



the Autonomous Management School
of Ghent University and Katholieke Universiteit Leuven

APPLICATION PACK

**MBA/Masters programmes
Academic Year 2011-2012**

1. Eligibility

To be eligible for the **MBA** programmes, applicants should meet two requirements:

1. Hold a university degree

The applicant should hold an **academic** degree (at least 3 years normal study duration, minimum 180 ECTS credits) from an academic institution that is recognised by the relevant authorities of the institution's home country. Applicants who hold a **3 or 4-year professional** degree, are also eligible provided they have a GMAT result of at least 550 (with percentile scores of 50% for both the verbal and quantitative parts).

2. Have at least three years of working experience

The applicant should have an excellent professional history, with at least three years of business-related experience after graduation.

To be eligible for the **Masters** programmes, applicants should meet the following requirement:

1. Hold a university degree

The applicant should hold an **academic** degree (at least 4 years normal study duration, minimum 240 ECTS credits) from an academic institution that is recognised by the relevant authorities of the institution's home country. Applicants who hold a **3-year academic** degree are also eligible provided they have at least one year of full-time working experience after graduation or an additional 1-year degree (minimum 60 ECTS credits). Applicants who hold a **4-year professional** degree, are also eligible provided they have a GMAT result of at least 550 (with percentile scores of 50% for both the verbal and quantitative parts).

2. Programme

1. I wish to apply for the:

MBA:

- Full-time MBA – Leuven campus
- Part-time Executive MBA (Thursday & Friday) – Leuven campus
- Part-time Executive MBA (Monday & Tuesday) – Ghent campus
- Part-time Executive MBA (Thursday & Friday) – Ghent campus
- Modular Executive MBA – Leuven campus

MASTERS:

- Masters in General Management – Leuven campus
- Masters in General Management – Ghent campus
- Masters in Marketing Management – Ghent campus
- Masters in Financial Management – Ghent campus

3. Application procedure

Applicants can choose between two equivalent application procedures: the **on-campus assessment** procedure and the **distance** procedure. Applicants who are accepted to the programme can request deferment for up to 1 academic year following the year of application.

1. ON-CAMPUS ASSESSMENT PROCEDURE

The on-campus assessment procedure requires applicants to attend the full-day admission test, which is organised at the Vlerick Ghent or Leuven campus at fixed times during the year. Registrations for the on-campus assessment are accepted up until two weeks before the test dates mentioned below. Participants who take the test will be informed of their results at the end of the assessment day. Applicants who fail may be encouraged to take a resit at one of the other test dates. In this case, the applicant will have to go through the entire assessment procedure again. Please note that applicants can only take one resit.

Participants in the on-campus assessment procedure will be required to take the following subtests:

- **Written test:** This test aims to assess the applicant's English comprehension and writing skills. The applicant will be requested to write a structured summary of and comment on an article on a relevant business concept.
- **Analytical test:** This test aims to assess the applicant's ability to recognise, understand and apply mathematical and statistical reasoning.
- **Two English-spoken interviews:** In the motivation interview the applicant is asked for his/her motivation in taking the programme and his/her expectations from it. The knowledge/management potential interview will assess the applicant's oral English language skills as well as his/her knowledge of current events and the socio-economic environment. Applicants for the specialised Masters programmes in marketing or finance will be tested on their knowledge of the resp fields. Both juries will consist of a mix of Vlerick faculty and programme alumni.

For further information about the on-campus admission test, please visit our website: <http://www.vlerick.com/masters/applications>

2. DISTANCE PROCEDURE

The distance procedure requires applicants to complete the application form and submit a number of supplemental documents to be reviewed by the Vlerick Admissions Committee, which is comprised of Vlerick faculty and admissions officers.

Interviews may be conducted as part of the application process. These may be conducted in person or via telephone. In general, completed applications are reviewed and decision notification is sent within four weeks of receipt of the complete application pack. The applicant will be informed by e-mail and in writing of the decision made by the admissions jury.

To allow for delays in obtaining visas and other administrative matters, we advise to submit your application before:

- EU applicants: 30 June 2011
- Non-EU applicants: 31 March 2011 (MBA: 30 April 2011)

For further information about the distance procedure, please visit our website: <http://www.vlerick.com/en/programmes/masters/g1/10462-VLK/distance.html>.

2. I wish to apply via:

- Distance procedure
- On-campus assessment procedure, I will attend the admission test on:
 - 26 October 2010– Leuven campus (MBA)
 - 8 December 2010 – Ghent campus (MBA & Masters)
 - 22 February 2011 – Leuven campus (MBA & Masters)
 - 12 April 2011 – Ghent campus (MBA & Masters)
 - 6 July 2011 – Ghent campus (MBA & Masters)
 - 23 August 2011 – Ghent campus (MBA & Masters)

4. Personal details

3. Name of applicant

First name

Middle name

Last name

4. Gender _____ Marital status _____

5. Place of birth

Town

Country

Date of birth

DAY		MONTH		YEAR	

Nationality

Second Nationality

6. Mailing Address

Street and number

Postal code

Town

Country

Personal e-mail

Telephone

Mobile phone

Fax

Please enter the date (if any) after which you will NOT receive mail at this address

DAY		MONTH		YEAR	

Permanent address Same as above? yes no (please provide details below)

Street and number

Postal code

Town

Country

Personal e-mail

Telephone

Mobile phone

Fax

7. Mother tongue _____

8. Proficiency in other languages (excellent, good, fair, poor)

	Reading	Speaking	Writing
English	_____	_____	_____
Other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

9. Please list any further information e.g. if you have any physical characteristics which may require special facilities.

