

MASTERS OF SCIENCE – DOUBLE DEGREE

RULES FOR ADMISSIONS 2024

1. REGISTRATION PROCESS

Register online via the website: <https://www.imt-bs.eu/>
from
November 20th 2023 to June 20th, 2024

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

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

Application validation:

The candidate engages her/his responsibility for the information supplied. In case of fraud, the candidate exposes herself/himself to penalties, which can go to the cancellation of her/his candidacy with Institut Mines-Télécom Business School.

Candidates coming from a partnered institution must use their academic mail address to register.

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 2024. *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)
 - IMT-BS internal testOr equivalent exam (*for non-English native speakers*)
- Previous graduate education diploma
- Certified transcripts from prior graduate programs
- Certified transcripts justifying a first year of Master's degree/240 European Credits Transfer System
- Approval of their Home Institution
- 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. ADMISSIONS

To be eligible for admission to the MSc Double Degree programs, the applicant **MUST**:

- Hold a first year of Master's degree or its equivalent with 240 European Credits Transfer System
- Have the approval of the partnered Home Institution
- Produce evidence of proficiency in English in the form of an internationally recognized standardized test (*for non-English native speakers*)

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
- or 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 each month between January and June. The list of the presented candidates is finalized 72 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 results.

All candidates are informed of the Admissions Committee's decision by e-mail, within 24 hours after the committee.

5. CONFIRMATION OF INTEGRATION AND TUITION FEES

In case of admission, the candidate will need to confirm their integration by paying a €800 deposit of their tuition fees, and the remaining fees during the administrative registration.

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

The deadline for tuition fees payment are as follows:

- €800, to be paid in the 15 days following the notification of admission
- €6.700, to be paid in one or several instalments during the administrative registration 2024

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.

6. 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 November 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

7. 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.

8. STUDENT STATUS

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

Non-compliance with the above mentioned formalities will absolutely cancel admission to the School, and any and all academic results the student may have already obtained.

9. POSTPONING INTEGRATION

A candidate who has been admitted into a Double Degree MSc program may not ask for delayed integration.

Should the candidate not come for the intake year mentioned in the admission letter, he/she will lose their right of integration and forfeit any payment that would already have been made towards the tuition fees.

No reimbursement will be made, except for the conditions stated in section 6, page 4.