

## EXECUTIVE MBA

CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg welcome all applicants.

Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

### ADMISSION REQUIREMENTS

Selecting candidates for admission to the Executive MBA programme (EMBA) is a critical decision. We believe that there is more to selecting a candidate than just considering scores, GPA's and other merely numerical performance indicators. For this reason, admission decisions for the EMBA take into account **three** primary areas of evaluation:

1. **Professional Experience** (length, breadth, and depth of professional and managerial experience; potential for career development and progression)
2. **Academic Qualifications** (a bachelor's degree from an accredited institution or previous postgraduate level studies with a satisfactory level of achievement)
3. **Additional Relevant Criteria** (potential contribution to the learning experience of the programme; motivation; ability and willingness to commit the required time and energy to the programme; community service and professional activities; support from an applicant's employing organisation).

Furthermore, it should be noted that in admitting selected groups of high-potential managers coming from the same company or industry (instead of individual applications), admission recommendations are based on both class composition and individual criteria. Class diversity in job function and industry classification is an objective.

Nevertheless, there are certain **standard admission requirements**:

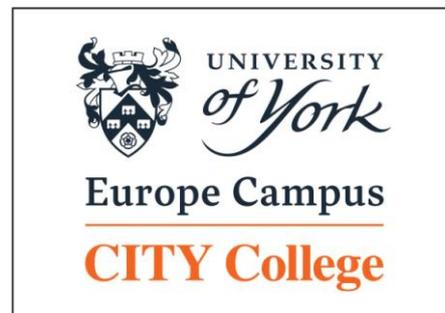
- Undergraduate degree from an accredited institution (does not have to be a business degree)\*
- A minimum of three – five years of professional work experience
- Verified English Language Competence\*\*

#### NOTES:

\* A small number of applicants may be accepted without an undergraduate degree, provided they have substantial experience in managerial posts and they meet all other requirements.

#### \*\*English Language Qualifications

Successful applicants must have fluent command of the English language proven by:



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- International English Language Testing System (IELTS Academic) with overall score of 6.5 or above, with at least 5.5 in each component.
- Pearson – PTE Academic with overall score 61 or above, with no less than 51 in each component.
- Cambridge Certificate in Advanced English (CAE) with overall score of 176 or above, with no less than 162 in each component.
- Cambridge Certificate of Proficiency in English (CPE) with an overall score of 176 or above, with no less than 162 in each component.
- Test of English as a Foreign Language (TOEFL) internet-based test (iBT) and special home edition, with overall score 87 or above, with a minimum of 17 in Listening, 18 in Reading, 20 in Speaking and 17 in Writing.
- Michigan State University – Certificate of English Language Proficiency (MSU – CELP): CEFR C2
- GCSE English Language with minimum Grade C / Grade 4.
- iGCSE English Language with minimum Grade C.
- Trinity ISE Level 3 with Pass in all components.
- Duolingo with overall score 110, minimum 90 in all other components.
- Examination for the Certificate of Proficiency in English (ECPE).
- Michigan English Language Assessment Battery (MELAB): overall score 91 and above with a minimum of 81 in writing, listening and GCVR and a minimum of 3- in speaking (accepted until July 2020).
- Michigan English Test (MET): overall score 230 and above with a minimum of 53 in each component.

*The above qualifications should normally have been acquired **within the last three (3) years**, taking into consideration the starting date of your course at CITY College.*

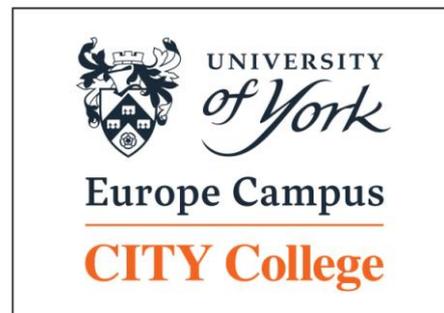
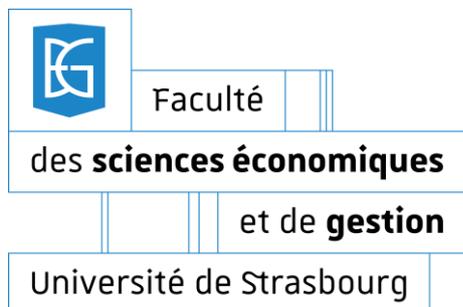
For the full list of approved English language qualifications please visit:

<https://york.citycollege.eu/regulations-policies>

It may be possible to consider other English language qualifications. Please contact the Admissions Office at: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu) for further advice.

