

## IESEG School of Management Admissions: Terms and conditions 2018/2019

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### 1) Eligibility requirements to join IESEG School of Management

Candidates in France	1st year (Concours ACCES 800 seats)	2 <sup>nd</sup> year (40 seats)	3rd year (100 seats)	Masters (220 seats)
International Candidates	1st year (200 seats)	2 <sup>nd</sup> year (20 seats)	3rd year (60 seats)	Masters (100 seats)

All students applying to the 1st year (international students), 2<sup>nd</sup> year, 3rd year and Masters programs are required to refer to the IÉSEG School of Management admissions terms and conditions. Please note that there are two different procedures: one for candidates living in France, and another for candidates living outside of France.

Once the candidate has submitted his/her application, the candidate agrees to respect all the instructions mentioned in the terms and conditions, as well as the different procedures specified by IÉSEG School of Management.

All candidates admitted into IÉSEG School of Management must validate the number of credits required to integrate the program.

The number of credits must be equivalent to 60 ECTS credits per academic year:

1st year entrance requirements	0 ECTS credits – validation of the high school diploma (IB, A-levels...)
2nd year entrance requirements	60 ECTS credits
3rd year entrance requirements	120 ECTS credits
Masters level entrance requirements	180 ECTS credits

If the candidate has not validated the sufficient number of credits by the start of the program, the candidate will not be authorized to pursue their studies at IÉSEG School of Management.

IÉSEG School of Management does not propose additional credit courses for candidates who have not validated the sufficient number of credits prior to the start of the program at IÉSEG School of Management.

### 1.1 Requirements for candidates living in France

An entrance examination is organized each year by IÉSEG School of Management for the Grande Ecole Program (online application and oral examination) for candidates wishing to apply for the 2<sup>nd</sup> year, 3rd year or the Masters program. The entrance examination is open to students who have completed their 1st, 2<sup>nd</sup> or 3rd year tertiary studies, as well as students with a Bachelor degree in business-related fields (for example: Management/ Economics/ Business/Finance).

Candidates living in France who wish to apply to the 1<sup>st</sup> year of the Grande Ecole Program must attend the ACCES competitive examination by registering on [www.concours-acces.com](http://www.concours-acces.com)

### 1.2 Specific requirements for high school students/ candidates living abroad or in the French overseas departments and territories:

- **1st year admissions:** The French Ministry of Higher Education and Research allows IÉSEG to recruit a limited number of candidates from French high schools or their equivalent from abroad. The admissions procedure is via an online application - this is to facilitate the application process for high school students living outside of France. Integration into the program is on condition the candidate obtains his/her high school diploma. These candidates

must apply to the program either via the international procedure (online application), or via the ACCES Entrance examination.

- **2<sup>nd</sup> year, 3<sup>rd</sup> year and Masters program admissions:** If the candidates are studying or have obtained a foreign degree which is recognized by the country in which they obtained the degree, they may apply to IÉSEG School of Management via the international admissions procedure (please refer to the number of credits to validate mentioned above).

### 1.3 Requirements for apprenticeship candidates:

Apprenticeship training is open to candidates under the age of 30, who have obtained a Bachelor degree in fields such as Management/ Economics/ Business/ Finance.

It is mandatory that the candidate speaks fluent French, as approximately half the courses are taught in French.

**The apprenticeship contract** is for you if:

- You are between the ages of 16 and 30

**The pre-professional contract** is for you if:

- You are between the ages of 16 and 25
- You are unemployed and are 26 years old or more
- You benefit from the RSA, ASS, AAH (French welfare/handicap allocations), or if you benefit from an aided insertion contract (CUI).
- You benefit from the single-parent allocation in the French overseas departments and territories, as well as in Saint-Barthélemy, Saint-Martin and Saint-Pierre-et-Miquelon

### **Non-French candidates:**

Non-French candidates can only apply for the apprenticeship training if:

The candidate has been studying or working in France for at least 1 year during the year preceding the IÉSEG School of Management's Masters program.

IÉSEG School of Management reserves the right to refuse any diploma which does not meet the requirements.

You agree to comply with the terms of conditions when you submit your application.

If the candidate fails to sign a contract with a company, IÉSEG will automatically propose a seat in the classic Masters track.

