

# Application for Postgraduate Diploma in Public Finance and Leadership

Postgraduate Admissions, University House, The University of Warwick, Coventry, CV4 8UW, UK

## How to apply

**It is essential that you review the following information and instructions carefully before completing and submitting your application. We will not be able to consider incomplete applications.**

### ➤ How to apply

When submitting your application, we need one copy of the application form. Please ensure all sections are completed in full. Two recent passport-sized photographs must be attached. We also require one copy of the equal opportunities monitoring form.

In order to note a selection in a check box please double click the grey box and select 'checked' under the default value.

Applicants must submit a non-refundable fee of £60 with the application.

Applicants who will be sponsored for The Warwick Diploma should ensure that their sponsor completes the sponsorship statement form.

### ➤ When to apply

Applications are considered throughout the academic year so you are strongly advised to apply early, and by mid August at the latest. Due to the increasing number and quality of applications, we operate a 'waiting & reserve' system for places that may become available close to the start date.

### ➤ Outcomes

If you are short-listed you will be required to complete an interview. This can either be face to face on campus or by telephone. The programme selectors will consider your application and will notify you of their decision as soon as possible. Normally this is within ten days of interview. Offers of admission are followed shortly by details of registration procedures. If your application is incomplete (for example, if we have not received a reference) the programme selectors will not be able

to make a decision. Contact The IGPM Office for advice, if you anticipate problems or delay.

### ➤ References

Please choose two referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left further or higher education within the last five years, you should offer one academic reference and one employment-related reference. Otherwise you should offer two employment-related references. References from personal friends or relatives are not acceptable.

Ask your two referees each to complete the reference form and return it to you, sealed in an envelope, and signed across the seal to ensure confidentiality.

It is your responsibility to obtain your references. We are not able to pursue individual referees. Remember to obtain your references as early as possible since we cannot consider your application without them. If you have difficulty obtaining any references, or with any aspect of your application, please contact The IGPM Office for advice.

### ➤ Academic Transcripts

Please send us two official or certified copies of your university transcripts, setting out details of subjects studied, your grades and class of degree obtained. All international transcripts must be translated into English.

### ➤ Language Ability

If English is not your first language you will need to satisfy the selectors of your competence in English. An IELTS, TOEFL or WELT test score report should be included with your application. Visit [www.ielts.org](http://www.ielts.org) or [www.toefl.com](http://www.toefl.com) for further information.

Exemption may be given for applicants educated in an English-speaking university or employed in an English-speaking environment for at least two years.

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<b>University Number:</b> (FOR OFFICE USE ONLY)							
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## PERSONAL INFORMATION

<b>Family Name</b>			
<b>Title</b>		<b>Your sex</b>	<b>Male / Female</b> (please delete)
<b>Forename(s) in full</b>			
<b>Preferred Name</b>			
<b>Date of Birth</b>		<b>Age at entry</b>	

## COURSE APPLIED FOR

by part-time study (2 years)	<input type="checkbox"/>
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## NATIONALITY & RESIDENCE DETAILS

<b>Nationality</b>	
<b>Country of Permanent Residence</b>	
<b>Country of Birth</b>	

## COMMUNICATION WITH YOU

<b>Work Address</b>			
Please indicate below whether you prefer us to write to you at your Correspondence address or your Work address. <input type="checkbox"/> <b>Work</b> <input type="checkbox"/> <b>Correspondence</b>	Post/Zip code		
	Daytime Telephone		Mobile (Cellular) Telephone
	Evening Telephone		Fax
<b>Correspondence Address</b>			
	Post/Zip code		
	Daytime Telephone		Mobile (Cellular) Telephone
	Evening Telephone		Fax
<b>Email Address</b>			

## ACADEMIC HISTORY

School-leaving qualifications (such as 'A' or 'AS' levels, International Baccalaureate, or high school GPAs)

From	To	Name of institution & location	Certificate awarded (e.g. 'A' level, GCE or GCSE level)	Class or Grade (e.g. A, B, 1, 2)	Subject

### Undergraduate and postgraduate qualifications

From	To	Name of institution & location	Degree type and title (e.g. BA Italian)	Class or Grade (e.g. 2:1, GPA 3.3)	Subject

### Professional qualifications

From	To	Name of institution	Title of qualification	Level of award (if any)	Subject

## ENGLISH LANGUAGE SKILLS

Competence in reading, speaking and writing in English is essential if you are to get the most from the PDPFL. We ask that you demonstrate competence in English by one of the following criteria.

