

Leicester Business School, De Montfort University

# MBA for LAWYERS

by Distance Learning

\* subject to validation



**“The MBA programme was a stepping stone to my current role and the course converted me into a multi-dimensional business professional. I gained the knowledge and tools to make better decisions, a key skill my employer recognised and wanted as part of the company”**

DMU MBA Graduate, 2013

**“Deciding to complete a postgraduate course to further my career is the best decision I could have made. The design of the course allowed me to fit my studies around my demanding full time job, and the level of support from the team at DMU was exceptional.”**

DMU MBA Graduate, 2013

## Designed with employability in mind, this course is highly relevant to today's market:

- Improve your career prospects by gaining a globally recognised postgraduate qualification while remaining in full-time employment and differentiate yourself within the career market
- Contemplate important management issues related to leadership and change
- Join a creative and professional student community that is passionate about learning and about career progression
- Benefit from academic teaching which directly complements industry experience and is informed by world-leading research, ensuring you benefit from developments at the cutting-edge of legal thinking
- Achieve your maximum potential through DMU's ambitious and innovative approach to teaching and strong links with industry

Course starts 19th September 2014

Course Enquiry Hotline on  
**+44 (0)20 3377 3209**  
email [dmu@informa.com](mailto:dmu@informa.com)  
[www.informadl.com/mba-law](http://www.informadl.com/mba-law)

Scan with  
smartphone QR  
Reader App:



**informa**  
professional academy  
an informa business



**“The MBA course has given me the confidence to manage organisations effectively and strategically.”**

DMU MBA Graduate, 2013

## Ensuring your learning meets the needs of your employer and future employers

With experience being vital in today's competitive job market, a postgraduate who has professional experience in addition to theoretical knowledge will be highly regarded by employers. At DMU, we provide our students with the highest standard of study so that you are equipped with the skills and experience to progress or change your career. Designed with employability in mind, the MBA for Lawyers is highly relevant in today's competitive marketplace. With continual input from leading employers and professional bodies, we ensure that the course will equip you with the professional skills and practical experience that businesses are looking for.



## Why study by distance learning?

Increasingly we all face more pressures in our business lives. Finding the time to attend courses of any kind can be very difficult and well-meant plans are often put aside indefinitely. Distance learning is the solution to your training needs:

- Enjoy the full benefits of studying for a recognised UK university postgraduate qualification whilst still in full-time employment
- Take control of where and when you learn and decide the rate at which you study
- Retain industry leading course materials for future reference
- Apply your learning, knowledge, skills and expertise to your work straight away and help to further your career
- Network with tutors and like-minded professionals from around the world

With courses being delivered at different levels, distance learning can meet the needs of a truly diverse student body. **High competition for jobs means having additional training and education can be a real advantage, whether you are in the market for a new career or simply want to progress in your existing position.**



## Who should study this programme?

This programme is designed to offer those working within the legal field; whether as professional practitioners or managers, the opportunity to further develop their understanding and appreciation of 'management' issues. At the same time the programme will allow legal specialists to study selected core and elective modules in order to increase their professional expertise in an area of interest.



## Why study with Leicester Business School?

Leicester Business School, De Montfort University, is one of the larger providers of business and management education in the UK. Our courses are directly relevant to the business world and we maintain strong links with major professional bodies and employers both in the UK and worldwide. The Business School has a proven track record of working with leading employers that spans 25 years and prides itself on taking a highly innovative approach to management education, combining business acumen with academic excellence to achieve real and tangible results.

The Business School has been granted professional recognition and accreditation from many leading professional bodies and organisations. These are a recognition of the quality of teaching that the Business School offers and also provides added-value benefits to our students. We are committed to career-orientated teaching and our linkages to professional bodies ensures our courses maintain a contemporary edge demanded by ambitious professionals.

We are a truly international Business School with over 60 nationalities represented within the student body. We have developed international partnerships and work with experts in these institutions to enrich our programmes.

Since 2009 the Business School has been housed in a new £35 million state of the art building, offering leading edge facilities for the staff and students.

**informa**  
professional academy

**Informa Professional Academy** works in partnership with leading academic bodies to assist in the provision of highly specialised and bespoke professional postgraduate distance learning courses. Our strong partnership with De Montfort University has developed over a period of over twenty years and together we offer and deliver high-calibre and well-respected postgraduate courses.

