



## **EXECUTIVE MBA**

*CITY College, International Faculty of the University of Sheffield welcomes all applicants regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.*

### **ADMISSION REQUIREMENTS**

Selecting candidates for admission to the Executive MBA programme (MBA) is a critical decision. We believe that there is more to selecting a candidate than just considering scores, GPA's and other merely numerical performance indicators. For this reason, admission decisions for the EMBA take into account **three** primary areas of evaluation:

1. **Professional Experience** (length, breadth, and depth of professional and managerial experience; potential for career development and progression)
2. **Academic Qualifications** (a bachelor's degree from an accredited institution or previous postgraduate level studies with a satisfactory level of achievement)
3. **Additional Relevant Criteria** (potential contribution to the learning experience of the programme; maturity and motivation; ability and willingness to commit the required time and energy to the programme; community service and professional activities; support from an applicant's employing organisation).

Furthermore, it should be noted that in admitting selected groups of high-potential managers coming from the same company or industry (instead of individual applications), admission recommendations are based on both class composition and individual criteria. Class diversity in job function and industry classification is an objective.

Nevertheless, there are certain **standard admission requirements**:

- Undergraduate degree from an accredited institution (does not have to be a business degree)\*
- A minimum of three – five years of professional work experience
- Verified English Language Competence\*\*

#### **NOTES:**

\* A small number of applicants may be accepted without an undergraduate degree, provided they have substantial experience in managerial posts and they meet all other requirements.

#### **\*\*English Language Qualifications**

Successful applicants must have fluent command of the English language proven by:

- **IELTS (Academic)** with overall score 6.5 or above, with at least 5.5 in each component or
- **TOEFL** internet-based test (IBT) with overall score 88 or above, with at least 17 in Listening, 17 in Writing, 18 in Reading and 20 in Speaking or
- Examination for the Certificate of Proficiency in English (ECPE) by the University of Michigan or
- Michigan English Language Assessment Battery (MELAB): overall score 91 and above with a minimum of 81 in writing, listening and GCVR and a minimum of 3- in speaking (accepted until July 2020) or



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- Michigan English Test (MET): overall score 230 and above with a minimum of 53 in each component *or*
- **Cambridge C1 Advanced or C2 Proficiency** with overall score of 176 or above, with at least 162 in each component

For any other qualification please ask directly at: [admissions@citycollege.sheffield.eu](mailto:admissions@citycollege.sheffield.eu)

Candidates who have completed their Bachelor's studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability.

Executive MBA applicants who do not hold a formal English language qualification but meet all other course entry requirements and exhibit accumulated or informal knowledge of the English Language are accepted on the basis of their performance in an Internal English Language Assessment Test administered by CITY College, International Faculty of the University of Sheffield.

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**IMPORTANT NOTE:** Due to the variation in standards of **undergraduate education**, students should include complete information regarding all their educational qualifications. The above list is for guidance only and is not conclusive. Students unsure about the acceptability of their qualifications should write for advice to CITY College's Admissions Office with full details of their educational background.

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### **APPLICATION REQUIREMENTS**

#### **A completed application form**

You can download and print an application form from our website [www.citycollege.sheffield.eu](http://www.citycollege.sheffield.eu) or request a copy from the Admissions Office or the Representative Office in your country. Fill in the application form (either electronically or in your own handwriting). In case you fill in the application form in your own handwriting, you should scan it, attach it to your email along with the required documents described below, and send it to [admissions@citycollege.sheffield.eu](mailto:admissions@citycollege.sheffield.eu). Please note that your application and the required documents should also be sent by post to our Admissions Office (address at the end of this document).

Alternatively, you may [apply online](#) but the required documents must also be sent by post (address at the end of this document).

#### **Four coloured Photographs** (identity-card size)

#### **Certified photocopy of your University degree/s and all associated transcripts of performance**

If your institution provides degrees and transcripts in a language other than English, you are required to submit certified photocopies of the originals, as well as copies translated in English, which must be provided by the institution itself or a certified translator / translating service.

#### **Certified Photocopy of the English Language qualification(s)**

The English Language qualifications accepted by CITY College, International Faculty of the University of Sheffield are described in the relevant section of the **Admission Requirements** above. Candidates who



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have not acquired an English Language qualification at the time of the submission of their application form are required to take the Internal English Language Assessment Test administered by CITY College.

### **One Reference Letter**

Reference letters can be submitted in one of the following ways:

- on paper (in sealed envelopes, signed across the back by the recommender) attached to the application form by the applicant or
- sent via regular mail, posted directly by the referee or
- sent by email to [admissions@citycollege.sheffield.eu](mailto:admissions@citycollege.sheffield.eu) directly by the referee

There are no standard reference forms. The reference letter should be written by a person who has supervised you in an employment setting.

### **Current Resume / CV**

No standard format required.

### **Copy of your passport**

You should submit a copy of your passport (or Identity Card) where your name and other relevant personal information appear in the Latin / English alphabet.

### **Registration fee**

The registration fee is a one-time fee paid by all applicants. The registration fee is refundable in the event that the candidate's application is rejected by CITY College or, in the case of international students, if the candidate's application for a student visa is rejected by the relevant immigration authorities. When the application form and the associated documents are posted, a copy of the bank receipt of the payment of the registration fee must be included. Payment details are provided in the tuition fees list.

All the above must be submitted or posted to:\*

**The Admissions Office  
CITY College, International Faculty of the University of Sheffield  
24 Proxenou Koromila St  
54622 Thessaloniki, GREECE**

\*Completed applications can also be submitted to CITY College's Representative Offices abroad.

For a complete list and contact details of the representative offices see [International Offices Abroad](#)