



LONDON PROGRAMMES

INFORMATION AND APPLICATION PACK
(Updated March 27, 2012)

Please save and/or print this pack. Read carefully making sure you understand all of its contents before proceeding to apply.

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HOW TO APPLY

Once you have read and understood this **Information and Application Pack** you will be ready to apply.

Make sure you:

- Have read and **fulfill the criteria** on our website page "**Eligibility**".
- Have completed your **Resume** available in electronic format (MS Word '.doc' only) for uploading to our website.
- Have your completed **Personal Statement** available in electronic format (MS Word '.doc' only) for uploading to our website.
- Have your **Photograph** available in electronic format (JPEG image '.jpg' only) for uploading to our website. **Images must be exactly 140 pixels wide and 180 pixels high.**
- Have the information and contact details (email address) for each of your **three** referees.

To access our online application system, follow the instructions on the How to Apply Page of our website. You will be asked to Sign Up to my.mountbatten.org and Activate your account via email. Once your account is active you will be able to Log In and begin working on your application documents.

You will need to submit three reference requests, complete the application form and upload your Resume, Personal Statement, and Photograph. You will only be able to print out a copy of your Application Form once you have completed it online.

NOTES TO APPLICANTS

APPLICATION FORM

Complete the application form carefully and accurately, paying close attention to spelling and grammar. Applications with mistakes may disqualify you from consideration. **Please note that the information you supply will be used throughout the application process and subsequently your year if you are successful.** This applies to both **content** and **format**.

RESUME & PERSONAL STATEMENT

The Resume and Personal Statement are used to sell you to a potential Sponsor Company. They should be an honest reflection of you. A Sponsor Company will not consider you a suitable candidate if your documents contain spelling and grammatical errors, so make sure to proof read and spell check all documents before submission.

The Resume (called a CV in the UK) is a very important part of the application procedure. It should reflect you at your best and must contain accurate information about your education, work experience and skills. A specimen Resume is provided in this pack to help you with the format.

The Personal Statement tells Mountbatten and a prospective Sponsor about you. Demonstrate your reasons for applying. Tell us what you expect to gain from the work placement and academic program, what you think you have to offer a Sponsor Company, and how the experience may fit into your long-term career goals. The statement should draw upon your past experiences (education, employment, interests, etc.) and the knowledge/ transferable skills you have acquired. This document provides you with an opportunity to expand on the information supplied in your application, including your resume. Avoid generalities, and make it personal to you. Use examples to illustrate why a Sponsor Company should hire you.

The Resume and Personal Statement must be created and uploaded in MS Word (*.doc) format. The Personal Statement should be one page.

PHOTOGRAPHS

Sponsor Companies typically look for young people, who are personable, well groomed and who present themselves professionally. A poor photo can be an instant turn-off. It is well worth a bit of extra effort to ensure that the photograph you submit is well produced and looks professional.

We require an up-to-date, color, passport-style 'head and shoulders' picture taken against a **clear** background. We recommend that you wear a light shirt under a dark suit jacket – graduation pictures are not acceptable. Above all remember to SMILE!

The Photograph must be created and uploaded as a JPEG image (*.jpg) format.

REFERENCES

We use an online email / web based reference system.

References are provided in confidence.

We require:

- One academic reference from your university professor/ academic advisor/ tutor.
- Two work (professional) references. Ideally, these should be from your two most recent employers but exceptions are allowed. We accept references from part-time, internship, and voluntary employers as well as full-time.

Choose referees who know you and your work well. The more academic and work-based feedback we receive the better your application. References prefaced by "I have limited knowledge of the candidate" are of little use.

We do NOT accept:

- References that are submitted after the application deadline date.
- References prepared by family members, family friends, or colleagues/co-workers.
- References not submitted via our online application system.
- Paper or faxed references.

It is your responsibility to ensure that we receive all your references in accordance with the deadline requirements for your proposed intake.

To ensure this, we recommend that you:

1. Contact your referee, explain that a reference request will be emailed to them and confirm which email address the forms should be sent to.
2. Double check the spelling of the referee's email address with the referee themselves and as you submit it to us.
3. Call the referee and prompt them to check their inbox and submit the reference form to us as soon as possible.
4. Keep up to date with your application progress. Once a referee has responded to the reference request the status on your my.mountbatten account will change. This will notify you that the reference form has been submitted.