For more course information call +44 (0)20 3377 3209



**“The course at DMU came highly recommended, that along with the fact that the tutors and lecturers are subject experts and practitioners”**

DMU MBA Graduate, 2013

## Your Course Tutors Include:

### David Orton

David is a Principal Lecturer at DMU with teaching expertise and research interests in the fields of strategic management, international management and crisis and business continuity management. His teaching spans more than 15 years and includes; undergraduate, postgraduate and a wide range of national and international corporate clients from both the public and private sector. David also holds visiting lecturer positions at a number of overseas institutions and has taught widely across the globe. In addition to teaching, David also holds management positions within the Faculty of Business and Law as the Head of International Activities, and Subject Leader for all strategy and management undergraduate programmes. David teaches on the Strategic Management module.

### Martyn Kendrick

Martyn is currently Head of Postgraduate Studies for the Faculty of Business and Law at DMU, and Chair of the Postgraduate International Business/ MBA/Marketing Programme Board. He was also previously Director of International Strategy at DMU. Martyn has a specific interest in the areas of International Management and Leadership, Strategic Management, Corporate Social Responsibility and Relationship Management. He is co-author of the leading textbook, *Management* (2010) with Professor Richard Daft and Dr Natalia Verzhinina published by Cengage. Martyn teaches on the Managing a Professional Services Organisation module.

### Omar Madhloom

Omar Madhloom qualified as a Solicitor in 2004. He has been lecturing since 2007 and has taught at various academic institutions. His research interest is primarily concerned with the protection of sexual autonomy. His other area of interest is the law of ethics in relation to autonomy, freedom and choice. Omar has taught on a variety of undergraduate and postgraduate modules ranging from Criminal Law and the Law of Evidence to Company Law and Commercial Law. Omar teaches on the Law and Ethics module.

### Phil Wilson

Phil began his career in accountancy within the commercial sector and also has a great deal of experience in Higher Education. He has worked for several universities and has lectured at all levels. He has also been involved in a wide variety of corporate and accountancy training programmes. He is currently the Programme Leader for the MBA Programmes and MSc Risk Management and is also Postgraduate Programme and Module Manager for the Accounting & Finance Department. His major topic areas are management accounting, financial management and risk management. Phil received a Vice Chancellor's Distinguished Teacher Award in both 2009 and 2013. Phil teaches on the Corporate Performance Management and the Risk Management modules.

### Dr Deborah Price

Deborah is a Senior Lecturer in the Department of Human Resource Management, is a Chartered Academic Member of the CIPD and is the Programme Leader for the part time and corporate modes of the MA/PGDip Management of Human Resources. She has a background in public sector management in both the NHS and Higher Education. Deborah has published two books: Price, D. (2009) (Ed) 'The Principles and Practices of Change', London, Palgrave Macmillan, and Cameron, S and Price, D. (2009) 'Business Research Methods - a Practical Approach' London, CIPD/McGraw-Hill. Deborah teaches on the Managing Organisational Change module.

### Dr Hülya Öztel

Hülya Öztel is a Principal Lecturer at DMU, specialising in strategic management, organisational learning and research methodology. She carried



out extensive research and consultancy work in the field of public-private partnership, enterprise development and training in the UK and in France. Hülya obtained a first class honours degree, from Marseilles Business School, France. She has a Masters Degree from Aston Business School, UK and a PhD from Warwick Business School (UK) in 2005. Hülya teaches on the Dissertation module.

### Dr Kemi Yekini

Kemi joined DMU as a Senior Lecturer in Accounting and Finance in September 2012 shortly after completing her PhD in Accounting. During her PhD she worked as a part-time Lecturer for the Leicester Business School and as an Associate Tutor for the University Of Leicester School Of Management. Her teaching experience covers all levels from U/G to professional students. Prior to this, Kemi qualified as a chartered accountant in 1992 while training with one of the big four auditing firms-KPMG Audit (then known as Peat Marwick Ani Ogunde & Co) and later moved on to Deloitte and Touche. Kemi later joined the private sector and worked at managerial level in various capacities (Chief Internal Auditor, Head of Finance etc.) and in four different sectors; Aviation, Education, Finance and Personal goods. Altogether Kemi has more than 19 years of practice/industry experience before finally joining the academia. Her exposure has largely driven her teaching and research interests, which may be grouped around Auditing, Corporate Governance, Forensic Accounting and Fraud Examination and Investigation. Kemi teaches on the International Corporate Governance module.

