**CMI Application Form**

**Chartered Management Institute Level 7 Certificate in Strategic Management and Leadership**

**[go.qub.ac.uk/managers](http://www.qub.ac.uk/sites/graduateschool/CMI/)**

Please complete this form and return by email to gs.cmi@qub.ac.uk. Please note that places are strictly limited and will be awarded in the order that they are received.

**Personal Details**

|  |  |
| --- | --- |
| Forename(s): |  |
| Preferred name: |  |
| Surname: |  |
| QUB Student Number (if known): |  |
| Level of Study: | *Masters* or *PhD* |
| Course/Subject Area & School: |  |
| Expected Course Start Date (if new postgraduate student): |  |
| Expected Graduation Date: |  |

**Contact Details**

|  |  |
| --- | --- |
|  Email Address (please use QUB email address): |  |
|  Contact Telephone Number (UK): |  |

**Application & Payment Process:**

* Please complete the questions on page 2. Application forms will be reviewed by two members of the Graduate School team, to ensure suitability for the course in terms of (1) motivation for undertaking the CMI course, and (2) ability to balance with other studies and commitments. You will receive an email regarding your application within 5 working days of submitting your application form.
* The fee for the CMI Programme is £995. You can make one payment of £995\* or choose to pay in two instalments (\**a minimum, non-refundable payment of £500 must be paid to secure your place*). Full payment details will be provided, if your application is successful. The fee for a third unit is £300 which must be paid in full to secure your place.

**Data Protection:***Please read the following statement and check the box below to acknowledge.*

You consent to the Graduate School holding and processing data relating to you for legal, personal, administrative and management purposes related to CMI unit delivery and assessment; this includes information needed to be sent externally to CMI for registration and accreditation purposes. This information will be destroyed if you do not enrol at Queen’s or register on the CMI Certificate. If you register for the Certificate, this information will be kept until you have completed the qualification. Please note only fully registered Queen’s University postgraduate students may undertake this course.

I agree with the above data protection statement: [ ]

**Q1. Please tell us in 250 words or less, why you want to complete the CMI Certificate in Strategic Leadership and Management?**

*You may wish to use this space to indicate your personal or professional development interests, link this to your previous experience, or relevance to future career plans.*

**Q2. Please outline in no more than 250 words how you would balance undertaking this qualification with your postgraduate study and other commitments.**

**Expected time commitment:**

* Attend interactive training sessions (currently delivered virtually) in Strategic Leadership or Strategic Project Management or Entrepreneurial Practice. These are delivered intensively over 4 to 5 days, totalling approximately 45 hours.
* Complete assignments for each unit of approximately 3,000 words and attend relevant tutorial or support sessions, totalling approximately 85 hours.

*Use this space to acknowledge workload and outline your strategies for managing multiple commitments, using examples where appropriate*

**CMI Level 7 Certificate**

To achieve the Level 7 Certificate in Strategic Leadership and Management, a minimum of 13 credits must be attained. You must complete two units in order to achieve a Level 7 Certificate and the following two units are available this academic year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit title** | **No of training days** | **Dates** | **Induction and workshop times** |
|  |  |
| **Unit: Strategic Leadership** (7 credits) | **5** | Induction **31-May**Day 1 **01-Jun**Day 2 **07-Jun**Day 3 **08-Jun**Day 4 **14-Jun**Day 5 **15-Jun** | Induction: **10:00-11:30**Workshops 1-5: **09:30-15:30** |
| **Unit: Entrepreneurial Practice**(7 credits) | **4** | Induction **29-Mar**Day 1 **30-Mar**Day 2 **13-Apr**Day 3 **20-Apr**Day 4 **27-Apr** | Induction: **10:00-11:30**Workshops 1-4: **09:30-15:30** |

**Scholarship Applications**

We are delighted to have a number of scholarship opportunities worth 50% of the CMI fee for the Level 7 Certificate in Strategic Leadership and Management. Please complete the section below and return this application by email to gs.cmi@qub.ac.uk by 22nd February. Applications will be reviewed after this date and you will be contacted on 1st March to advise if you have been successful.

Terms and conditions

Places on the programme are strictly limited and the scholarships are available for students completing Strategic Leadership and Entrepreneurial Practice on the above dates. Students who have already completed one CMI unit this academic year are eligible to apply for a scholarship to complete a second or third CMI unit.

This scholarship cannot be used in conjunction with any other University scholarship, discount or funding that has covered the CMI fee (partially or in full).

Successful applicants cannot defer the scholarship to the next academic year. If you decide to complete the CMI Certificate in the next academic year you will forfeit this award.

Students selected for a scholarship must successfully complete the programme to remain eligible for the scholarship. Students who do not complete the programme may have the scholarship withdrawn.

Applications for the scholarship cannot be considered after 22nd February and application decisions are final. Decision appeals will not be considered.

**To apply for a 50% CMI scholarship, please outline in no more than 250 words, the reasons why you feel you should be awarded a CMI Scholarship.**

**(Please include relevant skills, experience, your motivation to participate on the CMI programme and how you will use the qualification in your career).**

**A maximum of 10 marks will be allocated for your answer to this section. This will be based on the following:**

* **2 marks for experience.**
* **5 marks for skills and motivation to study.**
* **3 marks for indicating how you will use the qualification in your career.**

**The CMI team will offer a scholarship to the applicants who best demonstrate the areas outlined above.**