

**Photo**

**APPLICATION FORM EuroMBA programme**

**Application requirements and procedure**

**Your admission into the EuroMBA programme will be based on the following criteria:**

- 5 years professional work experience
- Proficiency in English
- Bachelor's degree

If required:

o For non-Anglophones: TOEFL test: [www.toefl.com](http://www.toefl.com) (min. score 250)

**What happens once your application has been registered?**

- You receive an e-mail or phone call of receipt.
- You will have a phone interview with the Programme Director.
- Your documents are sent to the Admissions Committee for evaluation. Within 15 days after receipt of your documents you will be informed on their decision.

**Additional documents:**

Please send the following with your application form:

- ✓ a copy of all academic degrees including complete transcripts
- ✓ a copy of your passport
- ✓ an up-to-date Curriculum Vitae
- ✓ a passport photo
- ✓ a proof of payment of the application fee €125 (reimbursable with the tuition fee)
- ✓ two letters of recommendation (standard form available in this application)
- ✓ a letter of motivation (guidelines provided in this application)

**Send your application to:**

Fill in your application and post, e-mail or fax it to:

EuroMBA Desk (Attention: Dany Simon)  
 Tongersestraat 49, 6211 LM Maastricht, The Netherlands  
 PO Box 616, 6200 MD Maastricht, The Netherlands  
 E-mail: [Dany.Simon@euromba.org](mailto:Dany.Simon@euromba.org)  
 Fax: +31 43 3882000

**I want to start the EuroMBA programme, beginning:**

<input type="checkbox"/>	January	Year:
<input type="checkbox"/>	September	

**How did you learn about the EuroMBA?** (Add a (x) to what applies)

<input type="checkbox"/>	Brochure
<input type="checkbox"/>	References from alumni or student, please state their names:
<input type="checkbox"/>	Contact with a consortium member, please specify:
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>o AUDENCIA Nantes School of Management - France</li> <li>o EADA Escuela de Alta Dirección y Administración, Barcelona - Spain</li> <li>o HHL Leipzig Graduate School of Management - Germany</li> <li>o IAE Aix Aix-Marseille Graduate School of Management, Aix-en-Provence - France</li> <li>o Kozminski University, Warsaw - Poland</li> <li>o Maastricht University School of Business and Economics - The Netherlands</li> </ul>
<input type="checkbox"/>	Information session, please specify:
<input type="checkbox"/>	Fairs, please specify:
<input type="checkbox"/>	Internet, please specify:
<input type="checkbox"/>	References from friends or co-workers, please state their names:
<input type="checkbox"/>	Newspapers and magazines, please specify:
<input type="checkbox"/>	Others please specify:

**Applications to other programmes**

Are you applying to other schools or universities?

Name(s):

Location (s):

Which programme? Please specify:

*All information received as part of this application will be treated as confidential.  
Please do not hesitate to contact us if you require any further information.*

**Personal information**

Last name:

First name:

Sex M F

Date of Birth (dd/mm/yyyy):

Age:

Place of Birth (City, Country):

Nationality (ies):

Passport n°:

Website or blog:

**Current Address**

Address:

City:

Zip Code:

State:

Country:

Tel.

Mobile:

E-mail:

**Company Address**

Company:

Department:

Address;

City:

Zip Code:

State:

Country:

Tel.:

Mobile:

E-mail:

Website:

**Please indicate one e-mail address for all mail from the EuroMBA:**

e-mail address:

**Academic Background**

 Highest Education (*Add a (x) to what applies*)

<input type="checkbox"/>	Bachelor	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD
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 Degree Background Highest Education (*Add a (x) to what applies*)

<input type="checkbox"/>	Literature	<input type="checkbox"/>	History	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Architecture
<input type="checkbox"/>	Psychology	<input type="checkbox"/>	Politics	<input type="checkbox"/>	Medicine	<input type="checkbox"/>	Sociology
<input type="checkbox"/>	Geography	<input type="checkbox"/>	Pharmacy	<input type="checkbox"/>	Economics	<input type="checkbox"/>	Business
<input type="checkbox"/>	Law	<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Physics
<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>	

Name and type of School/University	Degree	Date
1		
2		
3		

**Additional Training**

Name and type of Programme	Year of Certificate
1	
2	
3	

**Language Skills**

 Mother Tongue:  
 Other Language 1:  
 Other Language 2:

English spoken:	<input type="checkbox"/>	Good	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Poor
English written:	<input type="checkbox"/>	Good	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Poor

**Professional experience**
**Current position**

Function:	
Position Level:	
Beginning (month,year):	

Company:	
City/Country:	
Sector:	
Turnover:	
Number of employees:	

**Previous work experience**

**Length of Work Experience: \_\_\_\_\_ years**

**Previous work experience 1:**

Function:	
Position Level:	
Beginning (month, year):	
Ending (month, year):	
Company:	
City/Country:	
Sector:	
Turnover:	
Number of employees:	

**Previous work experience 2:**

Function:	
Position Level:	
Beginning (month, year):	
Ending (month, year):	
Company:	
City/Country:	
Sector:	
Turnover:	
Number of employees:	

**Previous work experience 3:**

Function:	
Position Level:	
Beginning (month, year):	
Ending (month, year):	
Company:	
City/Country:	
Sector:	
Turnover:	
Number of employees:	

**Letter of motivation**

A letter of motivation is required for your application. We recommend you to indicate:

- why you opt for the EuroMBA and not for another MBA programme;
- what your most important expectations of the programme are (learning goals);
- what you expect the programme brings to you in terms of your career and personal development;
- what do you think you will bring to the programme;
- what your ambitions are for the next 5 years.

