

ITEMS TO BE SUBMITTED WITH THE ONLINE APPLICATION FORM FOR THE MASTER OF STUDIES IN SUSTAINABILITY LEADERSHIP 2011-2013

DOCUMENT	EXPLANATION
Curriculum Vitae	A full CV
Research Proposal	<p>Please include a research proposal. In some cases it will be possible for students to change their proposal once they have been accepted on to the programme.</p> <p>This should be approximately an A4 sheet outlining the topic you wish to research, mostly during the second year of the course.</p> <p>The proposal should include:</p> <ul style="list-style-type: none"> • A straightforward, descriptive, and informative outline of the area and topic of your research. • An account of why this topic is important and worth investigating • A brief account of the methodology and approach you will take • A discussion of the sources that your research will draw upon
Degree certificate	Originals must be shown before the start of the course, but photocopies or scanned originals are acceptable at this stage.
Degree transcript	The originals will need to be shown before the start of the course.
Other certificates	Copies or scanned images of any other relevant certificates and transcripts.
Personal Statement	<p>Include an A4 paper that describes your:</p> <ul style="list-style-type: none"> • Existing leadership role or the potential to occupy a leadership role. • Clear commitment to sustainable development demonstrated through previous qualifications, work experience or voluntary activities. • Opportunities to apply the learning and assignments within a work context. • Assurance that you can devote adequate study time to the course, including for assignments and research (estimated at 300 hours per annum).
References	<p>On the application form you will be asked to give the names and addresses of two senior people acquainted with your work and who are able to comment on your academic and/or professional suitability to undertake the course.</p> <p>Ideally one of these references will be an academic. If this is not possible two professional references will be accepted.</p>

	<p>You must contact your referees and ask them to send their testimonial direct to Alexandra Brunner at Alexandra.brunner@cpsl.cam.ac.uk or to the address below</p> <p>Cambridge Programme for Sustainability 1 Trumpington Street Cambridge CB2 1QA</p> <p>‘Open’ testimonials are not acceptable.</p> <p>The referees should describe:</p> <ul style="list-style-type: none"> • How long they have known you and in what capacity. • Their opinion of your experience, achievements, professional interests, and the capabilities which you will bring to the course. • Whether they believe you will fit well on a Masters level course concerned with sustainability leadership and requiring interdisciplinary group work and individual research. • Whether they consider you have the enthusiasm, commitment and determination necessary to complete the course successfully.
Evidence of employer support	Please ask your employer to write a letter that shows they support your application and understand/accept that in undertaking the course you will need time away from work to attend the four residential workshops.
Photograph	A good quality passport style photograph in jpg or tif format
Evidence of language proficiency	<p>If your first language is not English you should take a language proficiency test to show you have the necessary command of the language to get the most out of your course. You do not need to take the test before you apply, but, if you are made an offer and have not already met our English language requirements, one of the conditions of admission will be that you pass a test at the correct level. You must achieve the minimum requirements in the same sitting, and no more than two years before the start of your course.</p> <p>The IELTS (International English Language Testing System: www.ielts.org) is the University's preferred test. Details can be obtained from local British Council Offices.</p> <ul style="list-style-type: none"> • Minimum requirement: an overall band score of 7.0 with not less than 7.0 in speaking, listening and writing, and 6.5 in reading. <p>Where the IELTS test is not available you may take the Princeton TOEFL test (Test of English as a Foreign Language: www.toefl.org). If you do this, you must take the Test of Written English (TWE) at the same time. A TOEFL score without TWE is not acceptable.</p> <ul style="list-style-type: none"> • Minimum requirement: 600 in the paper-based TOEFL test with 5.0 in the Test of Written English; or 250 in the computer-based TOEFL test with 5.0 in the Essay Writing Test. The minimum score must be achieved in both parts of

the test *in the same sitting*

- TOEFL internet-based Test (iBT) minimum requirement: overall score of 100, with a minimum score of 25 in each element.

The University's institution code is 0908. You will need to arrange for us to receive an original test result or a certified copy. Test results can be enclosed with paper applications or sent on later to meet one of the terms of any conditional offer.