

School of Business and Economics

Applying for a
Postgraduate Executive
Programme



Thank you for choosing to study with the Executive and Professional Education Centre at Loughborough University School of Business and Economics.

The Centre is very pleased to offer a broad range of part-time open and bespoke programmes accredited at Certificate, Diploma and Masters levels, designed with a flexibility that is suitable for working professionals. Applicants with both academic and/or professional backgrounds are welcome on our programmes.

Entry Requirements

The following tables provide details of the entry requirements which our Programme Directors follow when considering an application for one of our programmes, the supporting documents which are required and the decision process.

Academic

Applicants must:

- Hold a Bachelor's degree from a UK or recognised overseas University with a Second Class honours or equivalent.

OR

- Have achieved the academic requirements for corporate membership of a British Chartered Professional Institute (equivalent to NQF level 6 or above)

OR

- Hold any other relevant qualification or professional experience as determined by the Programme Director with a reasonable level of formal academic education.

NOTE: Applicants seeking entry solely on the basis of work experience may be interviewed.

English Language

All applicants are required to satisfy the University's English language requirement in order to gain entry on to a programme. The following link provides a list of the approved qualifications we are able to accept:
www.lboro.ac.uk/international/apply/english-language-requirements

Here you can find information about qualifications from other countries which are recognised and which English language qualifications you can obtain if you don't hold a recognised qualification already.

One of the qualifications is the IELTS. The standard University IELTS English language requirements is 6.5 overall with 6.0 in each individual element (reading, writing, listening and speaking). This information is correct at time of printing.

Please always check our website for the most up-to-date information.

Please note that pre-sessional English language programmes are not suitable for Executive Education students.

Applying to us

We understand that when you come from a professional background rather than an academic background, or graduated a while ago, the process of applying for a University programme can sometimes become a little unclear. Hopefully this guide will provide you with all the necessary information you need to make this process as seamless as possible.

To enrol on your chosen programme, you must first apply online. The following table sets out the steps to be followed in the application process with the **coloured** areas requiring action from you.

• Application

- You will need to submit your application and supporting documents online using the application portal https://lucas.lboro.ac.uk/web_apx/f?p=100:101:::
- University Admissions Office will review your application and supporting documents and will contact you regarding any missing information or documents.
- Your application will be forwarded to the Programme Director who will consider the application and supporting documents

NOTE: Please be aware that the application deadline is 8 weeks before the advertised start date of the programme.

• Offer

- You will be notified of decision regarding your application by email. Where an offer has been made, you will be notified if the offer is Conditional or Unconditional and any additional documentation that is required.
- You will need to complete your acceptance of the offer via the application portal.
- If your offer was Conditional you will also need to submit any supporting documents (to meet the condition/s) via online application portal.
- When the conditions of your offer have been satisfactorily met the conditional offer will be made unconditional
- You will need to log into the online application portal to check the change of status from conditional to unconditional.

NOTE: Please be aware that all public programme intakes for postgraduate/post-experience programmes are recruitment driven requiring a minimum number of students to make a viable study group. You will be advised at least 6 weeks before the advertised start date whether the programme will run.

• Completion

When you have accepted your offer our Student Office will be notified for your Student Record to be created.

• Finance

- **Full/Partly Sponsored students:** The university admissions office will email you requesting for sponsor details and the Financial Guarantee Letter. Until we receive the official confirmation of sponsorship we will consider you to be self-funding.
- **Self-funded students:** You will receive an invoice from the University following registration. You do not need to pay your fees in advance, and you will not be billed until shortly after you have started your postgraduate course.

