

Selection rules Winter Session

The **International Admissions Service (SAI)** of the Paris Chamber of Commerce and Industry (CCIP) manages recruitment tests and interviews of students with a degree obtained outside France on behalf of five Management schools: AUDENCIA Nantes, EMLYON Business School, ESCP Europe, HEC Paris and SKEMA Business School.

Winter session

Each year in winter the SAI organises a second recruitment session for entry into the following Grande Ecole Master in Management programmes:

AUDENCIA Nantes: Master in Management
EMLYON Business School: MSc in Management
ESCP Europe: Master in Management

HEC Paris: MSc in Management
SKEMA Business School: MSc in Management

Applications: applications to the winter session are open from **15 July 2011 to 20 January 2012**.

Timetable: the winter session consists of an **eligibility** decided upon review of the application form, an **admissibility** pending on the result obtained at the written test: GMAT or TAGE MAGE and an **admission** declared after the oral test:

Eligibility is declared **before 20 January 2012** by the SAI.

Admissibility is declared **at the beginning of February 2012** by the Evaluation Committee of the SAI member schools.

The oral test takes place **between the beginning and mid-February 2012**.

Admission is declared **at the end of February 2012** by the Admission Committee of each SAI member school.

Eligibility

To be eligible to the SAI winter selection, applicants must:

- be no more than **30 years old in 2012**
- hold a **non-French degree** (Licence, Bachelor, Benke, Master...) gained upon successful completion of at least **three years of university education outside France**; the degree being awarded by a nationally accredited higher education institution.

Applicants may fill an application in the same year that they obtain their degree.

For specific degree courses of at least 5 years-duration, a special dispensation can be granted for students who can provide a certificate of successful completion of 3 years of studies. **This dispensation is possible only for applications to AUDENCIA Nantes, ESCP Europe and HEC Paris.**

Applicants who hold both a non-French degree (obtained outside France), and a French degree must choose between the admission procedure for applicants holding a non-French degree and the admission procedure for applicants with a French degree¹.

Application to the winter session

Applications are **on-line only**, on the SAI website at: www.sai.ccip.fr

All information contained in their application is the **applicants' sole responsibility**. **No changes to the content of the application shall be accepted after the application deadlines** (these include: choice of test, of examination centre or of school).

The number of successive applications every other year is not limited.

Applicants **having deferred their enrollment in one of the five SAI member schools are not allowed to apply to the SAI selection in the following year**. If they wish to re-apply, they must first cancel their enrollment to the school concerned.

It is the applicants' responsibility to make certain that they can be easily contacted during the selection process. The principal communication medium used by the SAI being the email, **applicants should ensure that they have given a correct and working email address when applying**. Applicants must also keep the SAI informed of any change in their contact details.

¹ Applicants who choose the admission procedure open to students holding a French degree are invited to contact the schools directly to check their admission procedures.

1 - Multiple applications

The SAI selection is common to the five following Management schools: AUDENCIA Nantes, EMLYON Business School, ESCP Europe, HEC Paris and SKEMA Business School.

Applicants wishing to apply to one or more of these schools, should tick the appropriate box(es) on their online application form. For administrative purposes, applicants are asked to create and submit only one online application.

2 - Deadlines for applications

The application form has to be completed before **20 January 2012**.

An application form is considered **complete** if and only if :

- The online application form has been completed and submitted ;
- all the mandatory documents have been uploaded and/or received by the SAI ;
- the payment of the application fee has been made and received by the SAI.

It is the applicants' responsibility to ensure that all their uploaded documents have been well received by the SAI and are illegible and valid. Incomplete applications will not be considered by the SAI.

After review of their applications, the SAI sends an email to applicants to confirm or not their eligibility.

3 - Application fee payment

The amount of the application fee is **175 €** whether applicants choose to apply to one or more schools.

The application fee is non-refundable even in cases where the applicants should not be present at the selection tests or should decide to withdraw from the SAI selection.