## 2) How to apply?

To apply to the Grande Ecole program, candidates must connect to IÉSEG School of Management's application platform [apply.ieseg.fr](http://apply.ieseg.fr) to:

- 1- Create an account
- 2- Fill in the online form

- 3- Submit the form and upload the required documents to the platform
- 4- Pay the application fee

Incomplete applications will be refused by the admissions board. The above-mentioned required documents will be presented to the admissions board. The ministerial jury will thereafter establish the final rankings of the candidates.

## 2.1 Procedure for candidates living in France:

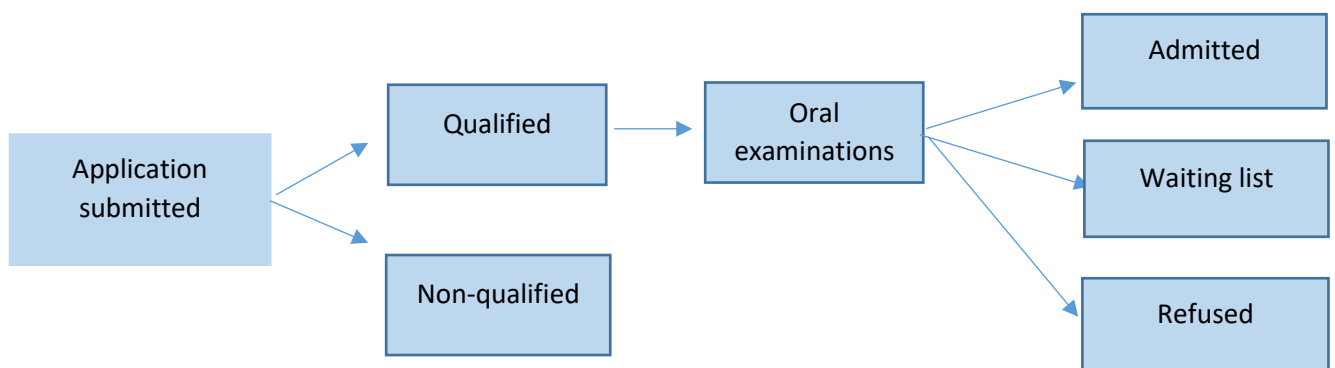
Candidates living in France who are admitted into the 2<sup>nd</sup> year, 3<sup>rd</sup> year or Masters programs (classic and apprenticeship) must follow the following procedure as well as attend the oral examinations. More information about the oral examinations can be found under point 4.

The application must include the following documents\*:

Application	Coeff
<ul style="list-style-type: none"> <li>• Signed and completed online application form</li> <li>• CV</li> <li>• 1 motivation letter</li> <li>• 2 recommendation letters (professionals or professors)</li> <li>• High school transcripts</li> <li>• Official transcript of the final high school examinations</li> <li>• Transcripts from each semester or trimester of tertiary studies</li> <li>• Copy of degree</li> <li>• Copy of ID/ Passport</li> <li>• Application fee</li> </ul>	9

\*IÉSEG reserves the right to request further documents.

Recruitment process for candidates living in France:



Candidates living abroad who apply for the apprenticeship program will be invited to do their oral interview via Skype and must submit a certificate certifying their level of English. The Skype interviews are only available for apprenticeship candidates living abroad at the time of the application.

## 2.2 Procedure for international candidates:

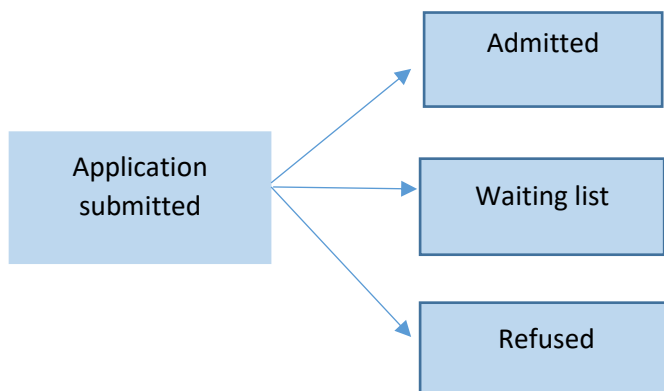
International procedure (1st year, 2<sup>nd</sup> year, 3<sup>rd</sup> year and Masters candidates)