Letter of motivation from:

Date:



5. Additional comments

**Please evaluate, as much as you can, the qualities of the applicant using the chart below.**

	Very good	Good	Average	Poor	Unknown
Intellectual ability					
Analytical ability					
Leadership capabilities					
Working in teams					
Motivation and ambition					
Creativity and entrepreneurial attitude					
Focus on results					
Perseverance					
Maturity					
Potential for career enhancement					

**How would you assess the candidate's qualification for participation in the EuroMBA?**

- Excellent candidate  
 Good candidate

- Average candidate  
 Below average candidate

**Referee Data**

Full Name:

Company:

Position:

Address:

City, Zip Code:

State, Country:

Telephone:

E-mail:

Date:

Signature:





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Address:

City, Zip Code:

State, Country:

Telephone:

E-mail:

Date:

Signature:

## **Finances**

### **I finance the programme as follows (select below):**

- I finance the programme myself
- My company finances the programme
- My company and I share the costs for the programme

### **Application fee**

The application fee for the EuroMBA programme is € 125.  
Your application is taken into consideration from the moment the application fee is on the EuroMBA bank account. The application fee is to be deducted from the tuition fee.

Account name: Stg.EuroMBA Foundation.

Account number: 1402.36.791

IBAN: NL 24 RABO 0140236791

BIC: RABONL2U

Bank: Rabobank, Wim Duisenbergplantsoen 1, 6212 SE Maastricht, The Netherlands, with reference of Application fee EuroMBA, your name and the start date of your EuroMBA study.

### **Tuition fee**

The EuroMBA programme fees are €28,500 for the two year programme, billed in two installments over the course of the programme\*. The programme fees cover academic costs, all tutoring, organized components of the residential weeks, course, ICT support and license. The programme fee does not cover the transfers to and from the residential week locations and the costs for accommodation during the residential weeks (€ 800- 900 per week).

\*All applicants should cover banking costs. Payment in 6 installments is also possible. In this case there will be additional administrative costs.

### **Method of payment**

Please select one:

I agree to pay the total tuition fee of EUR 28,500 upon receipt of invoice two months before the start of the programme

I agree to pay the total tuition fee of EUR 28,500 upon receipt of invoice:

1. 14250 EURO two months before the start of the programme
2. 14250 EURO within 9 months after the start of the programme

I agree to pay the total tuition fee of EUR 28,500 plus **EUR 660** administrative costs upon receipt of invoice:

1. 4860 EURO 2 months **before** the start of the programme
2. 4860 EURO within 2 months after the start of the programme
3. 4860 EURO within 6 months after the start of the programme
4. 4860 EURO within 10 months after the start of the programme
5. 4860 EURO within 14 months after the start of the programme
6. 4860 EURO within 18 months after the start of the programme

### **Address for invoicing**

Please indicate the complete address for invoices.

*If your company is partially or fully sponsoring the programme, please also indicate the name(s) of the company and addressee.*

### **Financial support**

#### **Important Tax Regulations**

In most countries both companies and individuals can claim back taxes on money paid for educational activities.

In some cases, you may even end up paying less than half the original fee.

Check with your national tax authorities for details. See also section Financial Support.

#### **What tax/educational regulations could help me financing the programme?**

##### **Germany**

You may declare your tuition fees as job related costs (Werbungskosten). In case the taxation office is recognizing it as other costs (Sonderausgaben) only, you should send your objections to this using the following references: Bundesfinanzhof Az. VI R120/01 and Az. VI R137/01

In addition to your tuition fees, you may deduct the following costs:  
- travel costs from/to you home country  
- interest rates for loans for tuition fees.

##### **The Netherlands**

In The Netherlands educational costs for professional goals can be reimbursed partly by tax regulations. The tax regulations for individuals/private persons are limited. Please check [www.belastingdienst.nl](http://www.belastingdienst.nl), subject: buitengewone lasten/studiekosten.

#### **What are possibilities for loans/scholarships?**

The EuroMBA does not grant scholarships or loans. More information on scholarships available can be found on: <http://www.studyin.nl>

I hereby apply for admission to the EuroMBA of the EuroMBA Consortium. I understand that the decision to offer me admission to the programme rests with the EuroMBA Consortium whose decision is final. If I am offered and I accept a place on the programme, I will abide by the rules and regulations of the EuroMBA consortium (see appendix). I certify that the information provided in this application is complete and accurate.

The consortium reserves a seat in the programme on receipt of the first payment of the tuition fee, two months before the start of the introduction programme.

The consortium pays back 25 % of this payment if you withdraw your application within one month before the start of the introduction programme, once you have been accepted.