Candidates who have completed their Bachelor's studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability (a document of proof should be submitted e.g. a transcript or letter from the institution).

Executive MBA applicants who do not hold a formal English language qualification but meet all other course entry requirements and exhibit accumulated or informal knowledge of the English Language are



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accepted on the basis of their performance in an Internal English Language Assessment Test administered by CITY College, University of York Europe Campus.

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**IMPORTANT NOTE:** *Due to the variation in standards of undergraduate education, students should include complete information regarding all their educational qualifications. The above list is for guidance only and is not exhaustive. Students who are unsure about the acceptability of their qualifications should seek advice from the Admissions Office of CITY College, University of York Europe Campus with full details of their educational background.*

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### APPLICATION REQUIREMENTS

#### **A completed application form**

You can download and print an application form from our website at: [www.york.citycollege.eu](http://www.york.citycollege.eu) or you can request a copy from the Admissions Office or the Representative Office in your country. Complete the application form either electronically or in your own handwriting. Applications completed in your own handwriting, should be scanned, and attached to your email along with the required documents described below.

**Please note that your application and the required documents should be sent by email to the Admissions Office ([admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)).** You may be required to send/submit the hard copies of your documents.

Alternatively, you may submit your application and the supporting documents through the Recruitment Office.

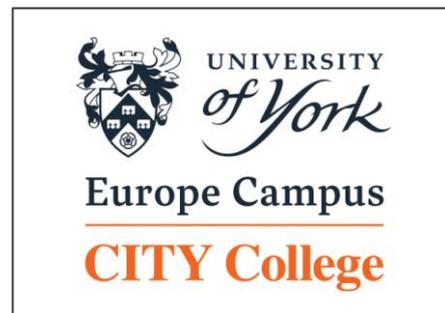
**Photograph:** You should send/submit through email an identity-card size coloured photograph.

#### **Certified photocopy of your University degree/s and all associated transcripts of performance**

If your institution provides degrees and transcripts in a language other than English, you are required to submit certified photocopies of the originals, as well as copies translated in English, which must be provided by the institution itself or a certified translator/translating service.

#### **Certified Photocopy of the English Language qualification(s)**

The English Language qualifications accepted by CITY College, University of York Europe Campus are described in the relevant section of the **Admission Requirements** above. Depending on the English Language test provider, if the test reference number is provided, we can verify the qualification online; otherwise a certified copy is required.



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Candidates who have not acquired an English Language qualification at the time of the submission of their application form are required to take the Internal English Language Assessment Test administered by CITY College, University of York Europe Campus.

### **One Reference Letter**

Reference letter can be submitted in one of the following ways:

- on paper signed in sealed envelope, sent via regular mail, posted directly by the referee or the applicant *or*
- sent by email to [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu) directly by the referee

The reference letter should be written by a person who has supervised you in an employment setting. For more information please visit the Guidance for Academic/Professional References: <https://york.citycollege.eu/regulations-policies>

### **Current Resume / CV**

No standard format required.

### **Copy of your passport**

You should email a copy of your passport (or Identity Card) where your name and other relevant personal information appear in the Latin / English alphabet.

### **Registration fee**

The registration fee is a one-time fee paid by all applicants. The registration fee is refundable in the event that the candidate's application is rejected by CITY College or, in the case of international students, if the candidate's application for a student visa is rejected by the relevant immigration authorities. When the application form and the associated documents are emailed, a copy of the bank receipt for the payment of the registration fee must be included. Payment details are provided in the tuition fees list.

If you send any document through the post please use the address below:

**The Admissions Office  
CITY College, University of York Europe Campus  
24 Proxenou Koromila St  
54622 Thessaloniki, GREECE**

Completed applications can also be emailed to CITY College's Representative Offices abroad. For a complete list and contact details of the representative offices see: [International Offices Abroad](#)