Caroline Coles is a Solicitor and has been a principal lecturer at De Montfort Law School since 1998. She graduated in both law and politics (LSE) and subsequently completed her Masters degree at De Montfort University. She also lectures on behalf of The European Patent Office and on the Legal Practice course and has been an assessor for The Solicitors Regulation Authority for legal education. Her research interests are the effect of online trading on trade marks. Her teaching specialisms are in intellectual property law, public procurement and technology enhanced learning. Caroline teaches on the Intellectual Property Law module.

Mel Kenny, Professor of Consumer and Commercial Law. Mel's work focuses on the intersection of Private Law, EU Law, Consumer Law and

Commercial Law and reflects on these areas from both Comparative and Private International perspectives. In addition, Mel has a research focus in Competition issues and in particular the application of Competition to the State and Public Undertakings. In recent years his publications have explored four highly charged legal topics: the 'Europeanisation' of national private law and the associated calls for consolidation and codification; the comparative assessment of the treatment of surety agreements across Europe; the general issue of ensuring consumer protection and the private international implications of proposals for a Common European Sales Law (CESL). Mel teaches on the Consumer Law module.

Jo McCarthy is Associate & Solicitor at Nelsons, specializing in Employment Law. Jo is a regular speaker and seminar presenter on Employment Law, prepares training programmes for government departments and the voluntary sector and writes on employment law matters for mainstream magazines and professional journals. Jo teaches on the Equal Opportunities in the Workplace and Individual Labour Law modules.

Hiren Mistry is an employed barrister, practising as a commercial litigator in Jersey. He specialises in disputes involving breach of commercial contract, directors' liabilities and breach of trust. Before moving to Jersey, Hiren practised as a barrister in London. He has written several articles in relation to securities regulation and aspects of company and EU competition law. Hiren has been teaching at De Montfort University since 2002, and is module leader for Business Tax and Company Law. Hiren also teaches the Law and Regulation of Electronic Finance and Internet Banking at the University of London. Hiren teaches on the Company Law module.

Andrew Sparks has 12 years experience working in industry in a range of positions related to human resources, organisational development and industrial relations and working with large and small companies in both the public and private sectors. He has also taught at universities for some 12 years, teaching sociology and HRM courses. Andrew completed his PhD at Warwick Business School in 2005. He teaches on a number of undergraduate courses and teaches People Management Within the Workplace and Alternative Dispute Resolution at post-graduate level, as well as supervising undergraduate and postgraduate dissertations. Andrew is also the Academic Head of the Work-Based Learning Unit within the Faculty of Business and Law, and is tutor to a number of students on HRM-related work placements. Andrew teaches on the People Management within Organisations module.

**The core DMU team will be joined by external specialist practitioners and guest speakers to provide a varied and highly practice focused Masters Degree Course.**



# MBA for Lawyers Modules

September 2014-January 2015

## Strategic Management

- Understanding strategy as the integration and synthesis of all organisational activity in seeking competitive advantage
- Using strategy to provide unique solutions to complex problems
- Identifying vision, scope and position for the organisation
- Strategy as a process of synthesising external adaptation with internal integration
- From strategic planning to strategy execution

January 2015-December 2015

Students will study 60 credits worth of modules to include the two compulsory modules:

## Managing a Professional Services Organisation

- The fundamental business partnership model
- Service marketing, branding and reputation
- Managing client services
- Maintaining "Human Capital"
- Designing the optimal organisational structure and culture
- Leadership

## Law and Ethics

- Theories/models of lawyering ethics
- Lawyer-client decision making
- Abuse of power: client autonomy
- Ethics of advocacy
- Informed consent: freedom to make decisions
- Delivery of legal services

Students will then study a further 30 credits from the following electives:

## Risk Management

- A thematic study of 'risk management' within an interdisciplinary context
- Influences on the risk management process, including identification of risk in different scenarios
- Risk Analysis/Assessment, including risk management strategies and containment
- Broad-spectrum Corporate Governance/Risk regulation