Please note the following important points about your tuition fees:

- You will be charged a pro-rata fee for the modules you are registered to undertake during the academic year. All fees are subject to inflationary annual increases. You should therefore prepare for inflationary increases each academic year.
- The University policy is to offer students the opportunity to pay fees in three instalments over the academic year

If you are a self-funded and are interested in undertaking the Master's programme as a self-funded student you may wish to consider a postgraduate loan as a source of funding. Details can be found at www.lboro.ac.uk/study/postgraduate/fees-funding/masters-funding/english-government-loan

• Registration

- Our Student Office will invite you to register for the programme.
- You will need to follow the registration process in advance of course start date. (Steps 1-4 from following link: www.lboro.ac.uk/students/welcome/before-you-arrive/online-registration)
- Your Student ID card will be created by the Student Office once you have completed all stages of registration. This will be collected by your Programme Administrator on your behalf and issued to you at the Programme Launch.

• Enrolment

- Your Programme Administrator will contact you with course specific information including course dates and Induction details.

1. Application

In order to apply for your programme, you will need to submit an application using our **application portal**:
https://lucas.lboro.ac.uk/web_apx/f?p=100:101::

To access the application portal, you will need to register your details. When doing so please ensure you choose a password that you will remember and use a password question and memorable word you are not likely to forget. In the case that you do forget your password you will need to use your memorable word in order to release your password.

Once you have registered you can start the process of applying by simply logging in to the portal and starting a new application. You should note that the application deadline is eight weeks before the advertised start date of the programme.

Steps 1 & 2 requires you to enter your personal details. When entering your personal details please ensure you provide us with your full first name and enter your shortened or preferred name in the box provided. This will ensure that any official documents we provide you with will have your full name on rather than your nickname. It is extremely important that you inform us of any changes to your personal details, including your email address, as soon as possible throughout the application process and your studies.

You will need to ensure you select 'Taught Masters Programme' in **Step 3**.

In **Step 4**, select 'Loughborough' campus, and then select the correct name of your programme from the list provided.

Step 5 & 6 will require information of your qualifications and experience. As our Executive programmes are designed for professionals, we accept applications from all applicants with degree-level qualifications (or equivalent) and / or substantial work experience as decided by the programme director. It is extremely important, therefore, that you provide full details of all your academic / professional qualifications and relevant work experience when completing your application.

In **Step 7** you will be asked to provide details of your referees. Where possible please ensure you have provided the contact email address of your referees so that our Applications Administrator is able to contact them directly to request their letters of recommendation.

Steps 8 & 9 require you to provide any additional information you think we may need to know and details of any disabilities you may have and your ethnic origin for equal opportunity monitoring purposes.

In **Step 10** you will be asked to upload your supporting documents as evidence of your qualifications / experience. We ask that you submit documentary evidence of all your qualifications and a CV detailing your work experience. Please note there is maximum capacity of 10mb for your application so please ensure the size of your documents fall below this in total. The table on the next page confirms the documents we will need from you.

English Language Qualifications	<p>All applicants are required to satisfy the University's English language requirement in order to gain entry on to a programme. The following link provides a list of the approved qualifications we are able to accept: www.lboro.ac.uk/international/apply/english-language-requirements</p> <p>Students who have been educated overseas who do not hold the country specific English language qualification should obtain a minimum overall IELTS score of 6.5 with 6.0 in each component in order to satisfy this requirement. We will also accept the Trinity ISE III test with a pass in all components or TOEFL with an overall score of 92, and no sub-test score below 22</p>
Bachelor's Degree	<p>Applicants who hold a degree must submit scanned copies of their degree certificate and transcripts (if available). Where the degree documentation is not in English, a certified translation must be provided.</p>
Professional Qualifications	<p>Applicants who hold qualifications from Chartered Institutions or other recognised awarding bodies must provide documentary evidence of their award.</p>
Work Experience	<p>Applicants who wish to be considered based on their work experience must have a minimum of 3 years professional/managerial experience. We will require details of their work experience covering minimum 3 years and documentary evidence of their highest- level qualification to date, where available. Applicants seeking entry solely on the basis of work experience may be interviewed.</p>
References	<p>We require two references (certified on headed paper) to support your application. The University will not contact your referees directly; you must obtain the references and upload them on the application portal. You can find some guidance regarding references following the link: www.lboro.ac.uk/study/postgraduate/apply/taught-applications/references. Applicants seeking entry solely based on work experience must provide reference covering 3 years of professional/managerial experience.</p>
Copy of Passport	<p>In order to adhere to new UKBA regulations we are now required to provide copies of passports and scans of visas (if applicable) for all applicants.</p>
Proof of Name Change	<p>Where your documents are in a previous name (i.e. maiden name), applicants will be required to provide a copy of the name change document as proof of name change.</p>
Personal Statement	<p>All applicants will be required to provide a Personal Statement. The personal statement should be around 500 words in length and should demonstrate your enthusiasm for your chosen programme. It should highlight the transferable skills that you feel will make you successful when studying.</p>

