



## Application for Admission to the Corporate Executive MBA Program

### The OSB Corporate Executive MBA Program

The OSB Corporate Executive MBA Program (CEMBA) is for business leaders interested in innovative strategic thinking and continuous self-renewal. Its integrated curriculum is specifically designed to provide a state-of-the-art global leadership toolkit while flexibly catering to the participant's professional commitments. The OSB CEMBA targets senior regional executives with proven managerial track records and future growth potential.

The program is delivered in a highly interactive modular format in the participant's country of residence and takes approximately 18 months to complete. The individual may apply independently but is encouraged to apply through his/her employer if the latter has an agreement with AUB.

The program's distinctiveness centers around the premium it places on relevance to the development needs of Middle East executives and the organizations they lead. It is our belief that regional leaders are only as effective as their ability to manage the global forces that shape their external environment. For this reason, the content of our program is continuously benchmarked against leading international best-practices for currency and thought leadership. At the same time, learning is customized to the present and emerging forces shaping business practice in the region. Every effort will be made to give the program a distinct sector-specific flavor.

### Program Contacts

While you may apply as an individual, you are encouraged to apply through your company. Please direct any inquiries and/or send your completed application to one of the following:

#### In Lebanon

ATTN: Dr. Mohamad Jamal Zeidan  
Interim CEMBA Director  
Suliman S. Olayan School of Business  
American University of Beirut  
PO Box 11-0236  
Riad El Solh 1107 2020  
Beirut, Lebanon

Tel: +961 1 352 700  
Fax: +961 1 750 214  
E-Mail: sb@aub.edu.lb

### Important Dates

Admission decisions are made on a rolling basis. Please submit your completed applications no later than November 30 for enrollment in the following spring term (classes to start anytime between January and May) and no later than May 31 for enrollment in the following fall term (classes to start anytime between September and December). Admission decisions and the communication thereof are typically made within one month of submission.

## Admission Requirements

To be eligible for admission to the CEMBA program an applicant must be employed full time and hold a senior management position. The applicant must also hold a university degree recognized by AUB. The applicant must also have an average, in the field of his or her intended graduate study or related fields, acceptable to the graduate committee. Applicants to the CEMBA program, other than AUB graduates and graduates of recognized colleges or universities in North America, Great Britain, Australia, and New Zealand must meet the English Language Proficiency Requirement (ELPR). A score of 750 on the Test of English for International Communication (TOEIC) is required for admission of new applicants to the program. New applicants who receive a score of 600–749 will be required to take an intensive course in English and to pass the final course assessment before being admitted into the program.

## Application Requirements

A complete application includes the following items:

- The completed OSB CEMBA application form (included in this document) to be sent along with:
  - a recent passport size color photograph of the applicant
  - a photocopy of the applicant's identity card or passport
  - an application fee of LL150,000 or USD100
- Curriculum Vitae
- An official transcript of college or university record
- Two professional letters of recommendation
- Official results of the TOEIC exam (if applicable). **Please note: it is essential that the applicant's test results reach the designated program contacts (listed above) before the decision on applications is made**

Please note that AUB may request a personal interview with the applicant as a necessary condition of admission.

## Tuition and Fees

Tuition fees are currently set at the LBP equivalent of USD 1,100 per credit. Participants are also required to pay a one-time USD 6,000 logistics fee. Tuition and fees cover all teaching fees, academic and instructional material, library access and refreshments.

Please note that the University reserves the right to change any or all fees at any time without prior notice.

## Program Schedule

The CEMBA program is taught in four themes each comprising 2–3 modules and 15–30 instructional days. Classes are offered in your country on a monthly basis in 5 consecutive 7-hour days to accommodate your professional schedule. In accordance with the highest standards of business education curricula, the degree requires the completion of 90 instructional days or 48 credit hours. It is estimated that the participant will complete the CEMBA program in 18 months.