TIER 5 – GOVERNMENT AUTHORISED EXCHANGE

Mountbatten participants are sponsored to work in the UK under Tier 5 (Temporary Worker - Government Authorised Exchange) of the UK Border Agency's Points Based System (PBS). Each participant is issued with a Certificate of Sponsorship **upon confirmation of placement with a London Sponsor Company**. The Certificate of Sponsorship is a unique reference number that allows you to apply for and obtain Entry Clearance (a Visa) to enter the UK.

Mountbatten will provide you with direction and guidance, including comprehensive instructions on how to apply for your visa once you have been offered and have accepted a position in London.

PASSPORT

A passport with ample validity is required. If you do not currently have a valid passport in your possession, you may still submit your application. However, you must apply for a passport immediately. If you are placed with a London Sponsor Company, we require your passport details in order to apply for your Certificate of Sponsorship.

If your application is successful, you will be asked to bring a copy of the photo page of your passport to your interview with Mountbatten staff. If you have not received your passport prior to interview, you must be able to submit proof that you have a pending passport application.

CHECKLIST OF DOCUMENTS / ITEMS TO BE SENT TO THE NEW YORK OFFICE

- A. **Printed** copy of your **Application Form**.
- B. 1 printed copy of your **Resume** in the exact format in which it was uploaded.
- C. 1 printed copy of your **Personal Statement** in the exact format in which it was uploaded.
- D. A check or money order for the **Application Fee** – please see website (Financial Information).
- E. Original (sealed) **University Transcript** – sent directly by your university.

Please note: Mountbatten's New York Office **CANNOT** start processing your application until it receives items A through E above. You are responsible for making sure that a hard copy of your application (including check or money order for the application fee) is submitted according to the application deadline requirements outlined below.

Please send your completed application to:

**Mountbatten Institute
London Admissions Team
50 East 42nd Street, Suite 2000
New York, NY 10017
USA**

APPLICATION DEADLINES

AUGUST INTAKE – Applications are accepted from the preceding October 16th through to **March 31st** of the year of the program start date.

MARCH INTAKE – Applications are accepted from April 1st through to **October 15th** in the year preceding the program start date.

All application materials must be postmarked no later than the application deadline date in question.

If the deadline falls on a weekend or national holiday, we will accept applications and supporting documents postmarked on the following business day. It is **your responsibility** to ensure that we receive **all** your application materials, including references by the deadline.

Applications are not reviewed on a rolling basis, but are considered together following the respective deadline.

PROCEDURES

- **Interviews** are held in April/May for programs beginning in August and in November/December for those beginning in March. These time-scales are approximate and therefore subject to change.
- **Successful candidates** are notified two weeks from the deadline for a particular intake (March intake or August intake) whether their application has been successful or not. A web link with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly. You will be notified of your acceptance into the Candidate Pool within one week of interview. You will then have **one week** to pay the Initial Deposit (USD \$1,000). **Acceptance** means that the applicant, having been interviewed, is considered appropriate for the requirements of the program. Notification of acceptance is always in writing, via email.
- Candidates who are interviewed and accepted to a given intake are **not** permitted to defer their acceptance to a subsequent intake and will be required to reapply.
- **Placement:** As soon as we receive your check for the Initial Deposit and your updated resume/personal statement, we create a candidate profile pack (Resume, Personal Statement and Photo), and enter you on a matrix ready for the placement cycle. The matrix lists the candidates and placements (positions) available. No placement action is taken until the Initial Deposit has been received. Profile Packs are offered to a number of Sponsor Companies who indicate their preferred candidate choice after a series of telephone interviews. This process continues until all placements are filled. The estimated time frame for placement is fully discussed with the candidate at the time of interview. Note: While we aim to place the majority of those accepted into the Candidate Pool, acceptance is not a guarantee of placement, since this must ultimately be at the discretion of the Sponsor Company. If by the **end** of placement, Mountbatten has been unsuccessful in placing a candidate, the Initial Deposit will be refunded.
- **Transportation to the UK** is the responsibility of the participant. Since our applicants come from different regions, Mountbatten is unable to arrange group flights. We do, however, ask that participants arrive at London Heathrow (LHR) airport between the hours of 7am and 3pm (local time) on the scheduled arrival date to ensure that we can provide you with transportation to the temporary accommodation. Further details are provided upon placement with a London Sponsor Company.

