

Hochschule Konstanz HTWG

Technik, Wirtschaft und Gestaltung

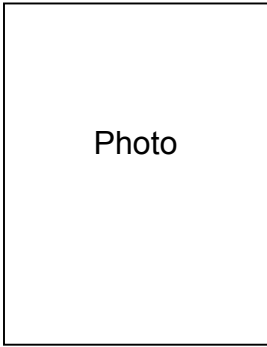
Constance University of Applied Sciences

Application Form

Master Programme

EMBA in Compliance and Corporate Governance

- Non-Business Graduate
- Business Graduate



Please send your complete application to:

**Master Programme
Degree Programs**

Hochschule Konstanz HTWG
Herrn Roland Luxemburger
Brauneggerstr. 55
D – 78462 Konstanz

Student's personal data

First Name

Last Name

Date of Birth Place of Birth

Gender female male

Nationality

Permanent Address

Street

Zipcode-City Country

Phone Fax

Email Address

Correspondence Address

Street

Zipcode-City Country

Phone Fax

Email Address

Company Address

Company Name

Street

Zipcode-City Country

Phone Fax

Email Address

Begin of your study

- | | | |
|---|---|---|
| <input type="checkbox"/> September 2007 | <input type="checkbox"/> September 2008 | <input type="checkbox"/> September 2009 |
| <input type="checkbox"/> September 2010 | <input type="checkbox"/> September 2011 | <input type="checkbox"/> September 2012 |

Educational History

Secondary Education or High School

Please enclose a certified copy of your secondary education or high school diploma and/or record.

Qualification
Date Place
Institution
Final Result/Grade

College or University Education

Please enclose certified copies of your degrees and grades.

Dates of Attendance	Institution	Subjects	Qualifications obtained

Work experience after study time

Please enclose your records of employment (copies of certificates).

Dates	Company	Position/Title	City, Country

Main Responsibilities

Dates	Company	Position / Title	City, Country

Main Responsibilities

Dates	Company	Position / Title	City, Country

Main Responsibilities

Language Skills

Test of English as a Foreign Language (TOEFL)

Only for candidates who aren't English native speakers !

- I have taken the TOEFL (Please add acopy of your test results !)
Date: Result:
- I will take the TOEFL and submit the results by the following date:
(download or online at www.toefl.org)

Personal Essay

Please answer the questions listed below. You should type your answers, using additional sheets of paper.
Please limit your answers to a maximum of 1 page per question.
The reply form must bear your name and date of birth.

- 1. Why did you decide to do the EMBA in Compliance & Corporate Governance ?**
Please discuss your decision taking into account your academic, personal and professional experience as related to the personal and professional goals you want to achieve in future.
- 2. Describe a difficult situation you have faced in your professional life in the company.**
Discuss the problem and the different options you had to act in the situation.
What did you learn from being involved in that difficult situation?
- 3. Describe a recent team-project you were involved in.**
Describe the task, the goals and the results. What was your task and what did you learn?
From the point of view of today which options would you have had to influence the processes in order to reach a better result for yourself and fort the whole project?
- 4. Describe what you see as your strenghts and weaknesses.**

Letters of Recommendation

Your application must be accompanied by two letters of recommendation, which should each be enclosed in a separate envelope. Please use only the enclosed letters of recommendation and state the name and address of the two people who will be providing these letters of recommendation in the space below.

First and Last Name

Company

Position

Street, Number

Zipcode, City Country

Phone Fax E-mail

First and Last Name

Company

Position

Street, Number

Zipcode, City Country

Phone Fax E-mail

I hereby apply for admission to the EMBA in Compliance and Corporate Governance in accordance with the details I have provided above. I confirm that I have completed the form, that the information it contains is correct and that I have enclosed all the requested supporting documentation. I am aware that submitting false information may result in exclusion from the application process or to the offer of admission being withdrawn.

Place, Date Signature of Applicant

Place, Date Signature of the Applicant

Recommendation Form

**MBA-Programme
Hochschule Konstanz HTWG
Constance University of Applied Sciences**

Send to

**Hochschule Konstanz HTWG
Herrn Roland Luxemburger
Brauneggerstr. 55**

D - 78462 Konstanz

Part 1: To be completed by the applicant

The application has to be accompanied by two letters of recommendation from persons able to attest to the academic and/or professional qualifications of the applicants. The enclosed preprinted forms have to be used. Each of the letters of recommendation has to be sent in a separate sealed envelope by the expert appraiser, marked with the sender's details and enclosed with the application, and must be received by the deadline for close of applications.

First and Last Name of the applicant

Street, Number

Zipcode, City

Country

Phone

Fax

E-mail

Part II: To be completed by the recommender

First and Last Name of the Recommender

Company

Position

Street, Number

Zipcode, City

Country

Phone

Fax

E-mail

Specific comments about significant attributes, both positive and negative, are more useful than general statements. Feel free to supplement this form with additional information that you think is important. If you choose to do so, please provide this information on your own letterhead or stationary.

1. How long and in what capacity have you known the applicant ?

2. Under what circumstances have you known the applicant ?

3. Would you be willing to work with the applicant or choose the applicant to work on a project you are personally responsible for?

4. Please assess the applicant in the following areas and indicate the group of reference used for your judgements. Group of reference:

	excellent	good	average	poor	unable to judge
Written Communication					
Oral Communication					
Judgement and Maturity					
Willingness to work hard					
Ability to cooperate with others					
Creativity, innovative nature					

5. In the space below, please provide any additional comments about the applicant's potentials.

6. In my opinion I

- highly recommend
- recommend with reservations
- recommend
- do not recommend

this applicant to be admitted to the EMBA-Program.

Signature Date