

**MASTERS OF SCIENCE
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
- Most recent 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 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 programs, the applicant **MUST**:

- hold a Bachelor's degree with 180 ECTS credits **for a full program**
- hold a Master 1 with 240 ECTS credits - in accountancy, business or management **for a 2nd year program**

In both cases, the candidate must 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 tuition fees amount to €9,000 per year.

This amount is reduced to €4,500 per year for students meeting one of the following conditions:

1. They are nationals of one of the Member States of the European Union, of another State party to the Agreement on the European Economic Area, or of the Swiss Confederation;
2. They hold a residence permit bearing the mention "Residence card for a family member of a citizen of the Union, EEA or Switzerland";
3. They are in possession of one of the resident cards referred to in paragraphs number 5 and 6 of Article L. 411-1 of the Code on the Entry and Residence of Foreigners and the Right of Asylum, or hold an equivalent permit issued under an international agreement applicable to the French Republic, or are minors under the age of eighteen and direct descendants or dependents of a holder of such cards;
4. They are fiscally domiciled in France, or are dependents of a tax household domiciled in France for at least two years as of January 1 of the year preceding the start of the academic year for which enrollment is sought;
5. They are beneficiaries of refugee status or subsidiary protection, or are individuals whose father, mother, or legal guardian benefits from such status or protection;
6. They are nationals of a State that has concluded an international agreement applicable to the French Republic, stipulating tuition fees identical to those applicable to French nationals, or exempting nationals of said State from the requirement to hold a residence permit in France.

Students who meet one of these conditions must provide a proof of it during the application process, or else the €4,500 fee will not be granted.

The deadlines for tuition fee payment are as follows:

For 2nd year programs

- €3.000, to be paid in the 15 days following the notification of admission
- €6.000, to be paid in one or several installments during the administrative registration 2025

For Full programs

- €3.000, to be paid in the 15 days following the notification of admission
- €6.000, to be paid in one or several installments during the administrative registration 2025
- €9.000, to be paid in one or several installments during the administrative registration 2026

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. 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, i.e. GPA over 3.5
- The “Women in Leadership” scholarship, for which candidates should have demonstrated 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 admissions@imt-bs.eu for it to be reviewed during the decision of their admission by the Admissions Committee.

If the candidate chooses to apply for a scholarship, that application must be submitted before the Admissions Committee makes its decision.

The awarded amount can be up to €5,000 and will be deducted from the tuition fees for the 2nd year of the MSc program, provided the candidate successfully completes their 1st year.

7. 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

8. 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.

9. STUDENT STATUS

Student status is granted once the candidate has completed all enrolment procedures: administrative formalities, OFII registration, social security insurance, CVEC, civil liability insurance 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.

10. POSTPONING INTEGRATION

A candidate who has been granted admission may request to be deferred to the next intake. The tuition fees will be based on the rates applicable at the time of the student's enrolment.

The candidate must:

1/ pay the tuition fees deposit of €3000 before the deadline

2/ send an official and detailed request to the Dean of the School who reserves the right to accept or refuse, by e-mail to admissions@imt-bs.eu before arriving on campus.

If the candidate does not comply with these two conditions, he/she will automatically lose his/her right to postpone his/her integration.

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

The candidate will retain their admission status.

The deposit of €3000 will be retained.

If the candidate does not attend the following year, he/she will forfeit his/her right to integration and any payments already made.

Refunds will only be issued as outlined in Section 7.