10. List any scholarships, prizes and/or awards of academic, social, work or cultural nature you received.

11. Please describe your commitment to any past or present community or cultural responsibilities

12. Please describe your engagement in any past or present entrepreneurial activity

5. Education

13. University studies - please list all college and/or university-level courses taken.

Name of the degree	Name & location of institution	Duration (from/to)
--------------------	--------------------------------	--------------------

Undergraduate (Bachelor)

_____	_____	_____
_____	_____	_____

Graduate (Master)

_____	_____	_____
_____	_____	_____

Postgraduate (Master after Master, PhD)

_____	_____	_____
_____	_____	_____

14. Please indicate which grade you obtained at undergraduate (bachelor) level (if applicable)

15. Subject of graduation thesis (if applicable)

6. Professional details

16. Number of years of full-time work experience (excluding any internships) at the start of the programme ____
(e.g. 0; 6,5)

17. If you are currently studying: please list any work experience through student jobs or internships
Please start with the most recent job or activity. Please provide more detailed information in your CV.

Company/Organisation	Duration (from/to)	Job title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant activities (responsibilities in student organisations, etc.)

18. Current or most recent employer

Company name	Address
_____	_____
Telephone (direct line)	Mobile phone
_____	_____
E-mail	Fax
_____	_____

What is your job title, position in the organisation?

Department _____

Area of responsibility _____

Job title of person you report to _____

Briefly describe your job. Please make sure to provide full details in your CV.

Type of Employment Full-time Part-time

Starting annual salary (in EUR) _____ Current annual salary (in EUR) _____

19. Other professional experience (mention explicitly if the job was on a part-time basis)

Please start with the most recent job or activity. Please provide more detailed information in your CV.

Job Title	Duration (from/to)	Name of organisation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. GMAT

If you are applying via the on-campus procedure you do not need to complete this question.

The GMAT is a computer adaptive test administered in English by the Educational Testing Service (ETS) and is available at test centres throughout the world. The GMAT is designed to help graduate schools of business assess the qualifications of applicants for advanced study in business. It measures verbal, mathematical and analytical writing skills that are acquired over time. For detailed information on test procedures and sample questions please also refer to www.mba.com.

GMAT scores are generally valid for five years. If your GMAT score is older than 5 years you are requested to retake the test. If you have taken the GMAT more than once, the highest score will be taken into consideration provided it is not older than five years. Although Vlerick Leuven Gent Management School does not observe a strict minimum, admission with a GMAT score below 550 is unlikely.

To register for the test and make an appointment, please contact the GMAT Regional Registration Centre (RRC), which will correspond to your relevant region. The list of Regional Registration Centers and their contact details can be found on www.mba.com.

Official GMAT score reports must be sent directly to Vlerick Leuven Gent Management School by the Educational Testing Service (**programme code HF4-PH-62 for MBA Full Time, HF4-PH-26 for MBA Part Time and HF4-PH-08 for Masters**). If you have previously taken the GMAT but you have not had your score reported to Vlerick Leuven Gent Management School, you must request your result from Graduate Management Admission Test, Educational Testing Service, P.O. Box 6104, Princeton, NJ 08541 6104, USA, or www.gmac.org.

20. Do you have a GMAT score? yes, date taken:

DAY		MONTH		YEAR	

no, date scheduled:

DAY		MONTH		YEAR	

Score	Scaled	Percentile
Verbal	_____	_____
Quantitative	_____	_____
Total	_____	_____
Analytical writing	_____	_____

8. English Language Test (TOEFL/IELTS/PTE Academic)

If you are applying via the on-campus procedure you do not need to complete this question.

The TOEFL measures the ability of non-native speakers of English to use and understand English as it is used in college and university settings. All applicants are requested to take the TOEFL, except for native English speakers and applicants who have completed their entire undergraduate education in English. The test is delivered through the Internet at official, secure test centres throughout most regions of the world. In areas where access to internet-based testing is limited, a paper-and-pencil version of the test is administered. To register for the test or to obtain more information, please visit www.toefl.org. TOEFL scores are generally valid for two years. If your TOEFL score is older than 2 years you are requested to retake the test. A TOEFL score of 100 (internet-based) or 600 (paper-based) is considered acceptable.

As an alternative to the TOEFL, IELTS (International English Language Testing System) is also accepted. For more information on this test, please refer to www.ielts.org. A minimum IELTS band of 7 is required. We also accept the PTE Academic (Pearson Test of English). For more information: www.pearsonpte.com. A PTE Academic score of 68 is considered acceptable.

To register for the test and make an appointment, please visit: www.toefl.org

When taking the TOEFL, please have your official score report sent directly to Vlerick Leuven Gent Management School by the Educational Testing Service (**ETS code 7176**).

