

EXECUTIVE MBA



Application to the Executive MBA Programme

Spring 2018

APPLICATION TO THE EXECUTIVE MBA PROGRAMME

Thank you for your interest in the Executive MBA programme. This application form is designed to give you the opportunity to present your case for admission to the programme in the best possible way. We are interested not only in your academic and professional background, but also in you as a person and what you might be able to contribute in an environment that emphasises interaction and peer-to-peer learning.

Please type your entries in the application form on a computer.

The admissions process

Application form

You must submit a complete application form to be considered for the Executive MBA programme. The form can be submitted in hard copy (mailed to us or dropped off at our office) or on-line.

Interviews

Once a joint Admissions Committee of the IBD Business School and SWPS University has reviewed your application and has decided to take it further, you will be invited for an interview either in person or by video call (Skype).

Admissions tests

- Applicants who have less than five years of relevant professional experience are required to take the GMAT test.
- However, even if they meet the five-year work experience condition, the Programme Director may ask for GMAT in certain circumstances.
- If English is not your first language, you must provide evidence of strong English language skills via either the TOEFL IBT (score of 100+), IELTS (minimum score of 7), Pearson Test of English (PTE) Academic (minimum score of 60) test or Cambridge English: Advanced – CAE (Level C1).
- Your spoken language skills will be assessed during your admissions interview and in some cases, (e.g. evidence of working in English on a daily basis) you will not be required to take one of the language tests cited above. If you have not already taken the tests, please check with us before booking them.
- Applicants are responsible for arranging their own tests.

Transcripts and certificates

Applicants are required to enclose relevant educational transcripts and degree certificates. Scanned copies are acceptable if applying electronically; however, we may still ask to see the originals before accepting you onto the programme. Transcripts and certificates issued in languages other than English and Polish must be translated into English by an authorised translator or office. Certificates issued after 2005 by an institution from the European Higher Education Area (Bologna process) are required to also submit a Diploma Supplement.

References

We ask that you provide two references, using the IBD reference form. They are an important part of the admission process and help us to understand how other people view you and the contribution you have made in an organisational, professional or personal context. We require at least one professional reference.

The second can also be a professional reference, but this is not mandatory. You may choose to use a mentor, coach, peer or someone you work closely with. Your references may be supplied after you have submitted your application.

Application fee

An application fee of 300 PLN must accompany the application. Please attach a confirmation of payment to:

SWPS University of Social Sciences and Humanities

Bank: Raiffeisen Polbank

IBAN: PL 36 1750 0009 0000 0000 1095 1135

SWIFT: RCBWPLPW

Please indicate "MBA" as payment subject

International applicants

International applicants from countries citizens of which are required a visa to enter Poland, will need to apply for an appropriate visa to the respective consulate of the Republic of Poland. IBD and SWPS will provide the necessary supporting documentation for visa application once the candidate has accepted the EMBA offer and confirmed their place on the programme.

Deadlines

Offers of admission are made on intake basis. New cohort start dates and recommended deadlines are detailed on the IBD EMBA website. Late applications may be accepted, if places are still available.

Deferrals

Candidates should apply for admission within the year they plan to enrol. If your personal or professional circumstances change, you can apply to defer your offer of a place by submitting your request in writing to the EMBA Programme Director.

Contact details

EMBA Admissions

IBD Business School

Address: 63 Wyzwolenia Str., 05-140 Serock, Poland

Tel. +48 22 782 89 14

E-mail: emba@ibd.pl

What's next?

You will be contacted within two weeks of receipt of your application. If we wish to take your application further, you will be invited for an interview either face-to-face or by video call.

EXECUTIVE MBA APPLICATION FORM

Add your picture here.

If you are submitting this application electronically, please add your picture to the e-mail as a separate attachment.