Application	Coeff
<ul style="list-style-type: none"> <li>• Online application form</li> <li>• 3 recommendation letters (professionals or professors)</li> <li>• Transcripts of the past 3 years of secondary//or tertiary education</li> <li>• CV</li> <li>• Copy of ID/ Passport</li> <li>• Application fee</li> <li>• Candidate's motivation video on the Visio Talent website (only for candidates applying to the 1<sup>st</sup> year and the Master program)</li> </ul>	15
<ul style="list-style-type: none"> <li>• <b>English Test</b> If the candidate's mother tongue is not English, or if he/she has not studied for a minimum of 2 years in English, he/she must provide IÉSEG School of Management with an official score of one of the following English Tests: TOEFL, IELTS, TOEIC or BULATS. Minimum recommended score: TOEFL PBT 550, TOEFL IBT 85, IELTS 6.5, TOEIC (4 skills) 820, BULATS 82. No other tests will be accepted.</li> </ul>	5
<b>TOTAL</b>	<b>20</b>

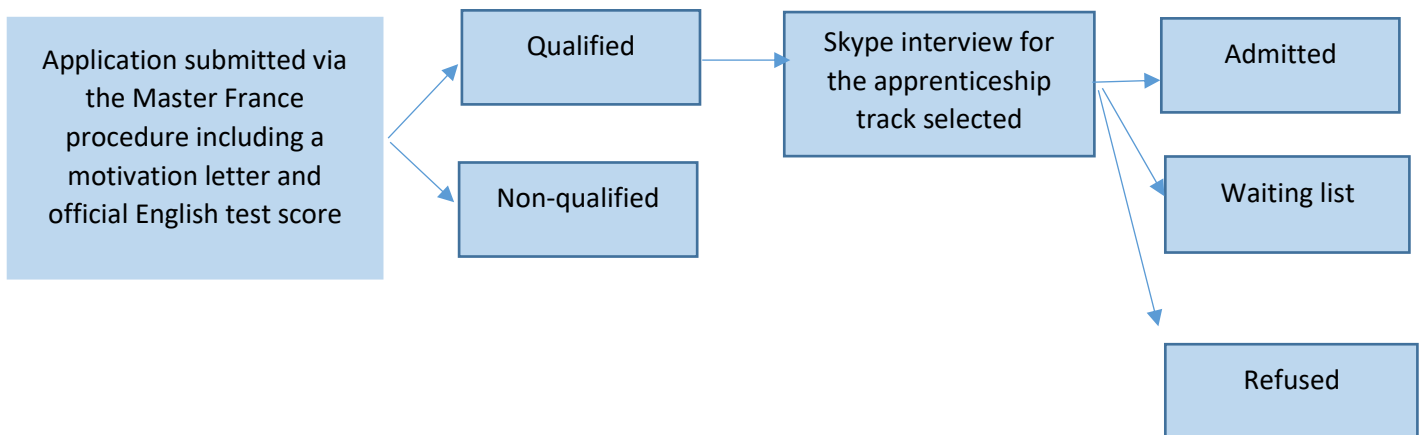
Candidates applying to the 1st year and Masters programs from abroad do not have to do a Skype interview. The documents provided will be evaluated, as well as the motivation video uploaded by the candidate to the Visio Talent website. 2<sup>nd</sup> and 3<sup>rd</sup> year candidates do not have to provide a motivation video.

If a candidate withdraws from the program, or is not eligible to join the program, the application fee is non-refundable.

Recruitment process for candidates living abroad (excluding apprenticeship candidates):



Recruitment process for candidates living abroad (apprenticeship candidates only):



### 2.3 Double application:

Candidates can only submit one application for the Grande Ecole Program. That is, a candidate cannot apply for both the 2<sup>nd</sup> and 3<sup>rd</sup> year at the same time. However, a candidate can apply to the Grande Ecole Program as well as one of the following programs during the same recruitment period:

- Bachelor In international Business (BIB)
- Post Graduate Program (Master of Science/ International MBA)

Candidates cannot apply to two apprenticeship tracks at the same time, nor apply to both the apprenticeship track and the Classic Master track at the same time.

