EXECUTIVE MBA RULES FOR ADMISSIONS
2018/2019

REQUIRED CONDITIONS:
To be eligible for admission to the EMBA program, the applicant MUST:

- have a valid undergraduate degree or equivalent
- have a minimum of five years of work experience
- produce an evidence of proficiency in English in the form of an internationally-recognized standardized test.

No exceptions will be accepted.

REGISTRATION PROCEDURE:
The candidates have to respect the following registration procedure, which includes five compulsory phases:

1. REGISTRATION ONLINE
2. SENDING SUPPORTING DOCUMENTS
3. INTERVIEW
4. COMMITTEE DECISION FOR ADMISSION
5. PAYING DEPOSIT

1. REGISTRATION ONLINE:
Candidates submit their application online.

Registration is done via Internet on the school’s website: https://telecom.fullfabric.com throughout the year
Responsibility for the Data Entered

The Candidate engages her/his responsibility for the information supplied. In case of fraud, the candidate exposes her/himself to penalties which can go to the cancellation of her/his candidacy with Telecom Ecole de Management.

Updating Information

The candidate must keep up to date her/his personal information (address and phone number, e-mail address…) on the online application. The candidate must consult regularly her/his electronic mail as it is the primary mean by which the school communicates with the candidate, including cases of emergency.

2. SUPPORTING DOCUMENTS:

The candidate sends all supporting documents via the application online.

All documents must be presented in English.

Warning: any incomplete file will not be processed.

- a detailed resume in English
- a cover letter
- two letters of reference
- application for scholarship with a short essay for each applied scholarship
- copy of passport

- results from an internationally-recognized standardized English language test or equivalent exam (for non English native speakers, a minimum of B2 level)
  - TOEFL IBT (minimum of 80/120)
  - TOEIC (minimum of 750/990)
  - IELTS (minim of 6.0)
  - Cambridge (FCE or CAE)
- previous education diploma
3. INTERVIEW

When the candidate has completed his/her application online, Telecom Ecole de Management will send her/him by e-mail convocation for a motivation interview. This interview takes place either face to face or by video conference. The interview is held by the Associate Dean for Executive Education and by the Program Director. The candidate is interviewed for 40 minutes, including a short presentation of an innovative project and Q&A.

4. COMITTEE DECISION FOR ADMISSION

Only the Admission Committee for the EMBA Program can pronounce a candidate admitted and does it on the basis of the candidate application and of the results obtained by the candidate further to the interview.

Every candidate admitted is informed of the Jury’s decision via e-mail. Upon receipt of the Engagement Letter and of the Admission Letter, the candidate must pay the 4,000€ deposit to confirm her/his registration.

5. PAYING DEPOSIT

The definitive registration depends upon payment of the deposit. The amount of the deposit to be paid is fixed to 4,000€.

Payment can be made either by wire transfer or by check.

Deposit must be paid according to the deadline given on the Admission Letter.

In case of non compliance with the payment deadlines, the candidate is considered as refusing the admission resigning from the admission as a candidate.

Any registration is definitive only upon payment of deposit.

TRAINING AGREEMENT AND TUITION FEES

For the EMBA Program:

- 40,000 €
- Specific tuition fees for alumni of IMT
- Scholarships available

Upon the payment of deposit, the candidate will receive the Training Agreement. Tuition fees must be paid according to the payment schedule stated in the Training Agreement.
POSTPONING AN ADMISSION

Conditions for being granted a delayed Admission for the following academic year by the school are as follows:

- The request must be made officially to the school by email at least 15 days before the first day of the intake.
- The request must be well argued.
- If the participant does not formulate an official request for postponing his/her admission, he or she:
  - will automatically lose his/her right of admission,
  - will be excluded from the school.
  - his/her deposit payment will not be refunded.

- If the delayed admission is officially accepted by the school,
  - the deposit payment will be retained and deducted from the school fees for the next academic year.
  - The participant can postpone his/her admission for one academic year only.

DEADLINE ON STARTING THE COURSE

It is mandatory for all newcomer participants to be in class by the first day of the intake.

STUDENT STATUS

Student’s status is obtained only after the candidate has fulfilled all the registration formalities. No compliance with these formalities will cancel admission to the School.