

ESCP Business School

Specialised Masters' Programme Admissions Policy

London Campus

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1. Scope

The document gives information relevant to all Prospective Students ("Applicants") who are considering applying, are in the process of applying, or have applied through the London campus Admissions Department for a place on one of ESCP Business School London Campus (the "School")'s Specialised Master Programmes (MScs). "Application" refers to the collection of documents and information provided by the Applicants for admission purposes, including, but not limited to, curriculum vitae, motivation letter, Application Form, reference letters and proof of English language proficiency, and, where relevant, creative essay.

The policy covers admissions for postgraduate full-time studies.

2. Institutional context

ESCP Business School delivers refined management education to the brightest participants from all over the world. The School is highly selective in its recruitment. It welcomes Applications from candidates fulfilling the admissions criteria set out on the individual course pages on the School's website who feel they have the self-motivation, ability and acumen to succeed in postgraduate business education. One of the School's primary aims is to detect talent, and in seeking to achieve this aim, it is committed to ensuring fair access and the fair admission of Applicants.

This Admissions Policy explains how Applications are administered within the School and what is expected from Applicants applying to join the School.

This Admissions Policy refers to and is supported by guidance documents available from the Recruitment and Admissions Department and information provided in each of (1) our brochures (2) Application Forms, and (3) our website showing the detailed admission requirements for joining each of the courses offered at the School. This includes working experience, previous education level, English proficiency (including details of language proficiency certificates accepted and minimum scores required) and, in certain circumstances, the number of European Credit Transfer and Accumulation System (ECTS) credits required. However, if Applicants require assistance, they should contact the Specialised Master Admissions Department at masterlondonadmissions@escp.eu.

3. Responsibility for admissions within the School

The Recruitment and Admissions Department is responsible for ensuring the School follows this Admissions Policy.

4. ESCP Business School London Campus General Principles

All Applications submitted to the School will be treated in confidence.

The School takes into a holistic account the Applicant's academic achievement, relevant professional experience, motivation and English proficiency (C1) in assessing Applications. The School assesses the Applicants by information provided in the Application Form and through admissions tests and/or interviews, depending on the programme.

The School will comply with the General Data Protection Regulation 2018 and the UK Data Protection Act 2018 and will collect and process the Applicants' personal data in accordance with the School's [Personal Data Protection Policy](#).

The School is committed to ensuring fair access and the fair consideration of all Applicants applying by the application deadline(s). All decisions are made in accordance with the School's commitment to equal opportunities as set out in the School's [Equal Opportunities Policy – Code of Practice](#).

The School welcomes Applications from disabled Applicants and ensures reasonable adjustments are in place so that any Applicant with a disability can engage with the application process. Please contact the London campus Admissions Department for Specialised Master Programmes at masterlondonadmissions@escp.eu.

The School supplies contact details of the Admission Department (who process Applications) and contact details for general admissions enquiries and information as part of the application process and in the course brochures and the School's website.

Course-specific admissions requirements and application procedures are checked regularly to ensure all information provided in course brochures and on the website is up-to-date and accurate.

The School is committed to transparency and consistency in implementing this policy across the institution.

The School is also committed to providing a good Applicant experience.

Complaints will be dealt with in accordance with the School's Policy for [Admissions Feedback Appeals and Complaints](#).

5. Admissions criteria

The School has a strict recruitment process, with specific requirements for each programme. Information about the admission requirements, any course-specific amendments to the recruitment process and the professional experience required

can be found in the individual course section of the School's website [here](#) for Specialised Master Programmes.

The same key information is provided in each of (1) our brochures (2) Application Forms, and (3) our website showing the detailed admission requirements for joining each of the courses offered at the School. This includes working experience, previous education level, English proficiency (including details of language proficiency certificates accepted and minimum scores required) and, in certain circumstances, the number of European Credit Transfer and Accumulation System (ECTS) credits required.

The Programmes' Academic Directors make decisions on the number of places available for courses. This can vary between intakes. Detailed information can be obtained by contacting the Admissions Department for Specialised Master programmes at masterlondonadmissions@escp.eu.

Information can be found on the School's website, which provides guidance on visa issues and details on which visas are needed and can be obtained by international students to study at the School.

The School provides clear information showing the amounts charged for tuition fees, application fees and deposits on the brochures, the Application Forms, and the individual course pages on the School's website. Information about any available scholarships, supplied by the School, are also available through the above sources.

6. The Admissions Process

As detailed in the following text, the School's admissions process broadly follows four steps:

Step 1: Review of Application Forms to identify eligible Applicants

Step 2: Admissions Tests and/or Interviews (depending on the programme) of eligible Applicants

Step 3: Offers made by the School

Step 4: Confirmation of acceptance of the Offer by the Applicant

The detailed application process as it applies to any particular programme is explained on the individual programme pages found on the School's website. The following paragraphs apply to all our full-time MSc programmes.

7. Applications

As part of the application process, information is provided via email by the Admissions Department about which persons will see and handle the Application, and a named contact is assigned to each Applicant, who can be

contacted in relation to the application process and for updates on Applications and admissions progress.

Applications submitted will be retained for a fixed period of time in accordance with the School's [Personal Data Protection Policy](#).

