

# Birmingham Campus / Online Postgraduate Application Form Instructions for Applicants

Last updated on 14/10/2015

Thank you for your interest in Finance and Business Training (FBT).

We look forward to welcoming you onto one of our Postgraduate Programmes at FBT. Please read through the following information carefully. If you have any further queries regarding the application process, feel free to contact your programme advisor in person or over the phone.

## Instructions for Applicants

<p><b>STEP 1</b></p> <p>Complete the application form.</p>
<p><b>STEP 2</b></p> <p>Enclose the following supporting documents as a part of your application form:</p> <ul style="list-style-type: none"> <li>• An English language copy of your CV/résumé (not more than 2 sides of A4).</li> <li>• Copies of all your degrees and professional qualifications: certificates and transcripts (with certified translation when required)</li> <li>• Proof of English proficiency, when required (recognised test of English results e.g. IELTS)</li> <li>• Two reference letters (academic/professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)</li> <li>• A copy of your passport and all previous UK visas (when applicable), and a recent passport-sized colour photograph (jpeg, 150*150 pixels)</li> </ul>
<p><b>STEP 3</b></p> <p>Please send a completed copy of your application to your programme advisor. Note that you have the option of either sending it by <b>email to: Admissions@FBT.org.uk</b> or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.</p> <p>Students applying through the post must complete the application form in BLOCK CAPITALS, using black ink. Once you have completed the form, please send it to the following address:</p> <p>FBT Postgraduate Admissions Department 2nd Floor Podium Centre City 5-7 Hill Street Birmingham B5 4UA United Kingdom</p>
<p><b>STEP 4</b></p> <p>Upon receipt of the application form, all your documents will be submitted for consideration by the Admissions Board. The Board, which consists of senior academics at FBT, meets weekly, and assesses your suitability for your chosen programme using the highest academic standards.</p> <p>After careful consideration you will receive one of the following offers:</p> <ul style="list-style-type: none"> <li>• An <b>unconditional offer</b> means that you have successfully met all the requirements and have been accepted onto your chosen programme with FBT.</li> <li>• A <b>conditional offer</b> means that you have been accepted onto the programme but we may need further information from you before you can proceed with your course.</li> <li>• <b>No offer</b> means you will not receive an offer if the Admission Board does not consider you are ready to pursue this particular course of study. If you do not receive an offer, you may still be able to study at FBT by increasing your qualifications through an alternative programme.</li> </ul> <p>In each case, your individual <b>Programme Advisor</b> will contact you to explain this in more detail.</p>

## Application deadlines

Due to a high demand for our Postgraduate Programmes, places are limited. We therefore advise that you apply as early as possible, taking into consideration the deadlines for scholarships, where appropriate.

# SECTION 1: Selecting your postgraduate programme

## 1.1 LIST OF POSTGRADUATE PROGRAMMES

Please note that you are only able to select one course per category.

Postgraduate Programmes	
<b>MBA</b>	
<input type="checkbox"/> MBA Global (Campus)* <input type="checkbox"/> MBA Global (Online)	
<b>Global MBA Specialisations**</b>	
<p>Applicants are permitted to select any 2 electives from the specialisations listed below, indicated in order of preference. If applicants are pursuing a general pathway, please leave the specialisation selection section blank and indicate within the box below.</p> <p><b>Please note that students are not required to select specialisations at time of application.</b> Students are advised to first discuss options with career services and tutors before confirming specialisation pathway. All specialisations are available, subject to student demand.</p> <p>If applicants intend to pursue a specialisation, choose any 2 electives from the specialisations of interest, <b>from 1 to 2 in order of preference.</b></p>	
<b>Subject Specialisations**</b>	
<b>Global MBA (Financial Management)</b>  Advanced Corporate Reporting  Performance Management & Control	<b>Global MBA (Project Management)</b>  Project Management & Leadership  Cross Cultural Management
<b>Global MBA (International Business)</b>  Global Marketing Management  Cross Cultural Management	
<p>* The programme is subject to student demand. In the case of insufficient demand, students will be offered London campus transfer or the online study option.            **All specialisations are available subject to student demand.</p>	
Intake and Mode of Study	
<b>Full-time (17 months)</b>  <input type="checkbox"/> September 2016	<b>Online (18-36 months)</b>  <input type="checkbox"/> September 2016

## Marketing

- MA in Strategic Marketing (Campus)\*
- MA in Strategic Marketing (Online)

### **MA in Strategic Marketing Specialisations\*\***

Applicants are permitted to select any 3 electives from the specialisation listed below, indicated in order of preference. If applicants are pursuing a general pathway, please leave the specialisation selection section blank and indicate within the box below.

