case for being awarded one of our [Feeshare Scholarships](#). Please specify which scholarship you are applying for.

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Part E

1. **Full-time MBA applicants only** - Financial Position

<p>1. Are you able personally to pay the cost of attending the course? YES/NO</p> <p>2. Are you to be financially supported by your present employer? YES/NO If yes, state to what extent and give the name and address of your employer</p> <p>.....</p> <p>.....</p>

2. **Executive Part-time and Executive Modular MBA applicants only** – Financial Position

Applicants in full-time employment during this programme should obtain the agreement of their employer.		
	YES	NO
1. Have you discussed your application with your employer	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they agreeable to releasing you for attendance at Cranfield on the specified dates?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are they prepared to provide you with financial assistance to meet the costs of the programme?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how much financial assistance will they give?		
4. Name and Address of Employer	
.....	Postcode	
Tel No	Fax No	

3. Source of Information

How did you first hear about the Cranfield MBA programme? Please select one option only and give more details below if known.			
Advertisement	<input type="checkbox"/>	Personal recommendation	<input type="checkbox"/>
Newspaper/journal article	<input type="checkbox"/>	Prior contact with Cranfield	<input type="checkbox"/>
Directory listing (online or paper)	<input type="checkbox"/>	MBA Fair/1-2-1 event	<input type="checkbox"/>
MBA Rankings (online or paper)	<input type="checkbox"/>	Online presence	<input type="checkbox"/>
Company recommendation	<input type="checkbox"/>	British Council or Education Adviser	<input type="checkbox"/>
Student/Alumni recommendation	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Details:			
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.....			

4. Equal Opportunities

Cranfield 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 of Education & Employment and the Higher Education Statistics Agency. The classification used is in accordance with that used in the census.

Ethnic Origin

I would describe my ethnic origin as (please tick box):

White – British	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Chinese or other Ethnic background – Chinese	<input type="checkbox"/>
Other White background	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Other Ethnic background (Please specify)	<input type="checkbox"/>

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5. Disability

Please tick the box which best describes your status with respect to any disability.

No known disability	<input type="checkbox"/>	Personal care support	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Blind/partially sighted	<input type="checkbox"/>	Unseen disability, e.g. diabetes, epilepsy, asthma	<input type="checkbox"/>
Deaf/have a hearing impairment	<input type="checkbox"/>	Multiple disabilities	<input type="checkbox"/>
Wheelchair user/have mobility difficulties	<input type="checkbox"/>	A disability not listed above	<input type="checkbox"/>

Further details (optional):

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Is your disability registered?

Yes No

Are you in receipt of a Disabled Students Allowance?

Yes No

The Cranfield MBA (Defence) Programme

Information for Business Referees

Cranfield School of Management is one of the leading University Business Schools in Europe. It is one of the faculties of Cranfield University, which specialises in postgraduate teaching and research with an international reputation in management, aeronautics, engineering and other fields.

Our MBA programmes are among the largest and longest established in Europe. We place considerable emphasis on the case method of teaching and it is important therefore that students can argue persuasively and defend their viewpoint. Our goal is to equip students with considerable specialist knowledge as well as a sound background in general management.

Part one of the programme concentrates on the basic elements of business management: Accounting, Economics of Organisations and Strategy, Business Law, Economics of Organisations and Strategy, Financial Management, Macroeconomics Analysis and Business Environment, Managing Information Technologies, Operations Management, Organisational Behaviour and Personal and Professional Development, People Management, Project Management, Strategic Decision Science, Strategic Management, Strategic Marketing, and Supply Chain Management. In part two, the student selects a number of themed modules, allowing them to focus on relevant and contemporary defence management issues.

Competition for places is intensive and we are looking for students who meet a number of criteria:

- Applicants are typically aged between 26-36 and are ambitious people.
- Potential for Managerial Responsibility - When they leave Cranfield, our students must be capable of “real achievement” in a managerial role.
- Motivation - The programme is demanding both mentally and physically and we know that participants who are not totally committed will not make the grade.
- Experience - All Cranfield MBAs must have at least three years of work experience post-qualification; two-thirds have more than five years. The structure of our programme enables maximum benefit to be obtained from an exchange of experience.
- Qualifications - Students are required to have a good first degree and/or professional qualifications. We admit a small number of exceptional students without prior formal qualifications.