FINANCIAL INFORMATION

FEES PAYABLE TO MOUNTBATTEN INSTITUTE

Please refer to the **FINANCIAL INFORMATION** section of the website for current fees and tuition.

NOTES ON FEES PAYABLE

Payment of the Application Fee should be by **check** (or money order) made payable to **The Mountbatten Institute**. Details of how to pay subsequent fees will be provided at the relevant stage.

We do not accept cash or credit card payments. Wire transfers may be accepted in certain cases. Please contact the admissions team in New York for details.

Regrettably we receive bad checks from time to time. This creates extra work in both our New York and London offices. In the event that your payment bounces, a surcharge will be issued to cover our bank charges and administrative costs.

ALLOWANCES PAID TO THE PARTICIPANT (in British Pounds Sterling)

- **Living allowance: GBP £615 per month paid monthly in arrears. The allowance is paid on the last Friday of every month.** GBP £10 per paycheck is deducted for basic telephone and Internet service. Please note that the first living allowance is not paid until the last Friday in April (March program) or September (August program) so you will need funds to last until then. Therefore, your first living allowance will be larger than normal.
- Accommodation is provided free of charge, either in temporary accommodation during orientation week, or in Mountbatten's designated flats (apartments) throughout the placement year.

SECURITY DEPOSIT

- A housing **security deposit** of **GBP £200** is retained by deducting GBP £60, £70, and £70 from the 2nd, 3rd, and 4th living allowance payments. This deposit is returned without interest after the conclusion of the London year less any required payments for breakages, damage to apartment furniture, etc., and less any charges required for professional cleaning of the apartment.

The security deposit is not refunded to participants who leave London prior to the conclusion of the year.

For those enrolled in the MBA, on conclusion of the London year, the security deposit balance will be retained and put towards the Bangkok accommodation deposit. The remaining balance will be refunded after you leave Bangkok.

OTHER EXPENSES

- **Return Airfare** – prices vary depending on the time of year.
- **Visa fee** of approximately USD \$314 plus USD \$12 shipping and handling. Visa fees are subject to change without notice.
- Approximately USD \$1,500-\$2,000 will be needed to cover expenses during the first few weeks – up until the first living allowance. Mountbatten makes arrangements for participants to open a bank account in the UK.

FUNDING/ FINANCIAL ASSISTANCE

US FEDERAL DIRECT LOANS – MBA ONLY

St Mary's University College, Twickenham participates in the William D. Ford Federal Direct Loan Program. Under the Direct Loan Program, the US Department of Education serves as the lender.

HOW MUCH CAN I BORROW?

Annual Federal Direct Loan (unsubsidized) Limits – from July 1, 2012:

	Direct Unsubsidized
Graduate Student	USD \$20,500
<i>Interest Rate</i>	6.8% fixed Interest charged while in school

Federal Direct PLUS Loans may be used as supplemental funding when unsubsidized loan maximums are reached. PLUS loans have a fixed interest rate of 7.9%.

Direct Loans are only available to eligible Americans enrolled in the MBA in International Business Practice.

INSTRUCTIONS ON HOW TO APPLY

1. Complete the **2012-2013 electronic FAFSA**. This form is available online at <http://www.fafsa.ed.gov>.
SCHOOL CODE: G41437 or 041437-00

**ST MARY'S UNIVERSITY COLLEGE
WALDEGRAVE ROAD
STRAWBERRY HILL
TWICKENHAM
TW1 4SX**

To complete the *FAFSA* electronically, you will need a Federal Student Aid PIN. To apply for a PIN (if you do not already have one), visit the Federal Student Aid PIN website at www.pin.ed.gov.