## International Corporate Governance

- Analysis of Corporate Governance (CG)
- Focus on the international dimensions of rules and relationships
- The relationship between CSR and corporate and managerial behaviour
- Corporate Governance and the Turnbull Guidance

## Individual Labour Law

- Tests for determining status
- Sources of contractual terms
- Express terms
- Implied terms
- Implied duties
- Common law termination
- Unfair dismissal
- Redundancy

## People Management within Organisations

- Human resource planning
- Recruitment and selection
- Performance management and reward
- Leadership and motivation
- Strategic human resource management
- Participation and involvement

## Equal Opportunities in the Workplace

- Employment protection – maternity rights, paternity rights, adoption rights, leave for family reasons
- Discrimination in employment - prohibited conduct and protected characteristics
- Equality of terms

## Company Law

- Corporate personality and limited liability
- Capital protection and corporate borrowing
- The status, powers and liabilities of directors
- Shareholder status and protection
- Corporate reconstruction
- Corporate investigation

## Intellectual Property Law

- Patents
- Protection of industrial design
- Copyright
- The exploitation of IPRs
- Compliance with EU competition law and commercial confidentiality
- Trademarks
- Image rights

## Consumer Law

- Who is a consumer?
- Techniques of consumer protection
- Criminal and civil law
- Business self-regulation
- Product quality
- Product safety
- Liability for defective services
- Misleading information/false trade descriptions
- European Union consumer law

January 2016-December 2016

Students will study the following modules between January-May

## Finance - Corporate Performance Management

- Control theory as a module framework and the strategic setting for organisational control: performance management as the attainment of the vision and the delivery of objectives
- Organisational contexts: commercial and not-for-profit
- Financial v multi-dimensional performance management
- Behavioural qualities of performance targets & behavioural aspects of their management
- Management approaches/philosophies towards performance management

## HRM - Managing Organisational Change

- Drivers for change and the cumulative impact of these
- Existing models of change and their relevance to business practice
- The human side of change and the usefulness of characterising human responses as 'resistance'
- Change practices and individual capacity to adapt to change

Students will also study the Research Methods and Dissertation module and write their dissertation from January-December 2016

## Research Methods and Dissertation

- Independent research skills
- Research designs, data collection and data analysis methods
- Key literature and research strategies
- Apply theoretical knowledge in a practical situation
- Carry out background research into a business and management issue and undertake a sustained piece of work
- Supervised, self-directed study that leads to the production of the dissertation
- Learn through reflection on practice and experience

All modules subject to availability and module content may change.

For more course information email [dmu@informa.com](mailto:dmu@informa.com)



**“The standard of teaching is what sets DMU postgraduate courses apart. The team were knowledgeable and passionate about their subjects and that passion was contagious”**

DMU MBA Graduate, 2013

## Course Syllabus and Structure

The course commences with an optional induction weekend in Leicester which takes place on 19th, 20th and 21st September 2014. The module teaching then begins with a focus on Strategic Management which is the bedrock of MBA study and provides a framework and focus within which to shape the rest of the programme.

This is followed by ‘Managing a Professional Services Organisation’, which considers leadership issues within the context of managing a professional practice, and ‘Law and Ethics’ which sets law within an ethical framework.

These core modules are followed by the opportunity to specialise in 1 option module from a choice of 8 law-related electives. This choice will allow a participant to pursue an area of interest in depth.

The taught modules are completed by a study of ‘Managing Organisational Change’ which is a key feature of organisations operating within today’s volatile environment and ‘Corporate Performance Management’ which considers the process and outcomes of measuring organisational performance via a mix of financial and non-financial metrics.

Students would then complete the programme by finishing a law-related dissertation. The dissertation would have a strong link to academic theory whilst also offering an opportunity to focus on a ‘live’ organisational issue.