21. Do you have a TOEFL/IELTS score? not applicable (English mother tongue or undergraduate degree in English)

yes, date taken:

DAY	MONTH	YEAR

no, date scheduled:

DAY	MONTH	YEAR

TOEFL Total score _____

IELTS Overall Band score _____

PTE Academic score _____

9. Motivation essay

If you are applying via the on-campus procedure you do not need to complete the motivation essay questions.

Please take this opportunity to present yourself to the Admissions Committee in a concise, informative and open manner. Please limit your answers to 200-250 words and avoid repetition in what you write.

1. What is motivating you to seek a management education at Vlerick Leuven Gent Management School?
2. How do you expect your career to be affected by participating in this programme?
3. Describe your strong points, personal and professional, explaining why you see them as such.
4. Describe your weak points, personal and professional, explaining why you see them as such.
5. What will you be able to contribute that is unique and would make you a valuable addition to the class?
6. What do you consider to be your single most important achievement so far and the reason for its importance in your personal growth?
7. Please comment on a situation where you failed to reach an objective and what you learned from it.

8. What does “ethics” mean to you and how important is it? Give a specific example (e.g. decisions you had to make in the past) to illustrate this.
9. Optional question: Is there any additional information that is critical for the Admissions Committee to know which has not been covered elsewhere in this application?

10. Referee Details

If you are applying via the on-campus procedure you do not need to provide any referee details.

You should provide contact details from two individuals who are able to assess your intellectual ability, maturity and motivation. It is recommended that at least one recommendation comes from a person who can provide an evaluation of your educational strengths, weaknesses and overall abilities. Recommendations from friends, family members or other informal acquaintances will not be accepted.

Please list below the contact details of two persons we can contact for further information regarding your application.

Referee 1

First name _____ Family name _____

Company name _____

Position _____

Address _____

Street and number

Postal code

Town

Country

Personal e-mail

Telephone

Mobile phone

Fax

Referee 2

First name _____ Family name _____

Company name _____

Position _____

Address _____

Street and number

Postal code

Town

Country

Personal e-mail

Telephone

Mobile phone

Fax

11. General information

22. How did you first hear about the MBA/Masters programmes at Vlerick Leuven Gent Management School?

Information session at Vlerick Leuven Gent Management School

Advertisement, article, or ranking in a newspaper/website

Which one(s)? _____

Fair (when and where?) _____

Recommendation

by alumni

by professors

by family/friends

Brochure

Website of Vlerick Leuven Gent Management School

CFA

Other (please specify) _____

12. Fee

Tuition Fee

23. How will you finance your studies? _____

24. Will you apply for a scholarship? yes no

If yes, please complete the application form provided by Vlerick Leuven Gent Management School and enclose it in your application pack.

Application Fee

To complete your application you will need to pay the non-refundable application fee of €50. This must be paid either by bank transfer or online via credit card.

Bank Transfer

For payment via bank transfer, please deposit €50 into account # 448-0032521-27 (KBC Bank, Kouter 175, B-9000 Gent, Belgium) of Vlerick Leuven Gent Management School mentioning your name and the name of the programme for which you wish to apply. For international payments, use BIC: KREDBEBB and IBAN: BE48 4480 0325 2127. Costs related to international payments are at the expense of the applicant.

Online via credit card

For online payment, the payment will be made through Ogone. Ogone is one of the leading European payment service providers. At no time do we obtain or store your credit card details outside of Ogone's secure environment. Please follow this link for more details and to proceed with the online payment: <http://www.vlerick.com/en/home/6018-VLK.html>

25. I have paid the application fee yes

Please provide details of the payment below:

Method of payment _____

Date _____

13. Declaration

26. I hereby declare that all the information I have given is correct. If it is not, my application may be declared void at any time.

Date_____ Name_____

For a complete on-campus assessment application we require the following documents:

- Completed application form
- Curriculum Vitae
- A copy of your passport
- A copy of your university transcripts and diploma

Transcripts are required from all colleges or universities attended. International students whose academic records are in a language other than English, Dutch or French must submit both the original as well as translated transcripts. Applicants for the Masters programmes who are graduating in 2010 must send in an official document certifying that they have succeeded in the last-but-one year of their undergraduate studies.

For a complete distance application we require the following documents:

- Completed application form
- Curriculum Vitae
- A copy of your passport
- A copy of your university transcripts and diploma

Transcripts are required from all colleges or universities attended. International students whose academic records are in a language other than English, Dutch or French must submit both the original as well as translated transcripts. Applicants for the Masters programmes who are graduating in 2010 must send in an official document certifying that they have succeeded in the last-but-one year of their undergraduate studies.

- GMAT score (>550)
- Toefl score of 100/600 or IELTS minimum band 7 or PTE Academic score of 68.
- Motivation essay (9 questions)

VLERICK LEUVEN GENT MANAGEMENT SCHOOL

ADMISSIONS OFFICE

REEP 1

9000 GENT

BELGIUM

Tel + 32 9 210 97 11

Fax + 32 9 210 97 00

admissions@vlerick.com

www.vlerick.com