The school year for 2012-2013 runs from July 1, 2012 through June 30, 2013. This means you will need to complete a second *FAFSA* [2013-2014] at a later date if you plan to apply for Federal loans for the Bangkok fieldwork experience. Applications for the 2012-2013 year are currently available.

To complete the *FAFSA*, you will need the following information:

- Social Security Number
- Driver's License Number [if you have one]
- 2010 W-2 forms and other records of money earned.
- 2010 Federal tax return.
- Bank statements for savings and investments

When filling out the *FAFSA*, it is only necessary to fill out the sections about **yourself**. As a graduate student you are considered an independent and are therefore only required to complete the student section.

2. Once your *FAFSA* is received by the U.S. Department of Education, your Expected Family Contribution [EFC] will be assessed and recorded on a Student Aid Report [SAR]. You will be emailed a copy of your SAR. It is your record that the federal government has processed your *FAFSA* and determines eligibility for aid. Please review the information carefully and ensure that it includes an EFC. If any information is missing or there are comments stating further information is required, you will need to make corrections and re-submit your application.

3. Complete Direct Loan Entrance Counseling online. You must complete Direct Loan Entrance Counseling before you can receive a Direct Loan.

To complete Direct Loan Entrance Counseling electronically, visit the StudentLoans.gov website at <https://studentloans.gov>. You will need a Federal Student Aid PIN. This is the same PIN used to complete the FAFSA.

4. Complete a Direct Loan Master Promissory Note (MPN) online for Direct Unsubsidized Loan.

The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loans. You will need to complete a new Direct Loan MPN each academic year that you receive a Direct Unsubsidized Loan. A separate MPN is required for a Direct PLUS loan.

To complete a Direct Loan MPN, visit the StudentLoans.gov website at <https://studentloans.gov>. You will need a Federal Student Aid PIN. This is the same PIN used to complete the FAFSA. After you complete your MPN, you will be able to print and retain it for your records. You do not need to provide St Mary's with a copy. St Mary's will be notified electronically of your completion.

5. The International Office at St Mary's will review your application and establish your eligibility for a Direct Loan. Upon review, you will receive an award letter detailing the amount of financial assistance available to you. Please **sign and date the award letter** and return it by email to the Mountbatten Office in New York. St Mary's will not take any action until a signed and dated award letter is received. An award letter can only be issued once you are officially registered with St Mary's. We will notify you when an award letter is sent to you.

LOAN DISBURSEMENTS

Direct Loan funds are issued in two disbursements. The London MBA Tuition will be withheld in two disbursements of USD \$7,000 (USD \$14,000 total) – the first at the beginning of the your year and the second at approximately the mid-way point. Any remaining balance will be forwarded to you via wire transfer to your US bank account.

Eligible Americans applying for US Federal Direct Loans may defer payment of the London MBA Tuition [USD \$14,000] **ONLY** pending receipt of US Federal loan funds. The Initial Deposit [USD \$1,000] is payable **on acceptance to the Candidate Pool** (following interview with Mountbatten staff). The balance of the Programme Fee [USD \$2,900] is payable **when placement with a London Sponsor Company is confirmed** (prior to departure for London). Loan funds may not be available until after your arrival in the UK. Therefore, you will need sufficient funds to cover both these payments. Equally, if you choose to accept a lesser sum than the tuition owed, the remaining tuition is payable before you leave for London.

EXIT COUNSELING

Exit Counseling:

- Is required before you graduate
- Helps you understand your rights and responsibilities as a student loan borrower
- Provides useful tips and information to help you manage your loans

Prior to finishing your MBA, you are required to complete exit counseling. Exit counseling may be completed online at: https://www.nsls.ed.gov/nsls_SA/SaEcWelcome.do

SALLIE MAE SMART OPTION LOAN – POSTGRADUATE CERTIFICATE

Eligible Postgraduate Certificate students may apply for a Sallie Mae Smart Option Student Loan to cover associated costs, up to a maximum of USD \$15,000.

Visit: <http://www.salliemae.com> for more information and to apply.

This information does not constitute an endorsement by the Mountbatten Institute.