### 2.4 Additional information:

#### Financial aid candidates

Candidates benefiting from a financial aid grant during the academic year of his/her application, will receive a 50% reduction on the IÉSEG School of Management application fee, on condition he/she provides official proof of the financial aid grant. Provisional certificates of grants are not accepted.

IÉSEG School of Management does not provide a reduction in the tuition fee for financial aid students. Students may apply for financial aid grants/ scholarships via CROUS or Erasmus.

#### High-level athletes

High-level athletes do not receive bonus points during the admissions procedure. IÉSEG School of Management does not propose tailor-made programs for high-level athletes.

## 3) Admissions Calendar 2018-2019 \*

All candidates must respect the key dates of the admissions calendar.

### 3.1 Key dates for the 2<sup>nd</sup> year France and International/ 3<sup>rd</sup> year France and Masters France applications

<b>Application platform opens</b>	Monday 1 October 2018
<b>Early-bird (reduction of application fee)</b>	Friday 1 March 2019
<b>Application deadline</b>	Thursday, 11 April 2019
<b>Qualification and admissions results for the 2<sup>nd</sup> year international procedure</b>	Wednesday 22 May 2019
<b>Registration for the oral examinations (candidates following the France procedure)</b>	22 to 26 May 2019
<b>Oral examinations for candidates in France</b>	Lille: Tuesday 28 and Wednesday 29 May 2019 Paris: Tuesday 4 and Wednesday 5 June 2019
<b>Admission Results</b>	Thursday 13 June 2019
<b>Registration deadline</b>	Friday 28 June 2019
<b>Deadline to pay deposit**</b>	Friday 28 June 2019

### 3.2 Key dates for the 3<sup>rd</sup> year International applications

<b>Online Application Deadline</b>	<b>Admissions results</b>	<b>Deadline to pay deposit**</b>
Thursday, 11 April 2019 Early-bird : 1st March 2019	Wednesday 22 May 2019	Friday 28 June 2019

### 3.3 Key dates for the 1<sup>st</sup> year International & Masters International applications (excluding apprenticeship applications)

	<b>Online Application Deadline</b>	<b>Admissions results</b>	<b>Deadline to pay deposit**</b>
<b>Session 1</b>	Thursday 6 December 2018	Monday 17 December 2018	Wednesday 9 January 2019
<b>Session 2</b>	Tuesday 29 January 2019	Tuesday 26 February 2019	Tuesday 12 March 2019
<b>Session 3</b>	Wednesday 20 March 2019	Thursday 4 April 2019	Thursday 18 April 2019
<b>Session 4</b>	Tuesday 4 June 2019	Tuesday 18 June 2019	Friday 28 June 2019**

\* For scheduling purposes, IESEG School of Management reserves the right to modify the admissions calendar during the year and therefore inform all candidates in the case of changes.

\*\* The deposit is refundable only under certain circumstances. More information can be found under point 7.

## Oral examinations

Candidates who are living in France and are applying to the 2<sup>nd</sup> year, 3rd year or Masters program, must attend the oral examinations if they qualify.

Test	Objective	Coeff
<b>Motivation interview (45 min)</b>	To test the compatibility between the candidate's personality, motivation, knowledge, professional projects, academic record and the education provided by IESEG	7
<b>English interview</b>	To test the ability of the candidate to analyze and discuss an iconographic document in English	4
<b>TOTAL (application form + oral examinations)</b>		20

All candidates who are absent for the oral examinations will automatically be withdrawn from the admissions procedure.

Candidates living abroad who are applying to the Masters apprenticeship program must apply via the France procedure, and if they qualify, must attend a Skype interview for those who cannot be present in France during the oral examination period. The Skype interview is available for the apprenticeship program only. This interview replaces the motivation interview, however please note that candidates must provide an official English test score to the admissions team.

Skype interviews cannot replace the oral examination for other programs.

### Candidates with disabilities

Candidates with disabilities are not given extra time for the oral examinations.

