

MASTERS OF SCIENCE – DOUBLE DEGREE

ADMISSIONS RULES 2024/2025

1. REGISTRATION PROCESS

Register online via the website: <https://www.imt-bs.eu/>
from
November 8, 2024 to June 20, 2025

Candidates must follow the following registration procedure:

1. Online Application
2. Sending supporting documents
3. Paying registration fees online
4. Interview
5. Admission
6. Confirmation of integration

Application validation:

The candidate is responsible for the information provided. In the event of fraud, the candidate's application to Institut Mines-Télécom Business School will be cancelled.

2. ONLINE APPLICATION DOCUMENTS (In English)

The candidate must upload all supporting documents via our platform before June 20, 2025.

Warning: any incomplete files will not be processed.

All documents must be in English

- Resume (in English)
- Biometric photo
- Motivation letter (in English)
- Valid passport
- English test score certifying a B2 level (on the CEFR language scale):
 - TOEFL iBT

- TOEIC Listening & Reading
- IELTS
- Cambridge
- IMT-BS internal test

Or equivalent exam (*for non-English native speakers*)

- Most recent 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 his/her personal details (address and telephone number, e-mail address...) up to date on the school's online application form. The candidate must regularly consult his/her email.

4. ADMISSIONS

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

- Hold a first year of Master's degree with 240 European Credits Transfer System
- Have the approval of the partnered Home Institution
- Provide proof of English proficiency through an internationally recognized standardized test (for non-native English speakers), as listed in Section 2.

No exceptions will be made.

Interview(s)

Once the candidate has been declared eligible for admission, the Admissions Office will send him/her an invitation to a motivation interview by deferred video.

Identity verification

The candidate must be able to prove his/her identity at the beginning of the deferred motivation interview by showing a valid photo ID card.

Admissions

The Admissions Committee decides on each admission, and enjoys the sovereign right to any decision. The candidate is informed of the result of admission within a month after the motivation interview.

5. CONFIRMATION OF INTEGRATION AND TUITION FEES

If admitted, the candidate will be required to pay an €3000 deposit to confirm his/her definitive admission through the application platform, within 15 days of receiving the admission letter. The candidate has to pay the remainder of the tuition fees during the administrative registration.

In case of non-compliance with the listed deadlines, the candidate will be deemed to have declined the admission. The admission is only considered definitive upon payment of the 3000 euro deposit.

The deadline for tuition fees payment are as follows:

- €3.000, to be paid in the 15 days following the notification of admission
- €4.500, to be paid in one or several installments during the administrative registration 2025

Fixed payments are compulsory. The candidate must make every effort to ensure that the payments can be made regularly and that there are sufficient funds in his/her bank account. No delay in payment will be accepted.

Any delay in the payment of tuition fees will result in non-integration into the program. Any delay in payment after arrival on campus will result in expulsion from the course.

If the above conditions are not met, Institut Mines-Télécom Business School may expel the beneficiary.

A training agreement between the School and the student specifying the obligations of each party will be signed before the start of the training program. Signing the training agreement is mandatory.

6. REIMBURSEMENT OF THE TUITION FEES

The school will only refund the full tuition fee in the following cases:

- If the candidate fails to obtain a student visa
- If the candidate fails to obtain his/her undergraduate degree by 30 November of the year of admission

In all other cases, the school reserves the right to make refunds for exceptional and extenuating circumstances involving extreme hardship*.

All requests for reimbursement should be made by the candidate directly to the school by e-mail at admissions@imt-bs.eu with supporting documents, as well as a reimbursement request letter addressed to the Dean.

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

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

* This would include (non-exhaustive list)

- Illness of the student or a member of the student's immediate family
- Death of family member
- Natural disaster

7. DEADLINE OF ARRIVAL ON CAMPUS

It is mandatory for all new students to be on campus on Welcome Day in the beginning of September. However, in the case of a visa issue, the student may be permitted to join classes no later than the third day of the program (usually at the end of September).

No delay will be accepted after this date.

8. STUDENT STATUS

Student status is granted once the candidate has completed all enrolment procedures: administrative formalities, OFII registration, social security insurance, CVEC, civil liability valid for school and extra-curricular activities, and payment of tuition fees.

If a candidate is unable to provide proof and a copy of his/her diploma by November 30, he/she will automatically lose his/her right to integration and will be expelled from the school.

Failure to comply with the above formalities will result in the cancellation of the student's enrolment and any academic results already obtained.

9. POSTPONING INTEGRATION

A candidate who has been granted admission to a Double Degree MSc program cannot ask for delayed integration.

If the candidate does not attend in the intake year specified in the admission letter, they will forfeit their right to integration and any payments already made.

No refunds will be made except as set out in section 6