**Please note that students are not required to select specialisations at time of application.** Students are advised to first discuss options with career services and tutors before confirming specialisation pathway. All specialisations are available, subject to student demand.

If applicants intend to pursue a specialisation, choose any 3 electives from the specialisation below, **from 1 to 3 in order of preference.**

#### **Subject Specialisation\*\***

##### **MA Strategic Marketing (Global Marketing)**

- Global Marketing Management
- Cross Cultural Management
- Project Management & Leadership

\* The programme is subject to student demand. In the case of insufficient demand, students will be offered London campus transfer or the online study option.

\*\*All specialisations are available subject to student demand.

#### **Intake and Mode of Study**

##### **Full-time (17 months)**

- September 2016

##### **Online (18-36 months)**

- September 2016

## 1.2 COMBINED PROGRAMMES [optional]

*Please note that you are only able to select one course combination category.*

### Dual Programmes

Our Postgraduate Dual Programmes combine our **postgraduate degrees** with highly relevant **professional qualifications**. As an FBT student, you can complement your degree with a choice of carefully selected industry standard qualifications, helping you to develop the practical skill sets that employers really value.

**I want to study following professional qualification alongside my main course of study:**

- ACCA** [Association of Chartered Certified Accountants]
- CIMA** [Chartered Institute of Management Accountants]

## SECTION 2: Completing the FBT Postgraduate Form

Please complete the following form to the best of your knowledge.

2.1 PERSONAL INFORMATION					
Surname:					
First Name:			Preferred Name:		
Title:		Date of Birth:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Permanent Address:			Mailing Address:		
Postcode:			Postcode:		
Daytime Contact No:			Fax:		
Evening Contact No:			Mobile No:		
Email address:					
Nationality:					
Country of Birth:					
Country of Permanent Residence:					
If holder of a UK entry visa please state type:					
Date of arrival into the UK:					
2.2 EDUCATION AND QUALIFICATIONS					
a. Higher Education					
Please state the most recent qualifications first, and attach any relevant copies of certificates and transcripts.					
Institution	Award	Specialisation (if any)	Average Grade	Date Started	Date Awarded
Exams to be taken or results pending:					

**b. English Language** (Applicants whose first language is not English)

If English is not your first language, you will need to provide relevant proof of your level of your proficiency. Please indicate to us which test/tests you have completed, or have registered to take (see prospectus for details of acceptable applications).

Institution	Award	Specialisation (if any)	Average Grade	Date Started	Date Awarded

**c. Additional Languages**

	Native Speaker	Spoken/Beginner	Expert
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**d. Professional Qualifications**

Title of Qualification	Date Awarded	Direct Exam or Exemption (please state which)

**2.3 EMPLOYMENT HISTORY**

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first.

Dates From/To (DD/MM/YY)	Name & Address of Employer	Title of Position

You are required to submit a FULL Curriculum Vitae (CV) with this application form.  
**I have enclosed my CV**

## 2.4 STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application. This must include the reasons for your choice of programme, and what you feel that you can contribute to our course.

- Explain why you wish to apply for your course/degree and include specific reasons why this programme fits in with your future career plans and motivations.
- Summarise relevant knowledge and skills you have acquired through any work placements or previous qualifications
- Outline challenges you have faced during your studies or personal career development
- Describe work experiences and/or personal developments which have been most important to you
- Share your long term career goals and how your course with FBT will allow you to achieve them

*You may continue on separate sheet if required*

## 2.5 DECLARATION OF A CRIMINAL RECORD

### Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction?  Yes  No

## 2.6 STUDENTS WITH SPECIAL NEED(S)

The information you provide, will be held in confidence, and will not be seen by, nor made known to any sector. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

- a. FBT is committed to ensuring that every student is as comfortable as possible during their time with us. Do you have any medical conditions (including pregnancy) that may require special examination arrangements or may affect your attendance on the course and the taking of examinations?

Yes  No

If "Yes", please describe your condition(s):

- b. Taking in account the condition(s) that you described in (a.) above, do you have any special requirements with regard to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

Yes  No

If "Yes", please describe your condition(s):

## 2.7 CREDIT TRANSFER CLAIM

Do you wish to claim for a credit transfer? Please tick the relevant box.