For more information on the Suliman S. Olayan School of Business at AUB, visit our website at:  
<http://sb.aub.edu.lb/home.asp>

## Program Overview

Theme I Fundamentals and Analytics (approximately 16 teaching days)		Credits
<b>Module A—Executive Behavioral Skills</b>		<b>3</b>
	Organizational Behavior	
	Effective Communication	
	Negotiation and Conflict Resolution	
<b>Module B—Core Financial Competencies I</b>		<b>4</b>
	Financial Management	
	Financial Accounting	
	Statistical Analysis for Management	
	Economics for Executives	
<b>Total Theme Credits</b>		<b>7</b>

Theme II Operational Management Skills (approximately 24 teaching days)		Credits
<b>Module C—Human Capital and Marketing Competencies</b>		<b>3.5</b>
	Marketing Management	
	Human Resource Management	
	Corporate Legal Environment	
<b>Module D—Core Financial Competencies II</b>		<b>3</b>
	Management Accounting	
	Corporate Finance	
<b>Module E—Executive Information and Decision Competencies</b>		<b>6.5</b>
	Business Models for Decision-making	
	Operations Management	
	Business Information Technology	
	E-business	
	Logistics and Supply Chain Management	
<b>Total Theme Credits</b>		<b>13</b>

<b>Theme III Strategic Corporate Analysis (approximately 30 teaching days)</b>		<b>Credits</b>
<b>Module F—The Executive as Strategist</b>		<b>7.5</b>
	Transnational Corporations	
	Strategic Marketing Management	
	Strategic Management	
	Corporate Leadership	
<b>Module G—Executive Analytics</b>		<b>5</b>
	Macro Business Analysis	
	Strategic Financial Management	
	Advanced Business Analytics	
<b>Module H—Executive Action Research</b>		<b>2.5</b>
	Quality Management: Models and Tools	
	Corporate Information Technology Management	
<b>Total Theme Credits</b>		<b>15</b>

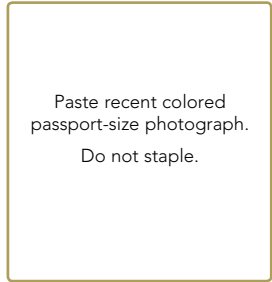
<b>Theme IV Strategy-focused Change Management (approximately 20 teaching days)</b>		<b>Credits</b>
<b>Module I—Managing Change and Innovation</b>		<b>4.5</b>
	Management Learning	
	Innovation Management	
	Knowledge Management	
<b>Module J—Executives for Tomorrow</b>		<b>4.5</b>
	Corporate Governance	
	Corporate Futurology	
	Workshop-Guest Lecturers / Practicum	
<b>Total Theme Credits</b>		<b>9</b>



**AUB** American University of Beirut  
 الجامعة الأميركية في بيروت

Number: \_\_\_\_\_  
 For office use only

# Application for Admission to the Corporate Executive MBA Program



Detach and mail to AUB

- Select one of the following:  Applying independently  
 Applying through your company
- Semester Applying for:  Fall  
 Spring

1 . Full legal name: Mr./Ms. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle (or father's name) Suffix (Jr., Sr.)

2 . Mailing address: \_\_\_\_\_  
mandatory Building [Complete address is mandatory: PO Box alone is not sufficient]

\_\_\_\_\_ / \_\_\_\_\_  
Street PO Box (not AUB box)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mohafazat (County) City State Zip Code Country

Telephone: \_\_\_\_\_ / \_\_\_\_\_ Fax: \_\_\_\_\_  
Home Cell

E-mail address, if available: \_\_\_\_\_ @ \_\_\_\_\_  
Login name

## 3 . Current Employer

a . Name of company: \_\_\_\_\_

b . Your business unit: \_\_\_\_\_

c . Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Building Street PO Box

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mohafazat (County) City State Zip Code Country