Only non-eligible applicants will have their application fee refunded. Non-eligible applicants who have paid their application fee by bank transfer will have to send to the SAI their bank details in order to be reimbursed.

The SAI may cancel an application if the applicant did not pay his/her application fee.

Winter session timetable

1- Eligibility

Applicants' eligibility is decided by the SAI upon review of their application.

The SAI sends an email to applicants to confirm or not their eligibility.

The transfer of an application from the winter session to another session can be done on e-mail request **only if the applicant has not yet been declared eligible to the winter session.**

2- Admissibility

The winter session of the SAI selection consists of a written and an oral test.

After review of the application form and of the result at the written test, the Evaluation Committee of the SAI member schools draws the list of admissible applicants. Only admissible applicants are invited to take the oral test.

Written test:

Applicants to the winter session must choose the GMAT® or the TAGE MAGE® as their written test.

a - The GMAT® (Graduate Management Admission Test²)

GMAT is organised by GMAC. Applicants must apply directly on the website <http://www.mba.com>. Applicants' scores must be reported by GMAC directly to the SAI, using the SAI program code: **D14-M2-03**.

Depending on the GMAC test centre, reporting of scores may take several days. Therefore, we strongly encourage applicants to take their GMAT test **no later than 10 January 2012**. Applicants are responsible for sending their scores to the SAI. If sent to another institution, applicants must make sure to contact GMAC to have their score forwarded to the SAI.

Only official GMAT scores taken in 2010, 2011 and 2012 and reported to the SAI will be accepted. Copies and non official scores (*test taker copy*) are not considered by the SAI. **It is the applicants' responsibility to ensure that their GMAT score has been well received by the SAI before the deadline of the winter session on 20 January 2012.**

² GMAT is a Graduate Management Admission registered trademark and exam.

b - The TAGE MAGE® (Test d'Aptitude aux Etudes Supérieures de Gestion)

This test is organised by the FNEGE. Before applying for the TAGE MAGE test, applicants must create an on-line application on the SAI website to get an SAI application number. Then they must apply for the sessions organised between **1st December 2011 and 20 January 2012** by logging onto the TAGE MAGE website: www.tagemage.fr, using their SAI application number. No TAGE MAGE test taken after 20 January 2012 will be taken into account.

Attention, all applicants having taken the TAGE MAGE and having been declared admissible must send the SAI an English level test score. This must be an IELTS or TOEIC or TOEFL official score to be uploaded no later than **13 February 2012**. Applicants are informed that English test scores should be less than 2 years old.

3- Admission

Oral test :

Applicants who are declared admissible are invited to take an interview in the examination centre they have chosen when applying. **The interview will take place between the beginning and mid-February.**

The interview lasts about 30 minutes and is in French or in English depending on the applicant's choice. The interview committee is composed of alumni and representatives of the SAI member schools. The committee evaluates applicants' motivation and personality.

When taking the oral test, applicants must ensure to have a valid ID with them and to bring **3 copies of a one-page resume.**

Applicants should make themselves available during selection tests periods, at the time and date they will be notified by the SAI.

Admission results:

Final admission is pronounced by the **Admission Committee of each SAI member school at the end of February**, after the oral tests. The Admission Committee of each school draws the list of admitted applicants. An applicant can be admitted in one or several schools.

Committee decisions are definitive and sovereign. The list of admitted applicants is published on the website of each SAI member school. Applicants have to check their results on the websites of each school they have applied to.

For all questions regarding scholarships or tuition fees, admitted applicants should contact directly the SAI member schools.

Complaints

The Admission Committee being sovereign, all complaints will be received only on issues of transferred scores. Consequently, all requests about re-examination of results obtained will not be received by the SAI.

Agreement about the selection rules

When applying to the *Grande Ecole* Master in Management programme of the SAI member schools, applicants give up the right to apply to the same programme through another admission procedure and agree to respect all the rules in this document.