Our admissions procedure to assess a candidate’s attributes is complex and comprehensive. It involves two references: one academic and one business based, a formal individual interview with a faculty member and a set of verbal and quantitative tests, as well as detailed scrutiny of the applicant’s career and achievements.

Any information provided will be treated in the strictest confidence and is for University use only.

CONFIDENTIAL BUSINESS REFERENCE FORM

The Cranfield MBA (Defence) Programme

To the Applicant (please print)

Family Name

First Name(s) Date of Birth.....

Programme Applied for Date

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

To the Referee

The person named above is applying for admission to the MBA (Defence) programme at Cranfield School of Management and we would appreciate your help in assessing the suitability of the applicant for this course. Information supplied by referees provides an important input into the admission process. Further details of the programme and the demands it makes on students appear on a separate sheet that accompanies this form.

When you have completed this form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to MBA Admissions, Cranfield School of Management, Cranfield, Bedford, MK43 0AL, telephone +44(0)1234 754431, fax +44(0)1234 752439. Your help in dealing with this reference promptly will be greatly appreciated. We will not normally invite the applicant to interview until we have received this reference form.

Name of referee

Organisation

Position

Describe the capacity in which you knew the applicant

How long have you known the applicant (years)?

When did you last have regular contact with the applicant (years)?

Is the applicant still with your organisation? YES/NO If not, when did he/she leave?

Please detail any personal circumstances that might affect the applicant's performance on an intensive and demanding programme.

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Describe the applicant's strengths and weaknesses.

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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.

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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						

Finally. Please comment on the rankings that you have given and on any other factors that you believe should be drawn to the attention of the Admissions Board in assessing the suitability of this candidate for our programme.

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Signed..... Dated

THANK YOU FOR GIVING YOUR TIME TO COMPLETE THIS BUSINESS REFERENCE FORM

The Cranfield MBA (Defence) Programme

Information for Academic Referees

Cranfield School of Management is one of the leading University Business Schools in Europe. It is one of the faculties of Cranfield University, which specialises in postgraduate teaching and research with an international reputation in management, aeronautics, engineering and other fields.

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CONFIDENTIAL ACADEMIC REFERENCE FORM

The Cranfield MBA (Defence) Programme

To the Applicant (please print)

Family Name

First Name(s)..... Date of Birth.....

Programme Applied for Date

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

To the Referee

The person named above is applying for admission to the MBA (Defence) programme at Cranfield School of Management and we would appreciate your help in assessing the suitability of the applicant for this course. Information supplied by referees provides an important input into the admission process. Further details of the programme and the demands it makes on students appear on a separate sheet that accompanies this form.

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Your help in dealing with this reference promptly will be greatly appreciated. We will not normally invite the applicant to interview until we have received this reference form.

Name of referee

Organisation

Position

Describe the capacity in which you knew the applicant

.....

When did you last have regular contact with the applicant (years)?

Please detail any personal circumstances that might affect the applicant's performance on an intensive and demanding programme.

.....

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.....

CRANFIELD SCHOOL OF MANAGEMENT

MBA (Defence) Programme

PERSONAL RECORD FORM

This form will be passed to the Graduate Programmes Administration Office and the details you supply will be used when creating name badges, learning teams, email addresses etc for your time at Cranfield.

Please complete this form clearly type-written or by hand in black ink

Course	Commencing	
First Name(s)	Surname or Family Name	
Name by which you would like to be known at Cranfield eg. a shortened version of your first name, your middle name, or a "nickname"		
Current Email address		
Age at start of Programme	Marital Status	
Male/Female	First Language	
Nationality	Other Languages	
Number of Years Work Experience		
University/College.....	Date	
First Degree Subject	Grade	Date
Higher Degree Subject	Grade	Date
Professional Qualification	Date	
Professional Discipline or Job Function eg. Marketing, HR Management, Consultancy, Operations Management, Information Systems/Technology, Armed Forces, etc		
Work Experience (most recent employment first):		
Company	Job Title	Date
.....
.....
.....

For Office Use Only:		
<input type="checkbox"/> Pre-MBA 2 week Programme	<input type="checkbox"/> Pre-Maths Course Recommended	<input type="checkbox"/> Pre-Maths Course Compulsory
Extra Information:		
.....		