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_ Website: \_\_\_\_\_  
Login Name

d . Number of employees: \_\_\_\_\_ Annual turnover, in USD: \_\_\_\_\_

e . Main field of activity: \_\_\_\_\_

f . Job Title: \_\_\_\_\_

**g . Managerial Responsibilities**

Please provide a description of your present job, including nature of work and major responsibilities. You may add an organizational chart (you may use a separate sheet if needed):

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Number of people managed: \_\_\_\_\_ Assets under your management: \_\_\_\_\_

Other, specify: \_\_\_\_\_

Name and title of your immediate supervisor: \_\_\_\_\_

4 . Gender:  Male  Female

5 . Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (e.g., 27-JUN-1972)  
Day Month Year

6 . Citizenship:  Lebanese  Other, \_\_\_\_\_  
specify

7 . Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
[as on Passport or ID card provided with this form]

8 . Marital status:  Single  Married  Other, \_\_\_\_\_  
specify

9 . Education (last two institutions only) please provide certified copies of your degrees:

University	Years attended (From-To)	Degree earned

10 . Major Field of Study

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting            | <input type="checkbox"/> Engineering         | <input type="checkbox"/> Medicine and Veterinary                |
| <input type="checkbox"/> Agriculture           | <input type="checkbox"/> Finance             | <input type="checkbox"/> Nursing                                |
| <input type="checkbox"/> Architecture          | <input type="checkbox"/> History             | <input type="checkbox"/> Operations Management                  |
| <input type="checkbox"/> Biology               | <input type="checkbox"/> Human Resource Mgt. | <input type="checkbox"/> Physics                                |
| <input type="checkbox"/> Biological Science    | <input type="checkbox"/> Islamic Studies     | <input type="checkbox"/> Political Science                      |
| <input type="checkbox"/> Business and Commerce | <input type="checkbox"/> Law                 | <input type="checkbox"/> Public Administration                  |
| <input type="checkbox"/> Chemistry             | <input type="checkbox"/> Management          | <input type="checkbox"/> Public Health                          |
| <input type="checkbox"/> Computer Science      | <input type="checkbox"/> Marketing           | <input type="checkbox"/> Teaching Education                     |
| <input type="checkbox"/> Economics             | <input type="checkbox"/> Math                | <input type="checkbox"/> Other, _____<br><small>specify</small> |

11 . Have you ever taken the TOEFL or the TOEIC? If yes, please provide evidence of your previous score.

- Yes       No

12 . How did you learn about the program?

- Superior
- Company colleague
- Human Resource Department
- Mailing
- Word of mouth
- Internet website
- Advertising, please specify publication: \_\_\_\_\_
- Other, please specify: \_\_\_\_\_

13 . Why do you wish to attend the AUB Corporate Executive MBA program?

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14 . What are your expectations in attending this program?

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15 . How do you plan on paying for the program?

Fully sponsored by employer

Own funds

Bank loan

Partially sponsored by employer

Other, please specify: \_\_\_\_\_

16 . May we contact your current employer for reference purposes?

Yes

No

If yes, whom may we contact?

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Title: \_\_\_\_\_ Contact phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Country code Area code Phone

17 . Please list, in order of importance, any extracurricular activities in which you are/have been involved (i.e. sports, performing arts, club memberships, hobbies, community activities, etc.)

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I hereby certify that I have provided accurate information in this application. I authorize AUB to verify my credentials. I understand that any misrepresentation or omission of facts in my application may justify denial of admission, cancellation of admission or withdrawal from the Corporate Executive MBA program.

Date: \_\_\_\_\_ Signature in English: \_\_\_\_\_

Signature in Arabic: \_\_\_\_\_

Please return this form along with a non-refundable fee of LBP equivalent of USD 100 to one of the following:

In Lebanon  
ATTN: Dr. Mohamad Jamal Zeidan  
Interim CEMBA Director Suliman S.  
Olayan School of Business  
American University of Beirut  
PO Box 11-0236  
Riad El Solh 1107 2020 Beirut, Lebanon

Your application will be processed as soon as your file is complete