If you have any queries regarding your application, the Applications Administrator will be more than happy to assist you. Please contact them using the email address pgtaught@lboro.ac.uk and ensure you include your application reference number.

2. Offer

Once the Programme Director has reviewed and considered your application for your chosen programme you will receive an email confirming the decision. The decision will be one of the following:

- Unconditional Offer
- Conditional Offer
- Unable to make an offer for chosen programme

Unconditional / Conditional Offer

If an offer is made, you will receive an email confirming both the offer and any conditions which may apply. Please return to the online application portal to accept your offer.

If you have received a conditional offer, you will need to satisfy the conditions of that offer before an unconditional offer will be made. Supporting documentation in support of conditional offers should be submitted using our online **application portal**: https://lucas.lboro.ac.uk/web_apx/f?p=100:101:.....

Unable to make an offer for chosen programme

If the Programme Director is unable to make an offer on this occasion, we will do our best to recommend an alternative programme or advise the reasons why we are not able to make an offer on this occasion.

Please be aware that all public programme intakes for postgraduate / post-experience programmes are recruitment driven requiring a minimum number of students to make a viable study group. You will be advised 6 weeks before the advertised start date whether the programme will run.

3. Completion

Once you have satisfactorily met the conditions your offer will be made unconditional. Please return to the application portal to check your change of status from conditional to unconditional.

Sponsored students who have not already uploaded details of their sponsor and a Financial Guarantee letter will be contacted and asked to provide them. Please ensure that you respond as soon as possible as your place on the programme cannot be confirmed until this has been done.

On completion of the application process, the Student Office will create your student record. A student number will be assigned to your record which will be your Student ID number for the duration of the programme. (Currently this has a 'B' prefix followed by a unique 6-digit number).

4. Registration

You will receive an email from our Student Office within 6 weeks of your course start date, inviting you to register for your programme. It is important that you register in plenty of time before the course commences, for us to ensure we can make all the necessary preparations before your arrival for Induction.

The following link gives you steps of how to register for your programme:
www.lboro.ac.uk/students/welcome/before-youarrive/online-registration

As you are part-time students you will only need to follow steps 1-4.

When retrieving your IT credentials, you will be asked to provide your application number, which is the number you were given when you applied (eg 123456). You will also need to provide your date of birth in DD-MON-YYYY. Please note that you will need to ensure the first 3 letters of the month of your birth are in capitals.

It is extremely important when retrieving your IT credentials that you keep a record of both the user name and password that you are given, as you will need this to complete the registration process and throughout your studies to access all University IT systems. The password you are given is case sensitive.

Once you have retrieved your IT credentials you will then be able to log in to the Online Registration system. Please ensure you have prepared a photograph to upload before you log in to complete your registration. We strongly advise that you complete registration and upload your photograph at the same time to ensure there are no complications in registering for your programme.

It will take 24 hours for our systems to update once you have completed the registration process. Our Student Office will then create a student ID card which we will collect on your behalf and will give to you during your first few days at the University.

If you experience any difficulty in registering, please contact our Applications Administrator as soon as possible by emailing pgtaught@lboro.ac.uk.

5. Enrolment

The Programme Administrator for your chosen programme will contact you in advance of the course start date to introduce themselves and give you all the necessary information you need before you arrive at Loughborough University. They will be your first point of contact throughout your programme and will be pleased to support and advise you through your studies.

We hope this guide has been of use to you and look forward to receiving your application.