

Programme Entry Form

Personal Details: (Please write in block capitals)

Title	Dr / Mr / Mrs / Ms / Miss / Other (specify)	Attach a coloured, passport sized photo here certified by your centre
Family Name		
Former Name (if applicable)		
Other Name		
Known as		
Date of Birth (dd/mm/yy)		
Country of birth		
Nationality		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Marital status	Married <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>	

Home address	
Post code / ZIP	
Country	
Home telephone no	
Email address	

Centre	
Student Status	New <input type="checkbox"/> Existing <input type="checkbox"/> SID no - -
Centre address	
Postcode / ZIP	
Country	
Preferred contact address	Home <input type="checkbox"/> Centre <input type="checkbox"/>

HESA Requirements:

Previous HESA number (if known)	
Is English your native language	Yes <input type="checkbox"/> No <input type="checkbox"/>

The UK Higher Education Statistics Authority (HESA) has requested Heriot Watt University to collect data on ethnic origin and disability for all students. This is not compulsory and, if completed, will be used for statistical purposes only.

Ethnicity: identify your ethnic origin	
Disability: do you consider yourself having a disability/special need/medical condition that may affect your studies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details	

Qualifications: Prior Degrees/Diplomas/other Qualifications

Names of University/ College/ Institution	Dates (from / to)	Title of Qualification obtained / to be obtained	Class of degree	Date awarded / to be awarded

Certified copies of qualifications held (translated into English where required) should be sent with this form. If you hold a first degree you will be automatically matriculated as a part-time student of Heriot Watt University. If you do not have the relevant qualifications for immediate matriculation you may be matriculated upon meeting the requirements for the award of a postgraduate certificate. This requires you to pass examinations in three MBA courses, at least one of which must be a core course.

Application for Exemptions:

Title of Qualification	Preferred Exemption*

** Note: the final decision rests with the Exemption Committee. Exemptions will be considered only in compulsory courses of the MBA programme. Certified copies of qualifications, together with certified copies of transcripts of the subjects passed where appropriate (translated into English where required) should be sent with this form.*

Current Study:

Course Reference Number	Date courses taking in current teaching session	Courses taking in current teaching session	Language of proposed exam	Proposed exam date	Preferred exam centre

Academic Fees:

Fees enclosed: exemption (£65.00 per exemption sought) examination (£65.00 per exam)

I enclose a cheque/bankers draft (payable to Heriot-Watt University) for £ -

Alternatively, please debit my credit/debit card. Visa Mastercard Access Switch

Card Number

Switch issue number Switch state date /

Expiry date / Issue No

DATA SHARING:

Edinburgh Business School at Heriot Watt University works in partnership with Pearson Education and your centre to deliver postgraduate business programmes. To ensure these programmes are managed efficiently and students supported effectively, some information recorded as you progress in your studies will be shared between Edinburgh Business School, Pearson Education and your centre who has been approved as a support centre to deliver this programme. Further information on the use of this data is provided on the website www.ebsmba.com.

Declaration

1. By signing this form I agree that my information may be shared. I understand that when exemption(s) for which I am applying is/are not granted the exemption application fee(s) will be used in payment of my examination fee(s) in the subject(s).
2. I certify that the information is correct to the best of my knowledge
3. I understand as a matriculated student I am required to abide by the regulations of Heriot-Watt University.

Signed: _____ Date: _____

Print Name: _____

Approved: _____ Date: _____

Print Name: _____ Position: _____



Programme Entry Form Guidance for Completion

Personal Details:

Provide full details as indicated on the Programme Entry Form. This must include full postal details, contact telephone number and email address as well as the address of your centre.

A coloured passport sized photograph certified by your centre should be attached.

HESA Requirements:

If you have previously studied with a UK higher education institution you will have been allocated a HESA number. Please provide this information if known.

The UK Higher Education Statistics Authority (HESA) has requested that Heriot Watt University collect data on ethnic origin and disability for all students. This is not compulsory and, if completed, will be used for statistical purposes only.

Qualifications:

Provide details of any recognised qualifications held. This could include a higher educational qualification such as a first degree or a recognised professional qualification such as ACCA or CIM. Certified copies of qualifications (translated into English where required) should be sent with this form. If you hold a first degree you will be matriculated automatically as a part-time student of Heriot Watt University. If you do not have the relevant qualifications for immediate matriculation you will be matriculated upon meeting the requirements for the award of a postgraduate certificate. This requires you to pass examinations in three MBA courses, at least one of which must be a core course.

Exemptions:

Exemptions from specific core courses may be granted to holders of recognised academic or professional qualifications if they are of degree level and if they have been obtained by examination. You will not be granted exemption from an elective course.

the final decision rests with the Exemption Committee. Certified copies of qualifications, together with certified copies of transcripts of the subjects passed where appropriate (translated into English where required) should be sent with this form. You are advised not to purchase the course until you have applied for and received a response from Edinburgh Business School on your exemption.

Current Study:

Provide details of the courses currently being studied. Your centre will allocate a Course Reference Number for each course that you are taking and this should be noted on the form.

The standard study materials are supplied in the English Language. Course texts and examinations are also available in Chinese for the seven core courses and the elective courses Competitive Strategy, Negotiation and Quantitative Methods. Although the course text is in Chinese, and you may take your examination in Chinese, all other information, including the information on the websites, is in English. You must be able to understand and communicate in English in order to use the online learning resources and manage your programme. Please indicate on the form, where indicated, of your preference to sit examinations in Chinese.

Examinations are held for all courses in June and December of each year. Examinations for a limited number of courses are held in March and August in a selection of locations. Please contact your centre for a full examination timetable.

Academic Fees:

Provide payment for any examinations or exemptions for which you are applying. If your exemption application is unsuccessful, the exemption fee will be used to cover your examination fee in the respective course.

Checklist:

Before the Programme Entry Form is submitted to Edinburgh Business School please check that you have:

- attached a passport sized photo certified by your centre
- provided full contact details
- listed any qualification held
- indicated any exemption that you think you may be entitled to
- listed the courses that you are currently studying and that the course reference numbers have been assigned
- enclosed any payments due and that cheques or bankers drafts are made payable to "Heriot-Watt University"
- fully read and understood the declaration and the data sharing statement

The completed form should be returned to your centre, who is responsible for sending the information to Edinburgh Business School.