



## GUIDANCE NOTES

### *for the Diploma in Contextual Islamic Studies & Leadership*

#### 1. PERSONAL DETAILS

*Correspondence Address* – if you would prefer that we write to you at an address different from your permanent address, please give it here. You must be able to receive correspondence at that address until the beginning of September.

#### 2. FINANCE

The college selects students on merit only; your answers here will not affect the consideration of your application.

#### 3. PREVIOUS EDUCATION & EMPLOYMENT

*Institution(s) Attended* – list all the institutions at which you have studied from secondary age (11 years old) onwards.

*Qualification(s)* – list all your academic and professional qualifications here, the grades attained (if pass/fail only please indicate so) and the organisation or institution that awarded them.

#### 4. OTHER EXPERIENCE

You may list here any other experience you consider relevant that is not included elsewhere on the form. This might include, but is not limited to, voluntary work, extra-curricular activities or education and training for which you have not received a formal qualification.

#### 5. PERSONAL STATEMENT

Your personal statement should explain why you want to attend this course, how you think you would benefit from it and what qualities you think you have that would enable you to be successful in it. You may also include what you intend to do after the course, if you consider it relevant. Do not exceed 500 words. If you need to continue your statement on a separate sheet, make sure that it includes your name and that it is secured firmly to the rest of your application.

## 6. LANGUAGES

You should include here all the languages with which you are familiar, including your first language(s). Indicate the level of your competence in each language on a scale from 1-5, where 1 is fluency and 5 is elementary familiarity. List qualifications in each language where appropriate even if you have already listed them in Section 3.

## 7. REFERENCES

Provide details here of two referees who can support your application. At least one of these should be in a position to comment on your academic ability and record; the second may also be an academic referee, or someone who has known you in another capacity for at least a year. The referees should be able to comment on your qualities and achievements, your suitability for this course and your prospects as a future leader.

Give a copy of the next section - *Guidance Notes for Referees* - to each of your referees. They should return their completed references to the College directly. **It is your responsibility to make sure this is done in time to meet the deadline for the receipt of applications.**



## GUIDANCE NOTES FOR REFEREES

### *for the Diploma in Contextual Islamic Studies & Leadership*

You have been asked to supply a reference by an applicant for admission to the *Diploma in Contextual Islamic Studies & Leadership* at the Cambridge Muslim College. The College is very grateful for your time in assisting with our selection procedure. You may wish to learn more about the College and its qualification at [www.cambridgemuslimcollege.org](http://www.cambridgemuslimcollege.org).

In your reference, please explain in what capacity you know the applicant. We would also appreciate your comments on their qualities and achievements, their suitability for the *Diploma in Contextual Islamic Studies & Leadership* and their prospects as a future leader in some capacity, in as far as you are able to do so.

The College is seeking to attract students of the highest possible calibre. Those who apply for and receive scholarships will benefit from significant financial assistance. With this in mind, you will appreciate the importance of your role in assisting us to make informed and successful decisions in the selection process.

If you are writing as an academic referee, please give particular emphasis to your assessment of the applicant's suitability for further education, and the extent to which you feel he or she is capable of significant intellectual achievement. If you are writing as a referee in another capacity, please indicate particularly the personal qualities you have seen in the applicant which suggest he or she will be an effective leader.

If possible, please authenticate the form by writing on your institution's official letterhead or having it stamped.

Once you have completed your reference, please return it in a sealed envelope, with your signature across the seal, to the College at:

**Applications**  
**Cambridge Muslim College**  
**14 St Paul's Road**  
**Cambridge**  
**CB1 2EZ**

Thank you once again for your time and assistance. If anything is unclear or you need other guidance about this reference, please contact us through the details provided on our website.