- |  |                          |
|--|--------------------------|
| English is your native language  | <input type="checkbox"/> |
| You have been educated entirely in English for your degree                   | <input type="checkbox"/> |
| You have worked in an English-speaking country for at least two years        | <input type="checkbox"/> |
| You will be taking a recognised English language test (IELTS, TOEFL or WELT) | <input type="checkbox"/> |
| You have taken a recognised English language test (IELTS, TOEFL or WELT)     | <input type="checkbox"/> |

### PLEASE INDICATE THE DETAILS OF YOUR ENGLISH LANGUAGE TEST BELOW

Type of test	IELTS	<input type="checkbox"/>	Test Date	dd / mm / yy	Test Score	-----
	TOEFL	<input type="checkbox"/>				
	WELT	<input type="checkbox"/>				

## MARKETING INFORMATION

We would appreciate if you could complete the following information for marketing purposes. Please note that the information you provide here is used purely for internal purposes and will not affect the outcome of your application in any way.

Have you visited Warwick Business School?

No       Yes – Date dd / mm / yy

Have you attended a WBS Open Day?

No       Yes – Date dd / mm / yy

Were you recommended to The PDPFL by a former or current participant?

No       Yes      If yes, who? -----

Please indicate using the numbers 1 and 2 the first and second most important sources of information which influenced you to apply for a postgraduate place at Warwick.

Press Advertisement/Article	<input type="checkbox"/>	Careers Office	<input type="checkbox"/>
Recommendation from student	<input type="checkbox"/>	British Council	<input type="checkbox"/>
Graduate School Prospectus	<input type="checkbox"/>	Postgraduate Fair	<input type="checkbox"/>
PDPFL brochure	<input type="checkbox"/>	Recommendation from Employer/Colleagues	<input type="checkbox"/>
University poster	<input type="checkbox"/>	Recommendation from Tutor/Academic	<input type="checkbox"/>
Internet site	<input type="checkbox"/>	Other	<input type="checkbox"/>

## EMPLOYMENT DETAILS

### About your current employment

<b>Job title/position held</b>		<b>Date employment started</b>	__ / __ / __
<b>Department</b>			
<b>Name of organisation</b>			

Does your employer know you are applying to The Warwick Postgraduate Diploma in Public Finance and Leadership?

Yes  No

May we contact you at work?

Yes  No

Please choose which one of the following most closely matches your job function:

<input type="checkbox"/> Business Development	<input type="checkbox"/> Consulting	<input type="checkbox"/> Finance	<input type="checkbox"/> General Management
<input type="checkbox"/> HR/Recruitment	<input type="checkbox"/> IT	<input type="checkbox"/> Legal	<input type="checkbox"/> Operations Management
<input type="checkbox"/> Research & Design	<input type="checkbox"/> Scientific/Medical	<input type="checkbox"/> Other (please specify)	_____

Please indicate the sector in which you work (e.g. voluntary, central government, local government, fire etc)

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Please describe your job, including the nature of work undertaken, your responsibilities the size of your budget you are responsible for, and the number of employees under your supervision. Continue on a separate sheet of paper if necessary.

## EMPLOYMENT DETAILS

**About your previous employment** please continue on a separate sheet of paper if necessary

<b>Job title/position held</b>		<b>Date employment started</b>	__ / __ / __
<b>Name of organisation</b>		<b>Date employment ended</b>	__ / __ / __
<b>Role and Responsibilities</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<b>Job title/position held</b>		<b>Date employment started</b>	__ / __ / __
<b>Name of organisation</b>		<b>Date employment ended</b>	__ / __ / __
<b>Role and Responsibilities</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<b>Job title/position held</b>		<b>Date employment started</b>	__ / __ / __
<b>Name of organisation</b>		<b>Date employment ended</b>	__ / __ / __
<b>Role and Responsibilities</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

**About your unpaid public service experience**

<b>Role</b>		<b>From</b>	__ / __ / __
<b>Name of organisation</b>		<b>To</b>	__ / __ / __
<b>Details of experience</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

## PURPOSE OF STUDY

Please use this space to state your principal reasons for wishing to join The Warwick Postgraduate Diploma in Public Finance and Leadership, what you hope to gain from the programme and what you hope you will be able to contribute to the programme. Please continue on a separate sheet if necessary.

## REFEREES

Please state below the details of two referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left full-time education within the last five years, you should offer one academic and one professional reference. Otherwise please offer two professional references. References from friends or relatives are **not** acceptable.

Ask your referees to complete the attached reference form, seal this in an envelope signed across the seal and return this to you to submit to the Postgraduate Admissions Team.

	First referee	Second referee
Name		
Position		
Relationship to you		
Organisation		
Address		
Telephone		
Email		

## FUNDING

Which of the following sources of finance do you propose to use to fund your Warwick Diploma? Please tick as many as necessary.

