



ESCP Europe Business School

London Campus

Admissions Policy

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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 Europe 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 and part-time study.

It applies to the admissions cycle 2022-2023

It applies to:

1) admissions to all of the above specialised postgraduate programmes, and 2) admissions to all of the above ExecEd programmes so long as they are delivered solely by the School.

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 Europe and should be aligned with the principles within this policy.

Reference

Admission of full and part-time participants.

Date approved

7th October 2021

Date for review

All School policies are reviewed on an annual basis, or as necessary, by the relevant directors, managers and committees.

This policy was last reviewed and approved on 7th October 2021 by Emily Centeno. It is due to be reviewed again in October 2022

To be read in conjunction with

Equal Opportunities Policy – code of practice

Policy for Admissions Feedback Appeals and Complaints

Institutional context

ESCP Europe delivers refined management education to the brightest participants from all over the world. The School is highly selective in its recruitment. We welcome applications from any candidate fulfilling the admissions criteria as set out on our website, who feels they have the self-motivation, ability and acumen to succeed in postgraduate and executive business education. One of our 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 the ways in which we promote our programmes, how and in what ways we disseminate information to prospective participants, how applications are administered within the school, and what we expect from applicants applying to join the school.

This policy explains the principles we work to when providing information to prospective participants about our Postgraduate and Executive Higher Education programmes, and also explains the standard processes, policies and criteria through which we receive and administer applications to join these programmes.

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

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 Director of Programme Administration, Quality Data and Compliance.

ESCP Europe 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). We assess applicants by information provided in our Application Form and through admissions tests and/or interview, depending on the Programme.
- We ensure that all Admissions Coordinators 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 we will collect and process your personal data only for the purposes of processing and determining admissions applications, improving our admissions processes (for example with regards to widening participation) and, if you are admitted to the School, as part of your participant record. This is set out in the School's Personal Data Protection Policy.
- We are committed to ensuring fair access and the fair consideration of all applicants applying by our application deadline(s).
- We pride ourselves on treating all applicants fairly, with courtesy and never discriminating unlawfully.
- We welcome applications from disabled applicants. We seek to ensure that we have in place appropriate adjustments to ensure any applicant with a disability can engage with our application

process, but we ask that disabled applicants inform us in advance if any special arrangements are required.

- Recruitment, admissions and widening participation/access are at the core of our activities with senior support and with all staff engaged in the delivery of admissions and recruitment and widening access being appropriately trained and resourced.
- We 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.
- We have a strict recruitment process, with specific requirements for each of our courses. Information about the admission requirements, any course-specific amendments to the recruitment process and 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 in the website, is up-to date and accurate.
- We are committed to transparency and consistency of implementation of this policy across the School
- We are 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.

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, the level of previous education, English proficiency and in certain circumstances the number of European Credit Transfer and Accumulation System (ECTS) credits required.

We outline in all admissions documents, brochures and our 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.

Programme 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 giving guidance on [visa issues](#), detailing which visas are needed and can be obtained by foreign students to study at the School.

We provide 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 for them.

The Admissions Process

The School's admissions process broadly follows three steps:

Step 1: Application Form

Step 2: Admissions Tests and/or Interview (depending on the programme)

Step 3: Confirmation of acceptance of 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

We give full explanations of how applications are processed by the School. Information is provided about which persons will see and handle the application and we give a named contact within the School, 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, archived for the mandatory required duration, after which time all applications will be destroyed in accordance with the School's data protection policy.

When you submit an application:

- You will be contacted by a member of the admissions team as quickly as possible, or following the application deadline (which is stated on our website), to confirm the application has been received and outlining the next stages of the administrative process.
- You will be advised whether we have all the necessary supporting documents needed to process the application.
- Applications are considered individually. Based on the application requirements, Admissions Coordinators 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 Programme 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 Coordinators 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 our commitment to equal opportunities as set out in the School's Equal Opportunities Policy – code of practice.

If you are offered a place at the School

If your application is successful and the admissions jury decides to offer you a place at the School, you 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, you 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 your place on the next intake of the programme. The School's Deposit Refund Policy explains when a deposit may be refunded.

The School will provide you with a hard copy and/or a PDF copy of the contract medium within a reasonable time after the contract is entered into.

If you are unable to meet the deadline for acceptance of the offer, you 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). Your email should be addressed to the Admissions Coordinator and contain a clear reason for the extension request and a proposed new deadline, which will be considered by the Admissions team and the Programme Director. No more than one extension will be permitted. Please be aware that by requesting to extend your offer acceptance deadline you 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, giving precise reasons for the request. Deferrals are not automatic and are only allowed under specific circumstances. Decisions on deferral will be made by the Programme Director. Students 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 deposit refund.

If you are not offered a place at the School

We will notify you if you are not offered a place at the school. If you wish to request feedback you may do so in accordance with our Policy for Admissions Feedback Appeals and Complaints.

Unsuccessful applicants are able to apply again the following year. We accept one application per applicant per academic year.

What we ask of you:

Provide information about yourself that is true and accurate. If you provide false or misleading information you may be deemed ineligible to join the School. The School holds the right to withdraw your application and your enrolment may be cancelled, with no refund of fees paid. You should

inform us of any change in 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 your duty to keep them up-to-date.

- Respond to all correspondence in a swift and appropriate manner, especially if you are asked to provide additional information in support of your application.
- Inform referees that we 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. If you are applying for the full-time Specialised Master programmes you will be required to upload your reference letter as a document attached to the application form.
- Confirm attendance to interviews and respect the dates and times allotted. If you cannot attend the interview or tests, you should give us appropriate and adequate advance notice, especially if interviews need to be re-arranged.
- Inform us of any disabilities, conditions or personal circumstances that require assistance by the facilities management at the School, so necessary arrangements can be made prior to your arrival.
- Confirm your acceptance of an offer to join the school as quickly as possible, respecting the acceptance deadline given.

Complaints and Appeals

If you wish to make a complaint or appeal, please follow our Policy for Admissions Feedback Appeals and Complaints