

MASTERS OF SCIENCE
RULES FOR ADMISSIONS 2020/2021

INSTITUT MINES-TELECOM BUSINESS SCHOOL'S MISSION

A public, socially inclusive, higher education institution, Institut Mines-Télécom Business School trains future managers and entrepreneurs to be responsible, innovative and open to the world around them and to lead their organizations in the major transformations of tomorrow's society: digitalized economy, energy and ecological transition, new business models and industry of the future.

Leveraging its research and education programs, support of innovation and entrepreneurship, close relationship with business, as well as its engagement within its territory, the School aims for excellence in contributing to economic development both nationally and locally, while creating value for all its stakeholders.

1. REGISTRATION PROCESS

Register online via the website: <https://www.imt-bs.eu/>
from
November, 2020 to June 20th, 2021

Candidates have to respect the following registration process, which includes four compulsory phases:

- 1. Online Application**
- 2. Sending supporting documents via Mobility on Line**
- 3. Paying registration fees online**
- 4. Interview(s)**
- 5. Admission**

Application validation:

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 Institut Mines-Télécom Business School.

After validation of the pre-inscription, the candidate will receive an identifier and a confidential password, which will be necessary for any consultation and modification of the file on the School's server.

2. ONLINE APPLICATION DOCUMENTS (In English, if not in French)

The candidate must upload all supporting documents via our platform before June 20th 2021.

Warning: any incomplete file will not be processed.

All documents must be in English (if not in French)

- Resume
- Biometric photo
- Motivation letter
- Valid passport
- Results from an English language test (can be uploaded at a later stage):
 - TOEFL iBT (78/120)
 - TOEIC Listening & Reading (750/990)
 - IELTS (6.0)
- Or equivalent exam *(for non-English native speakers)*
- Previous graduate education diploma
- Certified transcripts from prior graduate programs
- 80-euro registration fee *(secure online payment)*

Documents such as diplomas must be certified as **official English translations.*

3. UPDATING INFORMATION

The candidate must keep up to date her/his personal information (address and phone number, e-mail address...) on the School's registration online application (MOL). The candidate shall consult regularly her/his electronic mail.

4. PAYMENT OF REGISTRATION FEE

The definitive application depends on the registration fee payment.

5. ADMISSION

To be eligible for admission to the MSc program, the applicant **MUST**:

- Hold a Bachelor's degree (usually from a four-year undergraduate program) or its equivalent.
- Produce evidence of proficiency in English in the form of an internationally recognized standardized test.

No exceptions will be made.

Interview(s)

Once the candidate is declared eligible for admission, the Admissions Office will send her/him either a convocation for a motivation interview with the two Program Directors or two convocations of a motivation interview with each Program Director separately. These interviews can be conducted:

- either on campus
- by video conference for students living abroad.

Identity verification

Candidates must be able to prove their identity at any time during the oral exams by showing a valid ID card with photo.

Admissions Committee

The school organizes one Admissions Committee every month between December and July. The list of the presented candidates is finalized 48 hours before the Admissions Committee in order to prepare the files. Only the Admissions Committee can pronounce a candidate as admitted, based on the complete file and interview result.

All candidates are informed of the Admissions Committee's decision via the online application platform, within 48 hours after the committee.

6. CONFIRMATION OF INTEGRATION AND TUITION FEE

In case of admission, the candidate will have the possibility to pay in many installments and should have paid the full amount required by July 16th 2021.

In case of non-compliance with the above deadlines, the candidate will be considered as refusing the admission. Any registration is definitive only upon tuition fee payment done.

For the MSc International Management, and Management of Innovation in the Digital Economy (1-year programs)

- 7 500 €

For the MSc International Management, and Management of Innovation in the Digital Economy (2-year programs)

- 15 000 €

The dates for tuition fee payment are as follows:

- €7.500, to be paid no later than July 16th, 2021
- €7.500, to be paid no later than September 30th, 2022 – for 2-year programs only

Fixed payments are mandatory. The candidate must make every effort to ensure that the payments can be made on a regular basis, that his/her bank account contains sufficient funds. No extra delay in payment will be accepted.

Any delay in the payment of tuition fees could lead to the student's expulsion from the course.

If the terms and conditions described above are not respected, Institut Mines-Télécom Business School may expel the beneficiary.

7. REIMBURSEMENT OF THE TUITION FEE

The school will fully reimburse the tuition fee paid in the following cases only:

- If the candidate fails to obtain a student visa
- If the candidate fails to obtain his/her undergraduate diploma by September 30th of the year of admission

In all other cases, the School reserves itself the right to reimburse candidates for exceptional and extenuating circumstances involving extreme hardship*.

The candidate should address all reimbursement requests directly to the School by email at admissionsmsc@imt-bs.eu with appropriate evidence attached.

In the event of cancellation by the student within 10 days of signing the agreement, the deposit is returned.

In the case of cancellation by the school, for any reason (unacceptable results or similar), fees will be kept by the school according to the number of semesters completed before cancellation (completed semesters/total number of semesters).

If a semester has started it is considered complete and must be paid in full.

* Included in this would be (non-exhaustive list)

- Illness of the student or someone his or her immediate family
- Death of family member
- Natural catastrophe
- Maternity

8. DEADLINE OF ARRIVAL ON CAMPUS

It is mandatory for all newcomer students to be on campus on the welcome day. Nevertheless, in case of a visa issue only, the student may have the authorization to join the class at the latest on the third day of class of the program (usually end of September).

No delay will be accepted after this date.

9. STUDENT STATUS

Student status is obtained after the candidate fulfills all school registration formalities: administrative, OFII, social insurance, CVEC, liability insurance, tuition fees payment.

If a Student cannot provide proof and copy of diploma before November 30th, he/she will automatically lose his/her right of integration and will be excluded from the School.

No-compliance with the above-mentioned formalities will absolutely cancel admission to the School, and all academic results the student may have already obtained.

10. POSTPONING INTEGRATION

A candidate who has been granted admission may ask for delayed integration in the next intake.

A candidate who wish to postpone for one year must:

1/ pay at least half of the tuition fees of the first academic year



**Institut Mines-Télécom
Business School**

2/ send an official and motivated request to the Dean of the School who reserves the right to accept or refuse, to be sent by email via admissionsmsc@imt-bs.eu before the first day of class of the year of enrollment.

In case the student does respect those two conditions he/she will automatically lose his/her right of postponing his/her integration.

If delayed integration is officially accepted, it is only available for the following academic year and it is not renewable.

Any tuition fee paid by the candidate will be retained.

Should the candidate not come the following year, he/she will lose his/her right for integration, as well as any payment that would already have been made.

If delayed integration is refused, any payment that would already have been made will be reimbursed.

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