

Application Guidelines

for Graduate School of Business Courses

Courses Available

- 129311 Graduate Certificate in Business
- 129311 Graduate Certificate in Business (Strategic Procurement)
- 129311 Graduate Certificate in Business (Leadership and Management)
- 307821 Graduate Certificate in Future Studies
- 190006 Graduate Diploma in Business
- 190006 Graduate Diploma in Business (Strategic Procurement)
- 198004 Master of Business Administration
- 198004 Master of Business Administration (Marketing)
- 198004 Master of Business Administration (Strategic Procurement)
- 198004 Master of Business Administration (Human Services)
- 198004 Master of Leadership and Management

Lodging Your Application

Completed application forms should be submitted directly to the **Graduate School of Business**.
International Applications should be submitted to **The Applications Coordinator, International Office**.

Applications can be lodged up to ten days prior to the start of a trimester or semester.

Applicants are required to provide as much information as possible relating to their education and professional background to assist in application evaluation. This includes completing all sections of the relevant **Application for Admission** form and attaching all requested documentation below

Supplementary information required (Please use attached templates where applicable)

- Two (2) Written References
- Curriculum Vitae / Resume
- Original or certified copies of Academic award/s transcript/s for all tertiary studies except those undertaken at Curtin. Academic records must contain an explanation of grading system descriptions and evidence that a degree has been awarded.
- Supplementary Information (Master of Leadership Management Applicants only)
MLM applications will require an interview with the MLM Course Director

For further information please contact

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

Supplementary Information for Master of Leadership and Management

Applicants pursuing admission into the Masters of Leadership and Management course are required to attend an interview with the MLM Course Director. Preparation leading to the interview is recommended. These are some suggested topics that may be asked during the interview:

Please describe roles positions or situations in which you demonstrated leadership ability and skills, you can consider any aspect of your life experience. Please be as specific as possible.

Describe how you feel the Master of Leadership and Management is important to you future and contribution as a leader.
How many hours per week do you feel you will be able to dedicate to this program over the next 3 years?
Hours / week _____

The most difficult challenge that students experience in completing a master's degree is having the time to attend classes, read required materials and hand in good quality course assignments while still meeting demands of their work and family life. How do you plan to deal with this?