

ESCP Business School

Specialised Masters' Programme Admissions Policy London Campus

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1. Scope

The document gives information relevant to all prospective participants ("applicants") who are considering applying, are in the process of applying, or have applied, through the London campus admissions centre, for a place on one of ESCP Business School London Campus (the "School")'s specialised postgraduate programmes (MScs) or executive education programmes (EMScs, also referred to as "ExecEd" programmes).

The policy covers admissions for postgraduate full time and part time studies.

Where ExecEd programmes are delivered in partnership with another institution, partner institutions will coordinate with the School in respect of applicable admissions policies and procedures. All such procedures are subject to the approval of ESCP Business School and should be aligned with the principles within this policy.

2. Reference

Admission of full and part-time participants.

To be read in conjunction with

Equal Opportunities Policy – code of practice

Policy for Admissions Feedback Appeals and Complaints

3. 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 website who feel they have the self-motivation, ability and acumen to succeed in postgraduate and executive 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 participants.

This Admissions Policy explains how the School promotes its programmes, how and in what ways the School disseminates information to prospective participants, how applications are administered within the School, and what is expected from applicants applying to join the School.

This policy explains the School's principles when providing information to prospective participants about the Postgraduate and Executive Higher Education programmes and also explains the standard processes, policies and criteria through which the School receives and administers applications to join these programmes.

This Admissions Policy refers to and is supported by guidance documents available from the recruitment and admissions team and information available through the individual course brochures, application forms and website. All relevant information should be accessible on the website; however, if applicants require assistance, they should contact the relevant Admissions Team at masterlondonadmissions@escp.eu or ukexeced@escp.eu.

4. Responsibility for admissions within the School

The Recruitment and Admissions Department is responsible for ensuring the School follows this Admissions Policy. The Department is supported by the UK Director of Student and Academic Services.

5. ESCP Business School London Campus general principles

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

The School takes a holistic approach when evaluating applicants, taking into consideration their academic achievement, relevant professional experience, motivation and English proficiency (C1). 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 ensures that all Admissions Officers are knowledgeable of the application procedures and admissions requirements. Resources are made available to all admissions staff for the purpose of defining suitable applicants to join the School.

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 only for the purposes of processing and determining admissions applications, improving the admissions processes (for example, with regards to widening participation) and, if the applicants are admitted to the School, as part of their participant record. This is set out in 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).

The School prides itself on treating all applicants fairly and courteously and never discriminating unlawfully.

The School welcomes applications from disabled applicants and ensures appropriate adjustments are in place so that any applicant with a disability can engage with the application process. However, disabled applicants should inform the School in advance if any special arrangements are required.

Recruitment, admissions and widening participation/access are at the core of the School's activities with senior support and with all staff engaged in delivering admissions and recruitment and widening access being appropriately trained and resourced.

The School always supply contact details of admissions coordinators who are processing applications and contact details for general admissions enquiries and information. This is available in the application forms, course brochures and school website.

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 "Programmes & Training" section of the website [here](#) for specialised postgraduate programmes and [here](#) for EdExec programmes.

Course-specific admissions requirements and application procedures are checked regularly to ensure all information provided in course brochures, guidelines 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 professionally and in the quickest time possible, in accordance with the School's Policy for [Admissions Feedback Appeals and Complaints](#).

6. Admissions criteria

Information is provided in the brochures, application forms, guidelines and 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 and, in certain circumstances, the number of European Credit Transfer and Accumulation System (ECTS) credits required.

The School outlines in all admissions documents, brochures and the website full information of the level of language proficiency required to study at the School. This includes details of language proficiency certificates accepted and minimum scores required.

Academic Directors make decisions on the number of places available on courses. This can vary between intakes. Detailed information can be obtained by contacting the admissions team at masterlondonadmissions@escp.eu or ukexeced@escp.eu.

Information can be found on the School's website, providing guidance on [visa issues](#), and detailing 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, and the fee status.

Full details will be made available to applicants of any scholarships available through the School, including details of how to apply.

7. The Admissions Process

The School's admissions process broadly follows three steps:

Step 1: Application Form

Step 2: Admissions Tests and/or Interviews (depending on the

programme)

Step 3: Confirmation of acceptance of the offer

The detailed application process as it applies to any particular programme is explained on the individual programme pages found in the "Programmes & Training" section of the School's website.

Applications

The School provides full explanations of how applications are processed. Information is provided 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 kept at the School, and archived for the mandatory required duration, after which time all applications will be destroyed in accordance with the School's data protection policy.

When to apply:

- A member of the admissions team will contact the applicants as quickly as possible or following the application deadline (which is stated on the website), to confirm the application has been received and outline the next stages of the administrative process.
- Applicants will be advised whether the School has all the necessary supporting documents needed to process the application.
- Applications are considered individually. Based on the application requirements, Admissions Officers make decisions about an applicant's eligibility for joining the School. Applicants will not be invited to attend interviews if it is decided their education and experience do not fulfil the requirements specified. Any borderline cases will be decided by the Academic Director.
- The Admissions Team will contact applicants by email, inviting them to attend the admissions interviews.

Applicants who are invited to an interview will need to confirm their interview attendance by the deadline provided by the Admissions team. 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, all of whom are experienced and qualified appropriately and have the insight and ability to judge applicants in an interview setting.

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

Admission to the School depends on applicants successfully passing the interview stage to establish capability and suitability for studying on the course.

Admission decision

Admissions decisions are made by admissions juries, consisting of Admissions Officers and Academic Directors. The decisions are based on the combination of the initial profile assessment (from the application form) and admissions test and/or interview performance.

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](#).

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, in writing, paying a deposit towards the tuition fees and returning to the School's Admission Office 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 deposit secures the applicant's place on the next intake of the programme. The School's [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: masterlondonadmissions@escp.eu (for MSc programmes) or ukexeced@escp.eu (for Executive Education programmes). The email should be addressed to the Admissions Officer and contain a clear reason for the extension request and a proposed new deadline, which will be considered by the Admissions team and the 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.

Applicants wishing to defer their enrolment to the following intake should contact the admissions team with their formal request in writing, submitting a completed copy of the School's Admission Deferral Request Form, and giving precise reasons for the request. Deferrals are not automatic and are only allowed under specific circumstances. The Academic Director will make decisions on deferral. Applicants deferring are still required to pay a deposit towards tuition fees within the deadline outlined on the offer letter.

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 improvement in language proficiency or gaining additional working experience. Candidates receiving conditional offers are still required to accept the place formally, paying the deposit towards tuition fees. In the event of

not meeting the condition(s) the applicant will be subject to the deposit refund.

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 the following year again. The School accepts one application per applicant per academic year.

8. Waiting list

Some programmes at the School have a Waiting List system in place. If applicants are placed on the waitlist, they will receive additional information about the next steps. Applicants should contact the Admissions Officers if they have any questions.

9. What 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 will contact them. For Executive Education courses requiring references, referee contact details must be included in the references section of the application form in order for the School to consider an application complete. 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, especially if interviews need to be re-arranged.

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.

10. 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. The School takes all complaints with appropriate seriousness, sympathy and confidentiality, and applicants are expected to present the issues clearly and professionally.

11. Availability of policies

All the policies mentioned in this document are available on the School's website at <https://escp.eu/london/public-information>