The campuses in Lille and Paris are handicap accessible. For any questions, please contact our health and disability advisors:

**Lille:** Patricia Lacroix [p.lacroix@ieseg.fr](mailto:p.lacroix@ieseg.fr)

**Paris:** Karine Tomasello [k.tomasello@ieseg.fr](mailto:k.tomasello@ieseg.fr)

## 4) Admissions results

The admissions results will be published on your personal account on the IESEG School of Management application platform [application.ieseg.fr](http://application.ieseg.fr)

A ministerial jury will meet after the IESEG School of Management admissions board to validate the final list of admitted candidates and those on the waiting list in order of merit. The ministerial jury's decision is final and cannot be appealed.

Admitted candidates must pay the deposit before the given deadline and register online. The choice of campus will be made once the candidate has completed his/ her registration.



## 6) Appeals/ Claims

The admissions board decisions are final and cannot be appealed. That is, IÉSEG School of Management will neither modify grades, nor organize additional examinations or interviews.

Contestations may lead to grade verification, however. All requests to verify final grades must be sent to the IÉSEG School of Management Admissions Department within 10 days following the publication of results.

An oral response will be given at the latest one month following the publication of results.

## 7) Terms of reimbursement

Application fee: if a candidate withdraws from the admissions procedure, IÉSEG School of Management will not reimburse the application fee, regardless of the reason of withdrawal

Deposit: To be reimbursed the totality of the deposit, admitted candidates who wish to withdraw from the program must send an email to IÉSEG School of Management before the 28 June 2019 2pm, justifying the reason of withdrawal. After this date, the deposit will only be reimbursed if the candidate does not obtain his/ her degree. In this case, an email must be sent before 28 June 2019 2pm to [inscription@ieseg.fr](mailto:inscription@ieseg.fr) , accompanied by proof of failure of the academic year, as well as a copy of the candidate's bank details.

International candidates, whose VISA applications are refused, will be reimbursed the totality of the deposit upon reception of the proof of VISA refusal.

## 8) Requests for deferral

Candidates who wish to request to defer their studies must send a written request to Céline Verdrière, Admissions Manager at IÉSEG School of Management: [c.verdriere@ieseg.fr](mailto:c.verdriere@ieseg.fr), within one month of the publication of the results. The email must include important information related to the reason for the request for deferral such as dates, place (if applicable), and proof from institution involved. Deferral is accepted for one academic year only. All requests will be examined by the commissions board, and candidates will receive an answer within 15 days.

Valid reasons for deferral requests:

- Medical reasons accompanied by a medical certificate
- Humanitarian or linguistic project organized by a certified institution/organization
- Professional opportunity in the form of a permanent job contract

Candidates who are deferred must integrate the campus to which he/she is allocated following his/her results during the 2019 admissions procedure. Candidates must contact IÉSEG School of Management by 30 March 2020 to confirm his/her integration.

## 10) Data protection

As part of its activity, the IÉSEG School of Management collects and processes personal data. The data gathered is subject to the provisions of French Law No. 78-17 of January 6, 1978 and European General Data Protection Regulation (GDPR) of April 27th, 2016.

Data gathered by IÉSEG are collected to promote the school's activities and programs, for recruitment and statistical purposes. Data may also be used by IÉSEG School of Management to send communication about the application and registration (all programs included).

The data collected is reserved for the use of the French Admissions Department, the Registration department, the International Relations Department, the Executive Education department, as well as with its representatives outside of the European Union, that is, IÉSEG School of Management offices and agents. The personal data collected will be kept for a period of 3 years.

Data may be sent to the company *Fizzer*, for the sole purpose of sending the letter of acceptance via the postal service to candidates accepted into one of IÉSEG School of Management's programs.

According to the "Data Protection Act" of January 6th, 1978, modified in 2004, Data subjects have the right to access, rectify, delete their personal data, as well as a right to data portability. Data subjects also have the possibility to object to processing of personal data or ask for a limitation of the processing regarding their data. Requests for the exercise of these rights can be addressed at any time by using the IÉSEG Privacy Policy contact form which can be found on the IÉSEG website [www.ieseg.fr](http://www.ieseg.fr).

Data subjects can also introduce a complaint with the French independent authority for the protection of data (Commission Nationale de l'Informatique et des Libertés – CNIL), located 3 place de Fontenoy – TSA 80715 – 75334 Paris Cedex 07.