Eligible participants applying for a Sallie Mae Smart Option Loan may defer payment of the Postgraduate Certificate Tuition (USD \$6,000) ONLY pending receipt of the loan funds. The Initial Deposit (USD \$1,000) is payable **on acceptance to the Candidate Pool** (following interview with Mountbatten staff). The balance of the Programme Fee (USD \$2,900) is payable **when placement with a London Sponsor Company is confirmed** (prior to departure for London). Loan funds may not be available until after your arrival in the UK. Therefore, you will need sufficient funds to cover both these payments.

The Sallie Mae Smart Option Loan is subject to credit approval and may be applied for with a co-signer. If you are not approved for the loan, the tuition is payable prior to departure for London. Equally, if you approved for a lower amount or, choose to accept a lesser sum than the tuition owed, the remaining balance is payable before you leave.

LOAN DEFERMENTS

It may be possible to defer prior undergraduate or graduate loans while you are enrolled at least halftime at an eligible school (St Mary's University College, Twickenham). If you have a loan deferment request, please contact the Mountbatten Office in New York.

While most loans are successfully deferred, the Institute makes **no guarantee**. If your loan deferment request is not approved, it is your responsibility to make payments according to the terms and conditions of your loan.

ACADEMIC PROGRAMS

Mountbatten's integrative learning curriculum combines one year of full time work experience at one of our Sponsor Companies in London with participation in an education and training program. All participants study towards an:

MBA in International Business Practice

Or,

Postgraduate Certificate in International Business Practice [PGC]

Both the MBA and PGC are delivered and administered by St Mary's University College, Twickenham. Participation in the MBA or the PGC course is mandatory and requires your full commitment. Attendance at all MBA and PGC sessions is required.

A key objective of the MBA and PGC programs is to enable participants to develop skills in analysis, problem solving and decision-making through a cross-cultural business studies curriculum.

Classes for both the MBA and PGC programs are held at the Anglo American Study Center in Russell Square and London Metropolitan University.

The St Mary's MBA and Postgraduate Certificate in International Business Practice include individual assignments, group projects and exams.

MBA IN INTERNATIONAL BUSINESS PRACTICE

MBA Structure

The award of the MBA is achieved through the successful completion of 180 credits. The five compulsory modules, which must be completed in London, are:

- Managerial Accounting and Finance
- Organisational Behaviour and Leadership
- Global Business
- Business Research Methods and Fieldwork
- Strategic Management

Classes for each module in London are delivered via three full weekend teaching blocks (Saturday and Sunday), three evening seminars (3 hours each), and are supported by on-line learning.

Students are then required to complete two 20 credits electives in Bangkok in addition to the field research leading towards their MBA Project/ Dissertation.

- International Finance
- Global Marketing
- Management of Change
- Operations and Supply Chain Management

All students must submit a 15,000 word MBA Project/ Dissertation based on their field research.

COURSES

Managerial Accounting and Finance

This module is designed to teach graduate students how to develop and analyze various and appropriate financial data, and to understand the important relationship between financial instruments, decision-making and business strategy.

Organisational Behaviour and Leadership

This module will help graduate students understand the full relationship between individual behavior, organizational structure and organizational processes. Students will also develop a more comprehensive perspective on organizational behavior through a deeper understanding of the theory, research and practice of the varied disciplines that focus on organizations. These disciplines include psychology, sociology, political science, social systems theory, international human resource management and cultural anthropology.

Global Business

The aim of this module is to provide graduate students with both theoretical and practical understanding of the complexity of the globalization process and its impact upon the activities of multinational enterprise. It also examines the importance of regional business for the development of global competitive advantage and regional integration.

Business Research Methods and Fieldwork

The aim of this module is to assist students to carry out an applied research project in the field of International Business Management. It aims at providing them with the knowledge and skills to identify a business research problem and to collect and analyze primary and secondary data at both the organizational level and within the wider body of knowledge in International Business studies.

Strategic Management

This module aims to analyze the operation of strategic management from initial analysis through to implementation. The module will provide students with a comprehensive appreciation of the formulation and development of strategy from both an organizational and individual perspective. Particular emphasis will be placed on developing students' awareness of contemporary issues relating to Corporate Social Responsibility, Social Entrepreneurship and the recent trends towards the creation of shared value.