Self	<input type="checkbox"/>	Family	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Scholarship	<input type="checkbox"/>
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Name of scholarship

Has this been awarded yet?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## CRIMINAL CONVICTIONS

If you have been convicted of a criminal offence (excluding (a) motoring offences for which a fine and/or a maximum of three penalty points were imposed, or (b) spent sentences), then you are required to declare this, by ticking 'Yes' If you have not been convicted of a criminal offence, then you must tick 'No'.

Have you any criminal convictions?  Yes  No

## DECLARATION

Before submitting the application form, please read the following paragraphs carefully.

By submitting this form, you are saying that the information that you have provided is accurate and complete, and that you agree to abide by the rules of the University.

Any offer of a place that you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the University of Warwick.

### Notes

- Applicants, or their advisers, who wish to declare additional material information, should do so by writing directly to the Postgraduate Admissions Team.
- False information includes any inaccurate or omitted examination results.
- Omissions of mandatory information will include failure to declare any other information which might be significant to your ability to commence, or to complete, a course of study.

In pursuance of the prevention of fraud, the University reserves the right to disclose information that is given in your application form to outside agencies, e.g. to the Police, to the Home Office, to Local Authorities, to Examining Boards, to the Department of Social Security, or to the Student Loans Company.

If the University has reason to believe that you, or any other person:

- has omitted any mandatory information (see Note c),
- who is requested in the instructions of the application form to provide information, has made any misrepresentation or has given any false information, then the University will take whatever steps that it considers necessary to establish whether the information, given in your application, is correct.

The University reserves the right, at any time, to request that you, your referees, or your employer, provide further information relating to any part of your application form, e.g. proof of identification, of status, of academic qualifications, and/or of employment history.

## CHECKLIST

Please enclose the following with your application, if possible, or submit these as soon as possible otherwise your application may not be considered. Please tick if you have enclosed:

- |   |                          |
|---|--------------------------|
| Application Form  | <input type="checkbox"/> |
| Two references sealed in envelopes signed across the seal * | <input type="checkbox"/> |
| Two passport-sized photographs attached **                  | <input type="checkbox"/> |
| One equal opportunities monitoring form                     | <input type="checkbox"/> |
| Academic transcripts  | <input type="checkbox"/> |
| English Language test results (if applicable)               | <input type="checkbox"/> |

\*\* Please copy one picture into the box on the right resized to 3.5cm x 3.5cm. If posting two photographs are required.

**I hereby apply for admission to the Warwick Postgraduate Diploma in Public Finance and Leadership leading to CIPFA membership and I confirm that the information provided above is correct to the best of my knowledge. I understand that any offer of admission may be withdrawn if I cannot provide documentary evidence of any statements on this form. I undertake to observe CIPFA's Charter and Bye-Laws, Disciplinary Regulations and Standards of Professional Practice.**

Signature

Date (dd/mm/yy)

\_\_/\_\_/\_\_

\*If the reference forms are emailed for completion then they should be emailed directly to the university by the referee.



## EQUAL OPPORTUNITIES MONITORING

The University of Warwick is required to return statistics about the origin of all applicants to HESA, the United Kingdom national student data collection agency.

The University is committed to ensuring that applicants are selected for admission on the basis of their academic qualifications and/or relevant professional experience. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in admissions. The information you provide will be used for monitoring and statistical purposes only. Your co-operation in providing the following information would be appreciated.

### Asian

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

### Mixed Race

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed background

### Black

- Caribbean
- African
- Other black background

### White

- British
- Irish
- Other white background
- Other Ethnic background

### Special Needs

The University welcomes applications from people with special needs and considers applications on the same academic grounds as those from other candidates. It is helpful to know about your special needs in advance so that we can discuss whether facilities are available in the University.

**Applicants with special needs are encouraged to contact the Disability Co-ordinator:**

**Telephone: +44 (0) 24 7657 3734**

**Email: [disability@warwick.ac.uk](mailto:disability@warwick.ac.uk)**

You should be aware that not disclosing information regarding your disabilities could mean that your needs are not properly met - e.g. books with large print, or even the availability of ground floor lecture rooms if you have accessibility problems.

Are you a registered disabled person?  Yes  No

If you have special needs, please tick the boxes which are applicable to you:

An unseen special need e.g. Diabetes, epilepsy, asthma	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Mental Health Difficulties	<input type="checkbox"/>	Blind/partially sighted	<input type="checkbox"/>
Wheelchair user/mobility difficulties	<input type="checkbox"/>	Deaf/hearing impairment	<input type="checkbox"/>
Autistic Spectrum Disorder/Asperger's Syndrome	<input type="checkbox"/>	Need Personal Care Support	<input type="checkbox"/>
Other special needs	Details		

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## Reference Form

The applicant's name is \_\_\_\_\_ Their preferred mode of study is \_\_\_\_\_

The person named above is applying for admission to The Warwick Postgraduate Diploma in Public Finance and Leadership programme and has named you as a referee.