Personal details

Title:

First name: Middle name: Surname:

Preferred first name: Date of birth:

Place of birth: Male Female
(including state/voivodeship/county)

Maiden name: Mather's name: Father's name:

Nationality: Citizenship:

PESEL number (if applicable): Are you a fluent English speaker? Y N

Personal contact information

Direct telephone number: Mobile number:

Skype ID:

Email address:

Street address:

Town / city:

Postcode: County / state / voivodeship:

Country: These are my preferred contact details:

Work contact information

Direct telephone number: Mobile number:

Company name:

Email address:

Address:

Town / city:

Postcode: County / state / voivodeship:

Country: These are my preferred contact details:

Emergency contact information

Title: First name: Surname:

Relationship: Telephone number(s):

Email address:

How do you plan to finance your participation in the programme?

Self-financed

Company sponsored

Combination of both

Current Employment

Name of current employer:

Industry sector and main business activity:

Number of employees: City and country:

Your current position:

From (month/year): To (month/year):

Describe your current position and responsibilities (approx. 150 words):

Previous Employment 1

Name of employer:

Industry sector and main business activity:

Number of employees: City and country:

Your position:

From (month/year): To (month/year):

Describe your position and responsibilities (approx. 50 words):

Previous Employment 2

Name of employer:

Industry sector and main business activity:

Number of employees: City and country:

Your position:

From (month/year): To (month/year):

Describe your position and responsibilities (approx. 50 words):

Previous Employment 3

Name of employer:

Industry sector and main business activity:

Number of employees: City and country:

Your position:

From (month/year): To (month/year):

Describe your position and responsibilities (approx. 50 words):

Previous Employment 4

Name of employer:

Industry sector and main business activity:

Number of employees: City and country:

Your position:

From (month/year): To (month/year):

Describe your position and responsibilities (approx. 50 words):

Previous Employment 5

Name of employer:

Industry sector and main business activity:

Number of employees: City and country:

Your position:

From (month/year): To (month/year):

Describe your position and responsibilities (approx. 50 words):

Summary of your
Employment Experience

Number of years of employment experience:

Number of years of managerial experience:

Briefly outline your career progression:

Higher Education Qualifications

From (month/year)	To (month/year)	Awarding institution (including city and country details)	Qualification (please list highest qualification first)	Cumulative Grade Point Average (CGPA) or Division
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Continue on a separate sheet if necessary.

Professional Certificates

From (month/year)	To (month/year)	Awarding institution (including city and country details)	Qualification (please list highest qualification first)	Type of certificate (completion, attendance, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Graduate Management Admission Test (GMAT)

If you have already taken the GMAT, what scores did you receive?
(required for applicants who have less than 5 years of relevant work experience).

Total:

Verbal:

Quantitative:

Analytical writing:

Integrated reasoning:

Is English your first language?

Y

N

Did you complete your higher education in English?

Y

N

If you ticked "no" to either of the above, you must provide evidence of strong skills in spoken and written English via: the TOEFL IBT (score of 100+), IELTS (minimum score of 7), Pearson Test of English (PTE) Academic (score of 60+) or Cambridge English: Advanced – CAE (Level C1). If results of tests are pending, please indicate below:

Test taken:

Date test was taken:

Score achieved:

English skills

If you have not taken the above tests but consider your written and spoken English language proficiency to be a standard that would enable you to successfully study on this programme, please explain below:

Please briefly explain your career goals and how they relate to your development needs. (approx. 200-300 words):

Your career goals

Why IBD-SWPS EMBA?

Please outline why you have chosen to apply for the IBD-SWPS EMBA (approx. 200-300 words):

How can you contribute?

Drawing on your work and life experiences, what do you think you will be able to contribute to the IBD-SWPS EMBA? (approx. 200-300 words):

Your successes and failures

Looking back on your career so far, what have been your significant successes and failures? What have you learned from these? (approx. 200-300 words):

Your strengths

What do you feel are your major strengths and areas that need more development?
Please provide examples. (approx. 200-300 words):

Additional information

Where did you hear about the IBD-SWPS EMBA?

Who supported you in selecting the programme most suited to your requirements?

No one	<input type="checkbox"/>	Your superior	<input type="checkbox"/>	Personnel/HR	<input type="checkbox"/>
Your coach/mentor	<input type="checkbox"/>	Other, please give details:	<input type="checkbox"/>	<input type="text"/>	

Please provide the names and addresses of two people who know you well and can supply references for you. One must be a professional referee and should be the manager or sponsor to whom you report in your current or most recent job.