Yes  No

If "Yes", please provide details and attach all relevant documentation as a part of your application.

## SECTION 3: Terms and Conditions

Before completing this form, please ensure that you have read the full FBT General Terms and Conditions, as well as the Key Terms and Conditions for our Postgraduate Programmes; displayed on our website: [www.FBT.org.uk/terms-and-conditions.html](http://www.FBT.org.uk/terms-and-conditions.html).

Registration on an FBT postgraduate programme constitutes full and irrevocable acceptance to these Terms and Conditions

- 1. Student Warranties**
  - a) The student warrants that all documents and information supplied are true, authentic and correct.
  - b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course and will not be entitled to a refund of any fees paid.
- 2. Student on a Visa**
  - a) Students on a visa must adhere to the Attendance and Immigration Regulations.
  - b) Students must familiarise themselves with Home Office regulations and at all times abide by the conditions of their visa.
  - c) Students must inform FBT and/or UNINETTUNO immediately of any change to their immigration status.
- 3. Disclosure to the Home Office**

FBT and/or UNINETTUNO reserve the right to disclose a student's details, including academic progress and attendance rates to the Home Office.
- 4. Programme Fees**
  - a) To book a place on a course, payment of the full fees or a minimum deposit of £3,500 (price at time of publishing and may be subject to change) is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
  - b) All accepted students are required to pay the FULL tuition fees 30 days prior to the start date of the programme.
  - c) If FBT has approved an instalment plan with a student an administrative charge of £50 per instalment will be payable by the student.
  - d) Students who have not paid on time will not be granted access to FBT and/or UNINETTUNO.
  - e) Tuition fees are subject to change.
  - f) An administration charge of £150 will be payable by students for all dishonoured payments.
  - g) Students may request to defer their place on a programme by up to one academic year, subject to payment of a deferral fee of £150. Any request to defer to be made in writing.
  - h) Non-payment of fees – FBT and/or UNINETTUNO reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.
- 5. Refunds Policy**
  - a) Once the letters have been issued confirming full-time status, no refunds or course transfers are permissible, other than in the instance of visa refusal subject to the terms and conditions of this section.
  - b) Subject to (c) below, if a student's visa application has been refused, then fees paid will be refunded less an administration charge of £150 (plus any courier and transfer charges) on production of the following documents: (1) Copy of the visa refusal letter (APP200) (2) Copy of the student's passport showing both a photograph and signature, and (3) where the payee was not a student, an original authority letter from the student authorising repayment to the payee.
  - c) If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support, or for other reasons for which the student is accountable (for example including failure to supply a TB certificate if applicable), FBT and/or UNINETTUNO accept no responsibility to refund under this section. The student is held responsible if the visa application has been made late and their FBT and/or UNINETTUNO enrolment has already been processed.
  - d) All applications for refunds, must be made in writing at least 15 days before the commencement date of the course (published date). Students may be entitled to a full refund if a course is purchased and paid for online or over the telephone; and if the School is notified in writing of their desire to cancel within 7 days of registration and payment of the course. For the avoidance of doubt this clause applies only if the student is not physically present at any time throughout the conclusion of the sale. Students will not be entitled to a refund if they cancel their course after the 7 day period stipulated above.
- e) In the circumstance where notification under clause 5 d) will be impossible it is the student's responsibility to satisfy themselves that they can comply with the notification guidelines prior to making an application. In circumstances when notification under this section is not possible, an application by the student forms a waiver of the rights under this section
- 6. Published Programmes**

FBT and/or UNINETTUNO reserves the right to alter published programmes, course dates, timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. The availability of all programmes is subject to student demand.
- 7. Dates of Programmes**

FBT and/or UNINETTUNO reserve the right to alter start dates of programmes. All course timetables are subject to change.
- 8. Access to Online Resources**

FBT and/or UNINETTUNO do not guarantee availability of the online resources and other added-value services due to reasons beyond FBT's control, including technical faults and limitations.
- 9. Code of Conduct**
  - a) Students are expected to conduct themselves, at all times, in a manner which demonstrates respect for FBT and/or UNINETTUNO and its staff, fellow students, members of the public and FBT and/or UNINETTUNO Property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from FBT and/or UNINETTUNO.
  - b) FBT and/or UNINETTUNO reserve the right to report offenders to the authorities, including the Home Office.
- 10. Attendance**
  - a) Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
  - b) Students will be expelled from the programme and will not be entitled to any refund if they (i) do not adhere to the attendance requirements (ii) fail to start the course as scheduled without prior notification to FBT and/or UNINETTUNO (iii) are in breach of their visa conditions.
- 11. Withdrawal**
  - a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from FBT and/or UNINETTUNO. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.
  - b) Where a student has withdrawn from the programme without prior consent from FBT and/or UNINETTUNO, FBT and/or UNINETTUNO reserve the right to pursue the student for outstanding fees.
- 12. Exclusion**