We would be grateful if you would complete this form as fully as possible. Any information that you provide will be used by the programme selectors in assessing the suitability of the applicant, and will naturally be held in the strictest confidence.

Warwick Business School is one of the largest and most highly regarded centres of excellence in Europe, renowned for its performance in both research and teaching. The Warwick Diploma is awarded to those who succeed in the challenging and broad-based programme. We select intellectually outstanding candidates from around the world who possess exceptional leadership qualities with the personal and interpersonal skills needed by the leaders of tomorrow.

*This form consists of two pages. Please return the completed form to the applicant, sealed in an envelope. Please help to ensure that this reference remains confidential by signing your name across the envelope's seal.*

Your name

What are the applicant's most significant limitations?

Your organisation

Your position

Your postal address

Your postal code

Your telephone number

How do you rate the applicant's intellectual & academic ability?

Your email address

How long have you known the applicant?

Years

Months

What is your connection with the applicant?

How do you rate the applicant's competence in the English language in the following contexts?

Speaking

Native  Fluent  Intermediate  
 Basic  Unable to rate

Listening

Native  Fluent  Intermediate  
 Basic  Unable to rate

What do you consider to be the applicant's major strengths?

Reading

Native  Fluent  Intermediate  
 Basic  Unable to rate

Writing

Native  Fluent  Intermediate  
 Basic  Unable to rate

Business

Native  Fluent  Intermediate

	<b>communication</b>	<input type="checkbox"/> Basic	<input type="checkbox"/> Unable to rate
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**How often does the applicant use English in the workplace?**

- Daily       Weekly       Occasionally  
 Rarely       Never       Unable to rate

**How would you rate the applicant in the following categories?**

<b>Initiative</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Leadership</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Tenacity</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Creativity &amp; innovation</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Achievement</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Problem solving</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Analytical ability</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Quantitative skills</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Verbal communication</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Written communication</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Team-working</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Organisational skills</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Assertiveness &amp; self-confidence</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Time management</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		
<b>Sociability</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average		
		<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to rate		

Would you recommend the applicant as a participant for The PDPFL?

- Yes, strongly       Yes, I would  
 Yes, with reservations       No, I would not

*The Data Protection Act 1988 may force the University to provide the applicant with a copy of this reference, if they formally request it. Please indicate whether you agree with this.*

- Yes, the applicant may see this reference**  
 **No, the applicant may not see this reference**

Please sign and date your reference here, seal it in envelope signed across the seal, and return it to the applicant.

Date \_\_\_\_\_

**In the space below, or on a separate sheet, please give any further comments on the ratings you have made, and your assessment of how the applicant with contribute to The Warwick Diploma.**

Please contact The IGPM office if you have any queries or comments about this form.  
 t + (0)24 7652 8199 f + (0)24 7652 4410 e [IGPM@wbs.ac.uk](mailto:IGPM@wbs.ac.uk)  
 The Institute of Governance and Public Management, Warwick Business School, The University of Warwick, Coventry CV4 7AL, United Kingdom

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## Sponsorship statement

The applicant's name is \_\_\_\_\_

The person named above is applying for admission to The Warwick Postgraduate Diploma in Public Finance and Leadership programme and has indicated that you will sponsor them. We would be grateful if you would complete this form and return it to the applicant.

Warwick Business School is one of the largest and most highly regarded centres of excellence in Europe, renowned for its performance in both research and teaching. The Warwick Diploma is awarded to those who succeed in the challenging and broad-based programme. We select intellectually outstanding candidates from around the world who possess exceptional leadership qualities with the personal and interpersonal skills needed by the leaders of tomorrow.

Applicant's organisation

Sponsoring organisation

Applicant's position

Your name

Applicant's postal address

Your postal address

Applicant's telephone number

Your telephone number

Applicant's fax number

If the applicant is accepted, please send fee invoices to:

Your fax number

On behalf of this sponsoring organisation, I confirm that we wish to sponsor this applicant for fees and expenses as a participant on The Warwick Diploma

The sponsoring organisation will pay

- all fees  
 partial fees (please indicate level of support below)

Please sign and date this statement here, and return it to the applicant.

\_\_\_\_\_

\_\_\_ / \_\_\_ / \_\_\_

Thank you for your time

Please contact The IGPM office if you have any queries or comments about this form.

t + (0)24 7652 8199 f + (0)24 7652 4410 e [IGPM@wbs.ac.uk](mailto:IGPM@wbs.ac.uk)

The Institute of Governance and Public Management, Warwick Business School, The University of Warwick, Coventry CV4 7AL, United Kingdom

