

## MASTERS OF SCIENCE

### RULES FOR ADMISSIONS 2024

#### 1. REGISTRATION PROCESS

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

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

1. Online Application
2. Sending supporting documents via Mobility Online
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.

After validation of the application, 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 20<sup>th</sup> 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 justifying a Bachelor's degree/180 European Credits Transfer System
- Certified transcripts justifying a first year of Master's degree/240 European Credits Transfer System in Accountancy, Business or Management (*only for the 2nd year program*)
- 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 programs, the applicant **MUST**:

#### **Requirements to apply for a Full program:**

- hold a Bachelor's degree (usually from a four-year program), or its equivalent

**Requirements to apply for a 2nd year program:**

- hold a Master 1 or its equivalent (240 ECTS credits are required) in Accountancy, Business or Management

In both cases, 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:

- on campus
- by deferred video for students living abroad.

**Identity verification**

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

**Admissions Committee**

The school organizes one Admissions Committee every 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 fee payment are as follows:

**For 2nd year programs**

- €800, to be paid in the 15 days following the notification of admission
- €11.200, to be paid in one or several instalments during the administrative registration 2024

**For Full programs**

- €800, to be paid in the 15 days following the notification of admission
- €8.200, to be paid in one or several instalments during the administrative registration 2024
- €12.000, to be paid in one or several instalments during the administrative registration 2025

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 will lead to the non-integration in the program. Any delay after arrival on campus will 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. POSSIBLE SCHOLARSHIPS

The MSc program does not take into account the CROUS or any other foreign scholarships to forfeit all or part of the mandatory tuition fees.

However, for the Full programs only, IMT-BS can deliver one of two different scholarships based on the following criteria.

- The "Excellence" scholarship, for which candidates should have demonstrated remarkable achievements in their academic, professional and personal lives, ie GPA over 3.5
- The "Women in Leadership" scholarship, for which candidates should have proven to be a female role model, through their professional and/or personal achievements.

The candidates may apply for only one of these two scholarships, by writing a Scholarship Application letter to the director of the program they candidate for, and sending it by mail to [admissionsmsc@imt-bs.eu](mailto:admissionsmsc@imt-bs.eu) for it to be reviewed during the decision of their admission by the Admissions Committee.

It is mandatory to apply for scholarship **before** the Admissions Committee.

The amount awarded can be up to €5.000, and will be subtracted to the tuition fees of the 2<sup>nd</sup> year of the MSc program, under reserve of the candidate passing their 1<sup>st</sup> year with success.

## 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 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](mailto:admissionsmsc@imt-bs.eu) with appropriate evidence attached.

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, early September. 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 security insurance, CVEC, liability insurance, tuition fees payment.

If a student cannot provide proof and copy of diploma before November 30<sup>th</sup>, 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

2/ send an official and motivated request to the Dean of the School who reserves the right to accept or refuse, by email via [admissionsmsc@imt-bs.eu](mailto:admissionsmsc@imt-bs.eu) before arrival on campus.

In case the student does not 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.