Application for admission

The Henley MSc / Postgraduate Diploma / Postgraduate Certificate in Coaching for Behavioural Change

Thank you for your interest in applying for a qualification programme in Coaching for Behavioural Change at Henley Business School, University of Reading. Please read carefully the following notes together with the appropriate sections of any programme information that you have received.

In order for your application to be considered you must:

1. Complete the application form in full.

2. Provide the following supporting documents:

• Curriculum vitae

• Certified copies of your degree certificate or higher education certificates and English transcript if applicable (see section 8 notes below).

• Results of any English Language Test (if applicable).

**Please return the form and your documents by email to exec@henley.ac.uk or by post to:**

**Executive Education**

**Henley Business School**

**University of Reading**

**Greenlands**

**Henley-on-Thames, Oxon, RG9 3AU, UK**

Please note that any missing items or an incomplete application form may result in a delay with your application.

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| Section 1 **Programme Details** |

Please indicate the programme that you wish to join.

Please provide information on any previous Henley programmes that you have applied for/ completed.

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| Section 2 **Personal Details** |

Please provide your names as they are shown in your passport. Please use only these names in all future correspondence.

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| Section 3 **Residence** |

Please provide information on your nationality and country of permanent residence..

**Ethnic Origin (UK and EU applicants only)**

The University is required to report certain pieces of information for statistical purposes. This information will not affect any decision on your application.

Please select your ethnic origin from the list provided

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| Section 4 **Contact Details** |

Please provide your home address and personal contact details. Please also indicate which address you would like us to use as your main contact address.

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| Section 5 **Current Employment** |

Please provide information on your current employment, including a brief statement on your current duties and responsibilities along with what you feel has been your major achievement in the role. Please indicate if you are not currently in employment.

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| Section 6 **Experience and background** |

Please provide further details of your coaching experience within an organisational context by answering all of the questions in Section 6.

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| Section 7 **Personal Statement** |

Please tell us how you will benefit from the programme you have applied for and state your career objectives. Please include information on your strengths and weaknesses.

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| Section 8 **Higher Education** |

Please provide information on your higher education qualifications. You will need to supply certified copies of certificates and/or transcripts confirming your qualifications (A certified copy means a photocopy that has been signed and dated by a witness to say that it is a true copy of the original). If your higher education was taken outside of the UK please also provide English translations of your transcript(s) and certificate(s) if applicable.

Please do not send originals of your documents.

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| Section 9 **Professional Qualifications** |

Please provide information on any professional qualifications that you may hold.

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| Section 10 **International Applicants** |

If English is not your first language it may be necessary for you to hold one of the recognised English Tests that we accept. Information on acceptable tests, along with the required level, can be found on the Henley Business School website. If you have taken an English Language Test, please provide details in this section. If you have not taken a test and we require you to have done so, we will include this as part of any conditions you must meet if you are successful in receiving an offer of a place.

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| Section 12 a and b  **N & P Module choice** and **Professional Certificate in Executive Coaching choice** |

Please indicate which of the two iterations of the N & P Module (Module 2) you would like to join.

If you need to complete the Professional Certificate in Executive Coaching, please indicate which intake you would like to join (you can give a 1st and 2nd choice). If however, you have previously completed the PCIC/PCEC in the last five years please indicate when you completed it.

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| Section 13 **Disability** |

If you have a disability, please give details (including, for UK students only, whether you are receiving a Disabled Students’ Allowance). If you require more space please provide the information in a covering letter. Henley needs to know the nature of your disability if it is to provide you with the best possible support. The information you provide will not affect the academic judgements about your suitability for the programme.

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| Section 14 **Further Information** |

Please indicate if you are happy for us to keep you informed about our events, programmes and activities as well as indicating the main source that prompted you to apply for this programme.

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| Section 15 **Declaration** |

If you are unable to sign and scan the application form before emailing this back to the Admissions Office, please ensure that you enter your name and date in the declaration section. This, together with your covering email when you submit your application, will be taken as the equivalent of your signature and confirmation that all the information provided in your application is complete and accurate.

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| **Data Protection** |

The personal information you supplied will be used to help us respond to your request, for quality assurance and for data analytics purposes. Your personal data will not be sold to any organisation and will not be shared with any organisations outside the University of Reading apart from those that help us to provide this service or unless required by law. The information that has been provided in this form will be treated in accordance with the General Data Protection Regulation (2016), the UK Data Protection Act 2018 and all applicable Data Protection laws. Please refer to the University of Reading at (www.reading.ac.uk/15/about/about-privacy.aspx) for more information.