

# CAMBRIDGE MUSLIM COLLEGE

14 St. Paul's Road, Cambridge, CB1 2EZ  
T: 01223 355235 | F: 01223 355568



## GUIDANCE NOTES

### Diploma in Contextual Islamic Studies & Leadership

#### EDUCATION HISTORY

Institution Attended – list all the institutions at which you have studied from secondary school age (11-years old) onwards, including your current institution if applicable.

#### PROFESSIONAL QUALIFICATIONS & EXPERIENCE

List all your professional qualifications here, the grades attained (if pass/fail only please indicate so) and the organisation or institution that awarded them. List all positions of employment, including a brief description of the role and its responsibilities.

#### 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.

#### PERSONAL STATEMENT

Your personal statement should include a self-introduction, your interests and motivations. You should summarise your qualifications and discuss the relevance of your experience to this diploma. Statements should also include why you want to attend this programme, how you think you would benefit from it and what qualities you have that would enable you to be successful in it. Do not exceed 800 words.

#### REFEREES

Provide the name and details 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 referees should be able to comment on your qualities and achievements and your suitability for this course.

Give a copy of the Reference Guidance Notes to each of your referees. They should sign/stamp the reference letter and email it directly to [admissions-cisldiploma@cambridgemuslimcollege.ac.uk](mailto:admissions-cisldiploma@cambridgemuslimcollege.ac.uk). Your reference letter should be emailed as a PDF document and contain your full name. It is your responsibility to make sure this is done in time to meet the deadline for the receipt of references.

**It is your responsibility to make sure this is done in time to meet the application deadline.**

#### OTHER 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 using the categories Advanced, Intermediate or Basic. List qualifications in each language where appropriate even if you have already mentioned them above.

## ACCOMMODATION, FINANCE & EQUAL OPPORTUNITIES

Please supply any relevant information here to allow the College to meet your needs as best as possible during the application and interview stage, and during your studies if you are granted and take up a place to study. Any information you supply here will be kept private and confidential and treated properly according to the principles of data protection as specified in the Data Protection Act 2018.

## DOCUMENT UPLOAD

You should upload all documents required as part of the application. This includes PDF files of a current CV and copies of transcripts or academic certificates of the qualifications listed in the application form. If English is not your first language, you will also need to include proof of your English language ability, such as a PDF copy of your IELTS certificate. You should also upload a personal statement no longer than 1000 words. All documents and photos should be saved as Surname\_Name\_Document e.g. Smith\_John\_CV.