Phase 1 – September 2014 to January 2015	Phase 2 – January 2015 to December 2015	Phase 3 – January 2016 to December 2016
Students must study 1 x 30 credit module from September 2014 to January 2015: <b>Strategic Management (30)</b>	Students must study 60 credits worth of modules to include 2 x 15 credit core modules. The core modules will run from January to June: <b>Managing a Professional Services Organisation (15)</b> <b>Law and Ethics (15)</b> Students must study a further 30 credits and can choose from the following elective modules. These modules will run from January to December 2015: <b>Risk Management (15)</b> <b>International Corporate Governance (15)</b> <b>Individual Labour Law (30)</b> <b>Intellectual Property Law (30)</b> <b>Equal Opportunities in the Workplace (30)</b> <b>People Management within Organisations (30)</b> <b>Consumer Law (30)</b> <b>Company Law (30)</b>	Students must study 2 x 15 credit core modules from January to May: <b>HRM – Managing Organisational Change (15)</b> <b>Finance – Corporate Performance Management (15)</b> Students must study a Research Methods and Dissertation module worth 60 credits. This module will run from January to December 2016. <b>Research Methods and Dissertation (60)</b>

## The Accelerated Route

Students can undertake to do the course following the Accelerated Route and complete their MBA in 21 months. Students will enrol in September 2014 along with the other students on the programme and study the Strategic Management module until the end of December 2014. Accelerated Route students will then undertake to study all of their remaining modules from January to December 2015. The dissertation would be completed between January and June 2016. This is a very intensive but rewarding route and successful students will graduate with their MBA at the end of 21 months. Accelerated Route students are supported through the allocation of a special director of studies who will provide additional support and advice during their studies.

## Weekend Seminars

Students are encouraged to attend a series of optional study days at De Montfort University in Leicester throughout the course. The first study weekend is the Induction Weekend on the 19th-21st September 2014. The weekend will give students the opportunity to meet tutors and fellow students, discuss the course and establish access to tutors during the coming year. The weekend will also provide students with the opportunity to get to know other students who will be studying the same modules. Four further study days are planned throughout the duration of the programme and these will take place in February, May and November.



For more course information call +44 (0)20 3377 3209

# Distance Learning MBA

## Frequently Asked Questions about the Distance Learning Programme with Leicester Business School, De Montfort University

### How do I enrol on the course?

Complete the Application Form attached to this brochure and send it to **Richard Morgan, Informa Professional Academy (IIR Ltd.), 3rd Floor, Maple House, 149 Tottenham Court Road, London, W1T 7AD, UK Tel: +44 (0)20 7017 4752** together with copies of ALL your relevant certificates and/or transcripts of your academic qualifications, two references, a supporting statement, proof of English language proficiency (if applicable) and a copy of photo ID such as a passport. Alternatively you can scan your application form and all supporting documentation and send it to: richard.morgan@informa.com. You can also apply online at: [www.informadl.com/mba-law](http://www.informadl.com/mba-law). Your application is then sent to the Admissions Tutor at De Montfort University for consideration and you will be notified in writing by Informa Professional Academy on the outcome of your application.

### What are the standard entry requirements?

To study at postgraduate level you must have one of the following qualifications:

- a degree from a UK university
- a relevant professional qualification
- an equivalent international qualification which indicates an ability to study at postgraduate level

### Who do I contact if I have a query about my entry qualifications, programme content or Advanced Standing?

If you have any questions concerning your suitability as a potential student or specific concerns regarding the content of the programme please contact:

**Kerry Green, Programme Administrator, Leicester Business School, De Montfort University.**

**E-mail: [kgreen@dmu.ac.uk](mailto:kgreen@dmu.ac.uk)**

**Telephone: +44 (0)116 250 6254**

### How will I access the relevant reading materials?

It is important to realise that the materials provided are not self-contained but point towards the books, articles, cases, statutes and reports which you will need to read. Links are provided via the course website to various on-line legal resources which De Montfort University subscribe to. It is, nonetheless, important to have access to a good library.

### What does the course cost?

The total course fee for students enrolling in September 2014 is £8,450 and the fee for the Accelerated Route is £8,850. The fee for the Postgraduate Diploma is £5,500 and the fee for the Postgraduate Certificate is £2,750. Fees include the provision of all course materials, tuition costs, access to relevant on-line resources at Leicester Business School, De Montfort University, the Induction Weekend and four further study days. Please note that travel and accommodation costs are not included in the fees and must be covered by the student. Full payment of course fees is required before the start of the course (i.e. by 18th September 2014) or within 28 days of receipt of your invoice, whichever is sooner.

### Do I have to study for the full MBA?

No, you can choose to study for a Postgraduate Certificate (60 credits) or a Postgraduate Diploma (120 credits).

