



The
University
Of
Sheffield.



CITY College
An International
Faculty Of
The University.

EXECUTIVE MBA

ADMISSION REQUIREMENTS

Selecting candidates for admission is a very critical decision for the Executive MBA programme (MBA). 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; and 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 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).

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 a number of **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**

*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 a fluent command of the English language proven by: TOEFL: paper based 575 / Internet based 89-90 or IELTS: 6,5 or CAE (A or B) or equivalent qualifications.

Students that have completed their higher secondary school studies and/or their undergraduate studies through the medium of English Language are not required to present an English Language Qualification.

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

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 Admission Service with full details of their educational background*



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APPLICATION REQUIREMENTS

A completed and submitted paper (not on-line) application form

You can download and print an application form from our website www.city.academic.gr or request a copy from the Admissions Office or the representative office in your country.

4 Photographs (passport-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, we require that you submit certified photocopies of the originals, as well as translated copies, which must be provided by the institution itself or a certified translator/ translating service.

Certified Photocopy of English Language qualification(s) – if any

The English language qualifications accepted by CITY College are described in the relevant section of the **Admission Requirements** document. Candidates who have not acquired an English language qualification at the time of the submission of their application form are required to submit it by the commencement of the course.

1 Reference Letter

The reference letter can be submitted only on paper (in sealed envelopes, signed across the back) either attached to the application form by the applicant or via regular mail, posted directly by the recommender. There are no standard reference forms. The reference letters should be written by a person who has supervised you in an employment setting.

Current Resume / CV

No standard format required.

A registration fee of €390

The registration fee is a one-time fee paid by all applicants which includes both the application and admission fees. The registration fee is put towards the administrative cost of processing all applications received, and for preserving the student's admission status. The registration fee is refundable in the event that the candidate's application is rejected, as well as in the event that the candidate withdraws the application before the 5th of July. (If the application form and associated documentation is posted, a copy of the bank receipt for payment of the application fee must be included. Payment details are provided in the **Tuition Fees** list.)

All the above must be submitted or posted to:*

The Registration Office
CITY, International Faculty of the University of Sheffield
13, TSIMISKI STREET
546 24 THESSALONIKI, GREECE*

*Completed applications can also be submitted to CITY College representative offices abroad. For a complete list and contact details of representative offices see www.city.academic.gr