



## **EXECUTIVE MBA – for Kosovo scholars 2019**

*The University of Sheffield International Faculty CITY College 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 organization).

Nevertheless, there are a number of **standard admission requirements**:

- Undergraduate degree from an accredited institution (does not need to be a business degree)
- A minimum of three – five years of professional work experience (certification is required)
- Age: minimum 26 years
- Very good knowledge of the English Language\*

#### **\* ENGLISH LANGUAGE QUALIFICATIONS**

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

- TOEFL: Internet based 89 or IELTS Academic: 6.5 or CAE (A or B) or equivalent qualifications.
- Candidates who do not have an English language qualification at the time of the submission of their application form will be required to take the English Language Test, which will be organized by CITY College, the University of Sheffield International Faculty in Prishtina on Wednesday, 24 July 2019.
- Students who have completed their entire undergraduate (Bachelor's) studies exclusively through the medium of English Language are not required to submit an English Language Qualification.

## **APPLICATION REQUIREMENTS**

### **1. An application form**

Download and print an application form from our website [at this link](#) and fill it in with the required information.

### **2. Four Photographs**

You should submit four (4) photographs in ID-size.

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

You should submit a certified copy of your Bachelor's degree and all the transcripts of your Bachelor's studies.

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

If you hold a Master's degree, you may also submit a certified copy of your Master's degree and all the transcripts of your Master's studies.

### **4. Certified Photocopy of English Language qualification**

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

### **5. One Reference Letter**

The reference letter can be submitted only on paper (in sealed envelopes, signed across the back).

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

### **6. Current Resume / CV**

No standard format required.

### **7. Copy of your passport**

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

If you need clarifications, please write to Ms Hana Hoxha [hoxha@citycollege.sheffield.eu](mailto:hoxha@citycollege.sheffield.eu)

All the above must be submitted to:

c/o Officer for the Sheffield Scholarships

**Protocol Office**

Ministry of Education, Science and Technology