In addition to the core modules, students are required to choose two electives from the following:

International Finance

This module builds upon the core module Managerial Finance and Accounting. It provides a more specialized and technical understanding of International Corporate Finance. Key corporate financial issues are explored including exchange rate exposure, taxation, securities pricing, the cost of capital, and the evaluation of foreign projects. The graduate student will explore, discuss and increase their knowledge base in the following areas: short –run exchange rate behavior such as interest parity and expectations, long-run exchange behavior such as cross-currency debt and exchange risk, hedging with forwards and foreign exchange options, models of foreign exchange exposure, foreign currency bonds, syndicated loans and international financing, international equity markets, cost of capital and capital budgeting for international investments and international taxation. The module also seeks to evaluate the theories and practices of financial risk management.

Global Marketing

The principal aim of this course is to help students to develop a critical appreciation of the opportunities and challenges associated with the increasingly globalized markets. Students will reflect on the theory and application of global marketing while gaining insights from companies that have adjusted their marketing strategies to the international macro-environment. The readings and cases are designed to help students to understand the complexities of the macro-environment and how companies have developed their marketing strategies to exploit it. Global marketing concepts will include environmental analysis, globalization, international marketing orientation, international market entry strategies and the global marketing mix.

Management of Change

The module develops a critical appreciation of the complex factors contributing to organizational change. It takes both a practical and theoretical approach to the issue of organizational change. It promotes evaluation of the implications of change, particularly in relation to individuals, groups, organizations and society, and provides students with the necessary analytical tools to define, plan and manage change situations.

Production and Operations Management

The aim of this module is to critically examine the nature of operations management from both a theoretical and practical perspective. Students will be equipped with a detailed understanding of both operating strategies and the use of process technology. The module will emphasize the application of supply chain management techniques within the context of outsourcing relationships and diverse trend networks.

In addition to the above, all MBA students are required to carry out field research leading to the submission of a substantial MBA Project / Dissertation of 15,000 words. The field research in Bangkok is completed over a three-month residential term.

MBA Project / Dissertation

This module aims to provide students with the opportunity to review the general principles, methodologies and techniques of research and then to select and apply them to a specific company-based problem or a general issue in business and management. It is also designed as a basis for students to demonstrate a synthesis of the knowledge and skills they have developed throughout the program and to develop a sustained piece of coherent and consistent analysis in a fully argued and documented form.

Students who have recently completed the MBA degree have written dissertations on the following topics (partial listing):

- A study on the effects of profitability for a Thailand based starch factory running at full capacity
- China - Growth versus Freedom
- Competitive analysis of marketing research and consultancy companies in the Asia Pacific region – a study for Forrester Research
- Corporate Social Responsibility: Filtering through the supply chain of a Thai company
- Charities around the world – unique situations and similar problems
- India's Demographic Dividend – Capitalizing on middle class youth
- Sustainable architecture in developing China
- Building the right brand for China's new elite
- Problems and opportunities in Medical Tourism in Asia

POSTGRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS PRACTICE

Postgraduate Certificate Structure

The Postgraduate Certificate, validated by St. Mary's University College is achieved through the successful completion of 60 credits from the following three compulsory modules:

- Managerial Accounting and Finance
- Organisational Behaviour and Leadership
- Global Business

Classes for each module are delivered via three full weekend teaching blocks (Saturday and Sunday), three evening seminars (3 hours each), and are supported by on-line learning.

COURSES

Managerial Accounting and Finance

This module is designed to teach graduate students how to develop and analyze various and appropriate financial data, and to understand the important relationship between financial instruments, decision-making and business strategy.

Organisational Behaviour and Leadership

This module will help graduate students understand the full relationship between individual behavior, organizational structure and organizational processes. Students will also develop a more comprehensive perspective on

organizational behavior through a deeper understanding of the theory, research and practice of the varied disciplines that focus on organizations. These disciplines include psychology, sociology, political science, social systems theory, international human resource management and cultural anthropology.