A member of the Admissions Department will contact the Applicants as soon as reasonably practicable following the application deadline (which is stated on the Admissions section of each individual course page on the School's website), to confirm that the Application has been received and outline the next stages of the administrative process.

Applicants will be advised should the School need further supporting documents to process the Application.

Applications are considered individually. Based on the application requirements, the Admissions Department makes decisions about an Applicant's eligibility for joining the School. Applicants will not be invited to attend interviews if it is decided their Application does not fulfil the requirements specified. Any borderline cases will be decided by the Academic Director of the relevant Programme.

The Admissions Department will contact eligible Applicants by email, inviting them to attend the admissions interview.

Eligible Applicants who are invited to an interview will need to confirm their interview attendance by the deadline provided by the Admissions Department. Failure to do so will mean that the Applicant is treated as having withdrawn his or her Application.

If an Applicant misses the interview, in general, it can only be rescheduled once.

Interviews are conducted by senior members of the School faculty and management.

Full information about the interview process will be provided to eligible Applicants in advance, confirming the exact details of the interview.

8. Admission decision

Following an interview, admissions decisions are made by admissions juries, consisting of the Admissions Department and the Academic Directors of the relevant Programme. The decisions are based on the combination of the initial profile assessment (from the Application Form) and admissions test and/or interview performance.

9. Offered a place at the School

If an Application is successful and the admissions jury decides to offer the Applicant a place at the School, they will be sent information explaining how to accept the place and the deadline for doing so, along with a copy of the School's Terms and Conditions and Registration contract.

In order to accept an offer of a place on a programme, Applicants will be required to accept the offer formally by paying the Programme Deposit towards the Programme Fees and returning to the School's Admissions Department a signed copy of the Registration Contract, a signed copy of the School's Terms and Conditions and proof of payment of the Programme Deposit. The Programme Deposit secures the Applicant's place in the designated intake for which they have applied, thereby formalising their enrolment. Applicants wishing to defer their place to the following intake should follow the procedure in the School's Admissions Deferral Policy.

The School's [Programme Deposit Refund Policy](#) explains when a deposit may be refunded.

If Applicants are unable to meet the deadline for acceptance of the offer, they may request a deadline extension any time before the original deadline by contacting the Specialised Master Admissions Department at masterlondonadmissions@escp.eu. The email should be addressed to the Admissions Department and contain a clear reason for the extension request and a proposed new deadline, which will be considered by the Admissions Department and the Academic Director. Extensions are only granted in extenuating circumstances and at the sole discretion of the Admissions Department and the relevant Academic Director. No more than one extension will be permitted. Please be aware that by requesting to extend the offer acceptance deadline, Applicants will lose any Early Bird Discounts, where applicable.

Some Applicants are offered a 'conditional' place at the School. Conditional places require the candidate to fulfil additional requirements before the date indicated on the offer letter. This usually refers to the attainment of an educational achievement or gaining additional working experience. Applicants receiving conditional offers are still required to accept the place formally, paying the Programme Deposit towards the Programme Fees. In the event of not meeting the condition(s) the Applicant will be eligible for a Programme Deposit refund in accordance with the School's [Programme Deposit Refund Policy](#).

10. Not offered a place at the School

The School will notify the Applicant if they are not offered a place at the School. If Applicants wish to request feedback, they may do so in accordance with the School's [Policy for Admissions Feedback Appeals and Complaints](#).

Unsuccessful Applicants are able to apply again the following year. The School accepts one Application per Applicant per academic year.

11. Waiting List

Some programmes at the School have a Waiting List system in place. If Applicants are placed on the Waiting List, they will receive additional information about the next steps. Applicants should contact the Specialised Master Admissions Department at masterlondonadmissions@escp.eu if they have any questions.

12. What the School asks of applicants

The School expects the Applicants to provide information about themselves that is true and accurate. The Applicants may be deemed ineligible to join the School if any false or misleading information is provided. The School holds the right to withdraw their Application, and their enrolment may be cancelled, with no refund of fees paid.

The Applicants should inform the School of any change in their personal details, home and term-time addresses, phone numbers and email addresses. Admissions information, course information and official enrolment letters are sent using these details, and it is the Applicant's duty to keep them up-to-date.

The Applicants should respond to all correspondence in a swift and appropriate manner, especially if they are asked to provide additional information in support of their Application.

The Applicants should inform referees that the School may contact them. Candidates applying for the full-time Specialised Master programmes will be required to upload their reference letter as a document attached to the application form.

The Applicants must confirm their attendance to interviews and respect the dates and times allotted. If they cannot attend the interview or tests, they should give appropriate and adequate advance notice.

The Applicants should inform the School of any disabilities, conditions or personal circumstances that require assistance by the facilities management, so necessary arrangements can be made prior to their arrival.

The Applicants must confirm their acceptance of an offer to join the School as quickly as possible, respecting the acceptance deadline given.

13. Complaints and Appeals

If the Applicant wishes to make a complaint or appeal, they should follow the School's [Policy for Admissions Feedback, Appeals and Complaints](#) which is



available on the School's website. The School takes all complaints with appropriate seriousness, sympathy and confidentiality, and applicants are expected to present the issues clearly and professionally.

14. Availability of policies

All the policies mentioned in this document are available on the School's website [here](#).