### Are you seeking Advanced Standing?

Where you have previously studied taught modules at postgraduate level, it may be possible to exempt you from parts of the Masters qualification and you could obtain the MBA by studying fewer modules at a reduced course fee. For more information, please call +44 (0)20 3377 3209 or visit [www.informadl.com/mba-law](http://www.informadl.com/mba-law)

### What format do the modules take?

The modules come in the form of hard copy print or as PDF documents via the course website. The hard copy modules are bound together and sent out as booklets.

### How will I receive my modules?

The hard copy modules will be sent to you by post. **It is strongly recommended for ALL students living outside the UK that they opt to receive their materials by air courier. This will ensure the safe and timely delivery of**

**course materials. Failure to choose the air courier option will result in the delayed arrival of your materials. There will be an additional nominal charge of £200 for air courier.**

Materials sent by air courier will be delivered to your requested module mailing address between **8.30am and 6.00pm Monday to Friday only and will require a signature.** The mailing address you provide must be manned during these hours and you must provide a contact telephone number or email address that you can be reached at between 8.30am and 6.00pm Monday to Friday.

### How will my work be assessed?

All modules, whether core or elective, will be assessed by written assignment. These assignments will offer a mix of practical case study based work and a consideration of academic theory. Assessments will vary in quantity, word length and focus from module to module with the aim being to contribute to a coherent assessment strategy across the programme as a whole. Very clear assignment briefs will be posted online, including specific assessment criteria and task information. There will be plenty of opportunity to discuss the requirements of assignment briefs as the modules progress.

### How long will I spend studying each module?

People study at different rates, but we estimate that you will need to study around 150 hours per 15 credit module, including time spent on assignments.

### Is there any contact time with the course tutors and participants?

Students are encouraged to attend a series of optional study days in Leicester throughout the course. The first study weekend is the Induction on the 19th-21st September 2014. The weekend will give students an opportunity to meet tutors and fellow students, discuss the course and establish access to tutors during the coming year. The weekend will also provide students with the opportunity to get to know other students who will be studying the same modules. Four further study days are planned throughout the duration of the programme and these will take place in February, May and November.

### Industry links and professional accreditation

Leicester Business School holds many professional accreditations and boasts recognition from a range of prestigious organisations including ACCA, CIMA, CPA Australia, CIPD, CIM and CMI. Leicester Business School is a member of the Association of Business Schools (ABS) and a member of AACSB International - The Association to Advance Collegiate Schools of Business. Accreditation by the Solicitors Regulation Authority (SRA) has been applied for.

### What is the language on the course?

The course is conducted entirely in English, both verbal and written.

### Can I cancel my application?

Cancellations must be received in writing on or before 18th September 2014. You will receive a full refund less an administrative charge of £200. No refunds will be made in respect of cancellations after this date, and the full fee will be payable.

### Terms and Conditions

For the full course terms and conditions, please check the FAQ section of the course website: [www.informadl.com/mba-law](http://www.informadl.com/mba-law)

### Disclaimer

- It may be necessary for reasons beyond the control of the organisers and the university to alter the line-up of authors, tutors, modules or course content, however, every effort will be made to adhere to the published syllabus.
- This course will run subject to reaching a satisfactory intake to the course.
- **All applications are subject to acceptance by Leicester Business School, De Montfort University and are subject to the full terms and conditions of the programme which are available at [www.informadl.com/mba-law](http://www.informadl.com/mba-law). De Montfort University and Informa reserve the right to reject any application from any potential student.**

**Closing date for applications:  
5th September 2014**

Scan with  
smartphone QR  
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**informa**  
professional academy

Application for Enrolment onto the

## **MBA for Lawyers** Distance Learning Course FKW12332

This form should be completed and returned to:

**Richard Morgan, Informa Professional Academy (IIR Ltd.),  
3rd Floor, Maple House, 149 Tottenham Court Road, London, W1T 7AD, UK**

**Alternatively please scan your application form and supporting documents and  
send to: richard.morgan@informa.com**

**Or apply online at: [www.informadl.com/mba-law](http://www.informadl.com/mba-law)**

Please send the following documents with your application form:

- Certificates and/or transcripts of your academic qualifications
- Two references (one should be academic)
- Photo ID
- Proof of English language proficiency (if applicable)
- Supporting statement