Global Business

The aim of this module is to provide graduate students with both theoretical and practical understanding of the complexity of the globalization process and its impact upon the activities of multinational enterprise. It also examines the importance of regional business for the development of global competitive advantage and regional integration.

ACCOMMODATION IN LONDON

Accommodation in central London is provided by Mountbatten, at no charge, in fully furnished flats (apartments). Participants are obliged to live in the Mountbatten flats for their entire year.

Current Mountbatten flats are located in Canary Wharf and City Road in North London – between Angel and Old Street Tube stations. All accommodation is situated within Zones 1 & 2 of the London Underground System (The “Tube”). Flats are fully furnished, with centrally heating, and generally comprise 2-3 twin bedrooms with reasonable storage space. They also include cooking facilities, lounge with TV, a bathroom with shower, and a washing machine/dryer.

Participants share a room with one other person throughout the year. Typically, each flat houses 4 - 6 participants. Flats are generally co-ed, however same sex flats can be requested and Mountbatten will do its best to honor such a request. Bedrooms are always single sex.

Participants are randomly assigned a roommate for the first 6 months. However, at the 6-month mark there is an accommodation turnaround. At this time, participants are given the opportunity to request a roommate and preferred housing location.

Mountbatten covers all utility bills including gas, electric, water, council tax and the communal TV license. £10 per month is charged for telephone line rental and Internet.

Anglo American Education Services, a service company who provides housing for a large number of study abroad programs in London, manages the accommodation and is responsible for all maintenance issues. All flats are serviced weekly.

MOUNTBATTEN ACCOMMODATION

Canary Wharf Apartments



City Road Apartments



SPECIMEN RESUME

Please view this specimen resume as a guide when putting together your resume

FIRST NAME & LAST NAME

Mailing Address, City, State, Zip code

Email: XXXXXXXX@gmail.com
Cell Phone: (XXX) XXX-XXXX

Home: (XXX) XXX-XXXX

EDUCATION

University, State

BS Business Administration: Finance, minor in International Business

May 2010

Cumulative GPA 3.5

Relevant Courses: *Financial Economics, Accounting I & II, Macroeconomics, Microeconomics, International Finance, Money & Banking, Investments, Econometrics*

WORK EXPERIENCE

JOB TITLE:

Jun 2008 – to date

Organization

- Review and update company policies.
- Shortlist and interview job applicants (Operations, administration and marketing staff).
- Place job advertisements in major publications.
- Part of team that has been established to create a new pay and position structure for the company.
- Create new training presentations in conjunction with training providers in using Microsoft PowerPoint, creating a database to outline training needs.
- Shortlist and interview job applicants.
- Monitor company demographics, handle telephone calls from clients.

JOB TITLE:

Jan 2008 – May 2008

Organization

- Assisted company surveyors with general administration.
- Organized company surveyors to attend company properties.
- Assisted the company track housing benefits.
- Analyzed data using Microsoft Excel

JOB TITLE:

Jul 2007 – Dec 2007

Organization

- Assisted the ticketing department issue tickets, general clerical work using Microsoft packages.

JOB TITLE:

May 2007 (3 weeks)

Organization

- Assistant law researcher, general clerical work using Microsoft packages.

JOB TITLE:

Jan 2007 – Apr 2007

Organization

- Led a fund raising campaign raising money for the alumni office.
- Student ambassador for the university, keeping alumni up to date with general information about the university.

COMPUTER SKILLS

MS Word, Excel, PowerPoint, Access, Outlook, SPSS, Bloomberg, PeopleSoft

INTERESTS / LEADERSHIP POSITIONS & HONORS

Charity work: Led a charity expedition to MNO (2005). **Sports:** Rugby: Heath Rugby Club (2003 – 2007), All Bright College 1st XV, ABC University 2nd Team (Captain), Cricket, Golf and Squash. **On-campus:** President of Finance & Economics Society, Treasurer of International Business Club.

MOUNTBATTEN INSTITUTE

Personal Statement of: _____

Please use this page to explain why you wish to participate in the Programme. What do you expect to gain from it and what do you think you have to offer it? What do you find the most appealing about it? How does it fit into your long-term career goals? Expand on the information supplied in your application, including your resume.