Name of Referee ONE:

Job title: Telephone number:

Email address:

Company name (if relevant) and address:

Town / city:

Postcode: Country:

Name of Referee TWO:

Job title: Telephone number:

Email address:

Company name (if relevant) and address:

Town / city:

Postcode: Country:

Please note: It is your responsibility to forward reference forms on to your referees (available on IBD EMBA website). The referees you have indicated will need to complete then email/post them (marked 'confidential') to:

EMBA Admissions
IBD Business School
63 Wyzwolenia Str.
05-140 Serock
POLAND
E-mail: emba@ibd.pl

Please ensure you put your name in the appropriate box of the reference form before you send it to each of your referees.

Formal offers may not be made until references have been considered.

IBD Business School uses and processes personal data about you (whether provided by you or obtained from third parties) in the general operation of the organisation and for other related purposes.

IBD is committed to responsible data processing in accordance with data protection law. This notice explains the data processing undertaken by the School. All such data processing will be in accordance with your rights under the Act on Personal Data Protection of August 29, 1997. Personal Data may be processed by the organisation for the following purposes: participant and alumni administration and the provision of education services; accounting purposes; participant and alumni record-keeping; information and database administration; your health and safety and any other reasonable purpose relating to our relationship with you both as a participant and as an alumnus. In addition, IBD may make photographic, audio and video recordings for academic and/or promotional purposes.

IBD will not disclose your personal data to any third party, person or organisation without first seeking your written permission.

If you require any further information about this please contact IBD's Information Security Administrator (currently Mr Grzegorz Wieczorek).

I hereby agree to receive commercial and promotional information from SWPS University of Social Sciences and Humanities, located at Chodakowska 19/31, 03-815 Warsaw, via e-mail.

I hereby authorise SWPS University of Social Sciences and Humanities, located at Chodakowska 19/31, 03-815, to send me promotional information via electronic devices (e.g. mobile phones) and automated calling systems.

SWPS University of Social Sciences and Humanities, located at Chodakowska 19/31, 03-815 Warsaw is the data controller of your personal data. Your data will be processed for the conclusion and implementation of the "Agreement on the conditions of payment of tuition fees" and to carry out analyzes of the recruitment process. Each person who gives their data has the right to access their data and correct them. Providing the data is voluntary but necessary to conclude the aforementioned agreement. Please send all correspondence in matters related to the processing of your personal data to an e-mail: abi@swps.edu.pl or to the address of the University with a note "ABI".

To be read and signed by the applicant

I understand that I will be responsible for obtaining any necessary visas or other travel permissions to attend this Executive MBA programme in Poland and elsewhere, if required.

From time to time, photographs and/or films may be taken of participants in class or in working groups. These photographs will only be used in IBD Business School and SWPS University promotional materials. If you have any objections, please contact Director of MBA Programmes, Dr Jan Nowak (jnowak@ibd.pl).

I certify that the information given by me in this form is correct and that I will inform IBD immediately of any changes to the information provided. I agree to be bound by the notice on use of personal data above. Furthermore, I acknowledge that if I have provided false information I may be required to withdraw from the programme with no refund of any fees paid.

SIGNATURE OF APPLICANT:

DATE:

NEXT STEPS

Checklist

- Have you filled out the form entirely?
- Do you have photocopies of your qualification certificates to be mailed or submitted online (e-mailed) with this form?
- If required, do you have a copy of your verified GMAT score report? If so, please submit it along with this form.
- Have you attached a recent photo of yourself to the form?
- Have you signed and dated the form?
- Have you sent the reference form to each of your referees?

Final step

Once you are certain that you have completed the above, please send your completed form to:

Address: EMBA Admissions

IBD Business School, 63 Wyzwolenia Str., 05-140 Serock, POLAND

E-mail: emba@ibd.pl

Telephone: (+48) 22 782 89 14

Fax: (+48) 22 782 73 91