To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity
- 13. Registration on Course**

Registration on the course constitutes registration as a student with FBT and with UNINETTUNO. Students agree to be bound by the University's Academic Regulations, the School's Code of Conduct and Terms and Conditions of Registration.
- 14. Data Protection**

Your enrolment on a course of study (including the issue of a Confirmation of Acceptance for Studies – CAS) requires sharing of personal information about you (including "Sensitive Personal Information") between FBT and UNINETTUNO. You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.
- 15. Regular Updates**

FBT Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates. In the event the Terms and Conditions on the website and the Terms and Conditions in the application form conflict, the Terms and Conditions on the website will prevail



## SECTION 3.1: INTERACTIVE TERMS AND CONDITIONS

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Registration on an InterActive postgraduate programme constitutes full and irrevocable acceptance to these Terms and Conditions:

### 1. Programme Fees

- a) Unless an instalment plan has been approved and a student pays in full the deposit and first instalment amount, full payment is required prior to dispatch of study materials or release of online user IDs and passwords. Students who have not paid will not be granted access to the InterActive platform.
- b) Where a student pays any amount by instalment, an administrative charge of £50 per instalment will be payable by the student.
- c) Tuition fees are subject to change.
- d) Non-payment of fees – InterActive reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.
- e) Interactive reserves the right to charge interest at 10% per annum on overdue amounts, which will be charged on all accounts more than 7 days overdue.
- f) All fees exclude amounts payable to any professional bodies for student registration, exemptions and examination entries, which are payable by the students (and/or their sponsors, as applicable) and InterActive accepts no responsibility for this.
- g) Certain packages which include hard-copy study manuals may incur shipping charges which are additional to the course fees. In case of international delivery, the student is solely responsible for any customs, duties and local taxation which may be imposed.
- h) Funds received but not utilised or refunded in accordance with these Terms and Conditions will be forfeited to Interactive.
- i) Course registration and fees, login credentials and course materials are non-transferable between students.

### 2. Refunds Policy

- a) Any refund made by InterActive will be paid to the original payee via the original method of payment(s).
- b) Students may be entitled to a full refund if they notify InterActive in writing of their desire to cancel within 7 days of registration and payment. This provision is subject to the student not using the online study platform for more than 30 minutes.
- c) All Applications for refunds must be made via our online channel. Students must submit a ticket at <http://livesupport.lsbf.org.uk>. Applications for refunds which are not submitted in accordance with the above will not be considered.

### 3. Published Programmes

InterActive reserves the right to alter published programmes, course dates, timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. The availability of all programmes is subject to student demand.

### 4. Dates of Programmes

InterActive reserve the right to alter start dates of programmes. All course timetables are subject to change.

### 5. Access to Online Resources

- a) InterActive does not guarantee availability of the online resources and other added-value services due to reasons beyond their control, including technical faults and limitations.
- b) Fair usage policy applies to access of study material, including study videos. InterActive reserves the right to restrict access based on operational requirements (including bandwidth consumption) to ensure fair access to all students.

### 6. Regular Updates

InterActive Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates.

### 7. Exclusion

To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.

## SECTION 4: DECLARATION

### Application checklist

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

### Have you included the following?

- A completed application form
- Certified copies of your qualifications, certificates and transcripts
- A copy of your passport
- An English language copy of your CV/résumé
- Two reference letters (academic/professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized colour photograph (jpeg, 150 \* 150 pixels)
- Proof of English proficiency
- A valid email address \_\_\_\_\_
- The name of your FBT programme advisor \_\_\_\_\_
- Courier Charge (If delivery of documents by courier is required, GBP £25)**

### Declaration

- a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.
  - b) I hereby agree, if admitted as a student at FBT, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
  - c) I agree to FBT processing my personal data contained in this form, as well as other personal data that FBT may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.
- I accept.** [by ticking this box I agree to all of the above statements and give my consent to the above terms].

Date

Signature