

Master of Business Administration

Supplementary Application and Referee Form



MBA ORIENTATION PROGRAMME

The MBA Orientation takes place on a Friday at the start of the semester (one day duration). Please note that the Orientation is regarded as being the official commencement of your MBA study at AIS St Helens.

Following the Orientation, students are required to attend the compulsory MBA components:

- Leadership Development Workshop; and
- Business Writing and Referencing Workshop; and
- Information Session on use of Library Resources; and
- Presentation Skills Workshop.

Please note that you are required to attend all the above events and your attendance will be recorded.

PRE-MBA BRIDGING PROGRAMME

If you have an undergraduate diploma and meet all other criteria, you may be granted admission conditional on successful completion of a Pre-MBA Studies Programme comprising one, two or three semesters of study. The Head of the MBA Programme will approve the undergraduate degree courses undertaken within the Pre-MBA Studies Programme.

REFRESHER ENGLISH COURSE FOR “DIRECT ENTRY” STUDENTS

Applicants who have English as their second language, who have attained the English level required, and are offered and have paid fees for direct entry to the MBA are offered free of charge a 12 week part-time Refresher English Course. Applicants who are required to take English, Pre-MBA Studies, or have studied in the English medium in New Zealand, prior to entry to MBA are not eligible for the Refresher English Course. The Refresher English Course is provided in order to assist new students adjust to the New Zealand speaking environment. It comprises 15 hours per week advanced English study and normal criteria for admission and attendance in the English Language Centre apply. The course may be taken in advance or in conjunction with the start of the MBA, but is not available after the 12 week of the MBA. The Refresher English Course is part of the same Programme of Studies as the MBA and the Withdrawal and Refund Policy applies at the start of the course.

FEES

Fees for New Zealand students (New Zealand and Australian citizens and New Zealand permanent residents) and for international students include: GST, tuition, all instructional materials and assigned readings; prescribed textbooks; access to the AIS St Helens Library and online resources. A Student Services Fee is also levied. Student loans and allowances may be available to eligible New Zealand students who are studying a full-time programme. Immigration New Zealand permits international students to be employed for up to 20 hours per week.

HOW DO I APPLY

Please forward the following items to the address below:

- Enrolment Application Form
- MBA Supplementary Application Form
- a certified copy of your birth certificate or passport
- certified copies of all academic records for completed tertiary courses
- a copy of your Resumé or *Curriculum Vitae*
- a statement from your employer, or most recent employer, confirming two years minimum full time relevant employment
- two recent passport size photographs with your name printed on the back
- please arrange for two completed Referee Forms in support of your application to be forwarded to the address below. One referee should attest to your academic background and the other your professional / personal background. A close family member cannot be your referee.

Note: You may also wish to include a “Statement of Purpose” outlining why you want to undertake the MBA at AIS St Helens, and how completion of this degree might enhance your career options. This may assist with the acceptance of your application.

Please send your application to:

MBA Applications
AIS St Helens
PO Box 2995
Auckland 1140
NEW ZEALAND

ENQUIRIES:

Phone: 64-9-815 1717
Fax: 64-9-815 1802
Email: enquiry@ais.ac.nz
Internet: <http://www.ais.ac.nz>





Master of Business Administration (MBA) - Entry Requirements

For admission to the Master of Business Administration you should have:

1. at least two years' relevant work experience* as approved by the Academic Board of AIS St Helens; *and*
2. a degree, or equivalent professional qualification as approved by the Academic Board of AIS St Helens; *and*
3. IELTS 6.5 / TOEFL 550 (220) or competency in English sufficient to enable meaningful participation in the programme.

* *Relevant work experience can include experience in the following areas: Human and financial resource management; policy and planning; organisational and control processes; sales and marketing management.*

Your admission will be thoroughly assessed on: experience and potential; academic background; professional, educational and personal goals; and commitment. Your application to enter the MBA programme should be supported with two Referee Forms.

THERE ARE TWO PAGES TO THIS FORM, PLEASE COMPLETE BOTH SIDES

Applicant's Name:		
	Family name or surname	First names

ACADEMIC QUALIFICATIONS

Please list your highest qualification first

Years Attended		Name of School, College, Institute or University	City
From	To		
month year	month year		
/	/		
Name of Qualification		Field of Study	Completed?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Years Attended		Name of School, College, Institute or University	City
From	To		
month year	month year		
/	/		
Name of Qualification		Field of Study	Completed?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
From	To		
Years Attended		Name of School, College, Institute or University	City
From	To		
month year	month year		
/	/		
Name of Qualification		Field of Study	Completed?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>

PROFESSIONAL QUALIFICATIONS

Professional examinations passed and/or membership of professional organisations

Name of Professional Qualification or Association	City	Field of Study	Attached a

Please turn over and complete next side

EMPLOYMENT EXPERIENCE

Years in full-time employment Years in a managerial role Years in current position

Please attach a **Resume or Curriculum Vitae (CV)**

AND any work reference letter(s) from your employer(s).

PLEASE INDICATE WHETHER YOU HAVE WORKED IN THE FOLLOWING AREAS BY TICKING THE APPROPRIATE BOXES AND INDICATING HOW LONG YOU SPENT ON THESE DUTIES:

If ticking more than one box please indicate how long you have worked in each of the areas, if duties undertaken are not within those listed please provide other work experience details against the company worked for in space(s) below

General management and/or related experience	<input type="checkbox"/>	How long?mthsyrs
Supervisory experience	<input type="checkbox"/>	How long?mthsyrs
Experience in Financial Management and/or budgeting	<input type="checkbox"/>	How long?mthsyrs
Experience in staffing/personnel management	<input type="checkbox"/>	How long?mthsyrs
Experience in policy and planning	<input type="checkbox"/>	How long?mthsyrs
Experience in developing organization process (e.g. organization development, organization structure and design)	<input type="checkbox"/>	How long?mthsyrs
Experience in the development of procedures and control processes	<input type="checkbox"/>	How long?mthsyrs
Experience in marketing and marketing strategy	<input type="checkbox"/>	How long?mthsyrs

PLEASE PROVIDE A DESCRIPTION OF YOUR CURRENT, OR MOST RECENT, POSITIONS

Dates employed	Company / Organisation		
From	To		
month / year	month / year		
Please list your main duties, including responsibilities, undertaken during this employment.			
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.....			
.....			

Dates employed	Company / Organisation		
From	To		
month / year	month / year		
Please list your main duties, including responsibilities, undertaken during this employment.			
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Dates employed	Company / Organisation		
From	To		
month / year	month / year		
Please list your main duties, including responsibilities, undertaken during this employment.			
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Attestation by applicant [or Agent on behalf of applicant]:

I confirm that the information provided on this form relating to academic qualifications, professional qualifications and work experience is correct and true.

Signature

Name (please print)

Date