### **Applicant's details:**

Title Mr/Mrs/Miss/Ms/Dr  Surname

Other names

Gender Male/Female  Date of birth (day, month, year)

Nationality  Country of permanent residence

Permanent home address

Telephone  Mobile

Email

Address for correspondence and delivery of course materials (if different from above)

Please supply name and address of where invoice should be sent (if different from above)

### **Education (please provide copies of all relevant certificates and qualifications)**

Examinations passed (including professional qualifications) and examinations taken for which your results are not yet known:

Institution attended

Date Started  Date Finished

Examinations taken and Date

Grade

Qualifications obtained

### **Employment Experience**

Please enter details of industrial and professional experience including employing organisations and positions held (or attach a resume).

### **References**

Please ask your two referees to provide references on letter-headed paper of the organisations they represent. References should include: your name, DOB and course you are applying for, and should be stamped with the company stamp if possible. At least one reference should be academic. Emailed references are acceptable provided they are from a professional source.

### **Supporting Statement**

On a separate piece of paper, please tell us why you wish to study this course

Quote VIP Code FKW12332EMAG  
when applying

For use by  
Admissions Tutor

**Data protection:** The personal information which you provide to us will be held by us on a database. You agree that Informa Professional Academy may share this information with other companies in the Informa group. Occasionally your details may be made available to selected third parties who wish to communicate with you offers related to your business activities. If you do not wish to receive these offers please contact the database manager. For more information about how Informa Professional Academy use the information you provide please see our privacy policy at [www.ibclegal.com/page/privacypolicy](http://www.ibclegal.com/page/privacypolicy). If you do not wish your details to be available to companies in the Informa Group, or selected third parties, please contact the Database Manager, Informa UK Ltd, Maple House, 149 Tottenham Court Road, London, W1T 7AD. Tel: +44 (0)20 7017 7077, fax: +44 (0)20 7017 7828 or email [integrity@iirltd.co.uk](mailto:integrity@iirltd.co.uk).

**Incorrect Mailing:** If you are receiving multiple mailings or you would like us to change any details, or remove your name from our database, please contact the Database Manager at the above address quoting the reference number printed on the mailing label.

Please quote the above VIP code when applying - THIS IS ESSENTIAL TO PROCESS YOUR APPLICATION

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## English language proficiency

If English is not your mother tongue, please give details of any English Language courses (e.g. IELTS, TOEFL) that you have taken or detail how long you have been speaking English

## Disability

Please tick which statement below is appropriate to you:

- No, I do NOT have a disability, nor am I aware of any additional support requirements
- Yes, I have a disability. If yes, does your disability mean that you have additional support needs?  Yes  No
- If yes, we will contact you to determine appropriate support for you.

## Criminal convictions

You must declare if you have a relevant criminal conviction, including violence against the person or drug dealing. If you tick the 'Yes' box, the University may ask you for further details.

- Yes  No

Please note that if you are convicted of a criminal offence while your application form is being processed, you should notify the University immediately.

**Finance** – Fees for each year of the course must be paid before the start of each year or on receipt of your invoice, whichever is sooner. Tick box(es) as appropriate.

- I am taking the full MBA. Fees due are £8,450 (VAT exempt) payable in two yearly instalments of £4,225
- I am taking the Accelerated Route. Fees due are £8,850 (VAT exempt)
- I am taking the Postgraduate Diploma. Fees due are £5,500 (VAT exempt)
- I am taking the Postgraduate Certificate. Fees due are £2,750 (VAT exempt)
- I am seeking advanced standing exemption(s) on the basis of postgraduate modules previously studied and I include the relevant documentation
- I am making a private application and do not want you to contact my employer. I will be responsible for paying my own course fees

## Declaration

Please enter your VIP code (if you have one): \_\_\_\_\_

How did you hear about the programme? (Please be as specific as possible) \_\_\_\_\_

### THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF YOU DO NOT INCLUDE THIS INFORMATION

I declare that, to the best of my knowledge, the information I have given above is correct in every detail. If enrolled, I agree to abide by the regulations in force at the time. By completing and submitting this registration form, I confirm that I have read and understood the Informa Professional Academy Student Terms and Conditions and I agree to be bound by them. The full course terms and conditions can be found on the FAQ section of the course website: [www.informadl.com/mba-law](http://www.informadl.com/mba-law)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_