



École de
Management
Appliqué

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EMA Admissions Policy

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1. Policy Statement

EMA is a welcoming and inclusive institution committed to ‘transforming lives through education and opportunities.’ This policy sets out EMA's recruitment, selection, and admissions process for all its programmes, outlining responsibilities of both the institution and applicants. It should be read in conjunction with the Terms and Conditions of Study, Prospectus, and information provided on the EMA website.

The policy ensures that EMA adheres to national and international best practices in higher education admissions and meets all legal requirements in France. The policy covers undergraduate, postgraduate, and doctoral programmes, offered full-time, part-time, and via distance learning.

2. Information for Applicants

EMA complies with the guidelines of the **Autorité de la concurrence** (French Competition Authority) and adheres to principles of equality, ensuring that applicants receive accurate, accessible, and transparent information to make informed decisions about their studies. The **Terms and Conditions for Study** at EMA govern the institution's relationship with students, forming a binding contract once an offer is accepted.

All programme information, including course content, fees, and assessments, can be found on the EMA website. EMA is committed to ensuring that students have access to clear information on how to raise any concerns or complaints.

3. Criteria for Admission

Admissions criteria are determined by the specific programme level and are detailed in Appendix 1. All programmes are delivered in English or French, and applicants must demonstrate proficiency in the relevant language during the admissions process.

General Entry Requirements:

- Undergraduate Programmes: Applicants must hold a qualification equivalent to the French Baccalauréat or UK A-Levels.
- Postgraduate Programmes: Applicants must hold a good Bachelor's degree in a relevant field.
- Doctoral Programmes: Applicants must hold a good relevant Master's degree (BAC +5) or equivalent qualification. Additionally, 2 years of relevant work experience is required for DBA applicants.

English Language Proficiency:

For programmes taught in English, applicants must meet the following language requirements:

- CEFR B2 or equivalent
- Some SELTs accepted by EMA include IELTS, TOEFL iBT, Duolingo.

Where English proficiency cannot be demonstrated by standard tests, EMA may accept a

Medium of Instruction (MOI) letter from the applicant's previous institution or conduct an interview to assess their English level.

French Language Proficiency:

For programmes taught in French, applicants must meet the following language requirements:

- CECRL B2 or equivalent.
- Some SELTs accepted by EMA include TCF, DELF, DALF.

Where French proficiency cannot be demonstrated by standard tests, EMA may accept a Lettre de Moyen d'Enseignement (MOE) from the applicant's previous institution or conduct an interview to assess their level of French. For applicants from countries where the official language of education is French, and the examinations were conducted in French, the qualification certificate serves as a proof of language competency.

4. How to Apply

Applicants can apply online via the EMA website or through authorised agents. The application process is straightforward and is designed to provide applicants with a fair and efficient experience.

- Required Documents: Applicants must submit the following:
 - Official academic transcripts and certificates (translated if necessary).
 - Proof of English or French proficiency where necessary.
 - A personal statement (minimum 350 words).
 - A CV detailing academic and work history.
 - A valid passport (minimum 6 months validity from the start date of the programme).
 - Relevant work experience letters (where necessary).
- Application Fee: A non-refundable application fee must be paid at the time of submission.
- Processing Time: EMA aims to process applications within 2 working days of receiving all required documents. Incomplete applications will not be processed until all outstanding documents have been provided.

5. Applications from Minors

EMA accepts applicants who will be under the age of 18 at the time of starting their studies, provided they have parental or guardian consent. Applicants under 18 must submit a Parental Consent Form along with their application.

6. Applicants with Disabilities/Additional Support Needs

EMA welcomes applications from students with disabilities and/or additional support needs. Applicants are encouraged to disclose their requirements during the admissions process.

EMA's Student Support Services will assess the applicant's needs and provide reasonable adjustments where possible. In complex cases, EMA may require additional investigation to determine what support can be provided.

7. Decision-Making and Offers

The Admissions criteria are set by the institution's Board. All admissions decisions are made by the EMA Admissions team, and in collaboration with academic staff where necessary. Applicants will receive one of the following outcomes:

- Conditional Offer: Issued when an applicant meets most criteria but must fulfil certain conditions, such as providing final transcripts or passing an English language interview.
- Unconditional Offer: Issued when all entry requirements have been met.
- Rejection: Issued when the applicant does not meet the entry requirements.

EMA will aim to notify applicants of the decision within 5 working days of receiving all required documentation. Offer letters will be sent via email, and applicants are required to confirm acceptance within 14 days.

8. Registration and Enrolment

Once an offer has been accepted, applicants must complete their registration before the start of the programme. This includes:

- Providing all final documents (e.g., visas, academic certificates).
- Paying the required tuition fees.
- Paying the CVEC- (French tax to contribute student life in France) Contribution à la Vie Etudiante et de Campus.
- Attending Orientation Week activities at EMA.

Failure to complete the registration process by the deadline may result in the offer being withdrawn.

9. Recognition of Prior Learning (RPL)

EMA recognises prior learning and awards credit for previous academic qualifications or professional experience where appropriate. Applicants wishing to apply for RPL must submit relevant documents (e.g., previous transcripts, professional certifications) along with their application.

10. Appeals Against Admission Decisions

Applicants may appeal an admissions decision if they believe there has been a procedural error or if new information has come to light. Appeals must be submitted in writing to the Director of Global Admissions within 10 working days of receiving the decision. Appeals are reviewed by the Academic Board, and applicants will receive a response within 15 working days.

11. Complaints Against the Admissions Service

If an applicant is dissatisfied with the admissions process, they may file a formal complaint. Complaints must be submitted in writing to the head of department within 10 working days of the issue occurring. EMA aims to resolve complaints within 15 working days of submission. Complaints must be emailed to admissions@ema.education, and marked for the attention of the head of department.

12. Fraud and Plagiarism

EMA takes a strict approach to fraud, plagiarism and collusion; including the use of writing services and artificial intelligence. Any application found to contain false or misleading information will be rejected. If fraud is discovered after enrolment, EMA reserves the right to revoke the student's place on the programme and report the issue to relevant authorities.

13. Data Protection

EMA is committed to ensuring that all applicant data is processed in compliance with the General Data Protection Regulation (GDPR). Personal information will be used solely for the purposes of admissions and will not be shared with third parties without the applicant's consent. Applicants have the right to access, amend, or delete their data at any time.



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