I certify that the above information is complete and accurate:

Date:

Signature:

In accordance to the Dutch law of October 1st 2009 on e-mail communication it is no longer allowed to send information by e-mail without prior permission of the recipient. We kindly ask you to let us know if you would like to receive per e-mail further information concerning the EuroMBA programme:

- Yes, I would like to receive per e-mail information related to the EuroMBA.
- No, I don't want to receive per e-mail information related to the EuroMBA.

## Appendix

### 1 Rules and Regulations

#### 1.1 Code of Conduct

Students are expected to behave in a professional manner befitting an executive MBA programme. As ambassadors of the programme, students are expected to be polite to others, understanding of cultural diversity and open-minded for differences of opinion. Students are expected to take responsibility for their actions,

#### 1.2 Introductory Programme

Attendance of the introductory programme is obligatory. Students who fail to attend all the sessions in the introductory programme will not be allowed to start the programme.

#### 1.3 Residential Weeks

##### 1.3.1 Attendance

Attendance of the residential week programme is obligatory. Students who miss more than one day of a residential week will be asked to retake the week. Students who miss up to one day of the week will be referred to the Academic Council. The Academic Council may decide to ask the student to complete an assignment on the topic of the day that was missed.

##### 1.3.2 Punctually

We expect you to be on time for every course. Late arrival to class disturbs the other students and the teaching staffing. Unless in the event of an emergency, please only leave the class during the breaks.

##### 1.3.3 Mobile telephones

Please make sure your mobile devices are switched off during class.

#### 1.4 E-Learning Courses

##### 1.4.1 Assessment

###### 1.4.1.1 General

Students are assessed by a number of different means. For all courses, students will have to complete a range of individual assignments, group assignments and written examinations. The selection of these assessments is determined by the course tutor and the Academic Council.

###### 1.4.1.2 Deadlines

Assignments must be handed in on time to course tutors. If assignments do not meet the deadline, then students will be penalized. For any late assignment, the maximum grade will be a 6.0. If students think they will have difficulty meeting the deadlines, they should contact the course tutor before the deadline is reached.

##### 1.4.2 Grading

###### 1.4.2.1 General

All assignments are assessed by the course tutors by means of a grading scale running from 0 to 10. The course tutor submits the grades for assignments to the MBA office. The MBA office records the grades of the participants' grade sheets and informs the participants of their scores.

###### **Grading system**

###### **Definition**

Below 5.5	Fail
5.5 – 6.9	Sufficient
7.0 – 7.9	Good
8.0 – 8.9	Very Good
9.0 – 10	Excellent

Final grades are a combination of all the different course assessments. The weighting of these assessments in the final grade will be determined by the course tutor and the Academic Council.

Final grades are rounded up to the nearest half grade. Therefore, 6.6 becomes a 6.5 and 7.8 becomes an 8. However, grades below 5.5 will not be rounded up. Therefore, a 5.3 remains a 5.3.

#### 1.4.2.2 Passing a Course

A pass grade is 5.5 and above. Any grade below 5.5 is insufficient. Assignments which receive a lower grade than 5 must be retaken (see also article 3.3)

#### 1.4.3 Participation

##### 1.4.3.1 General

Students are expected to participate in the e-learning courses. This means they are expected to take part in the online discussion boards, complete the individual and group assignments and the written exams.

##### 1.4.3.2 Group work

Students are expected to participate in their group exercises. Failure to do so may result in them being asked to complete an extra assignment.

#### 1.5 Master's Thesis

##### 1.5.1 General

All students must complete a master's thesis before they can graduate from the programme. The final thesis's length shall be approximately 60 pages (20.000 words), excluding tables, figures, appendices. The thesis starts with a four page executive summary specifying the topic, methodology, empirical analysis and final recommendations. The executive summary must also be submitted as separate document for the Thesis database. Furthermore, students are requested to send in an abstract of no more than 100 words which will also be used in the thesis database.

##### 1.5.2 Supervision

Students will be assigned a supervisor for their thesis. Both students and supervisors must contact each other and formally agree that they will work as student and supervisor. Once this agreement has been made, students cannot switch supervisor. If difficulties between student and supervisor arise, both student and supervisor should contact the Programme Director.

##### 1.5.3 Confidentiality

All theses will be treated as confidential and will not be made publicly available. However, members of the Academic Council must have access to all theses in order to evaluate them.

##### 1.5.4 Defending

Theses must be defended in residential weeks before members of the Academic Council. All theses must be submitted to the Academic Council for evaluation, two months before the defense date.

##### 1.5.5 Grading

Master's theses are evaluated both on both the written piece of work and the thesis defense. The grades will be determined by the supervisor (60% of the final grade), the second reader (20% of the final grade) and the jury for the presentation (20% of the final grade).

The thesis guide provides more detail on the above points.

#### 1.6 General

##### 1.6.1 Exemptions

It is the policy of the Euro\*MBA programme not to award credit, advanced standing and exemptions for the MBA programme. We firmly believe that students should participate in all courses of the Euro\*MBA programme, therewith maximizing the exchange of knowledge, experience and expertise.

##### 1.6.2 Fraud

If it is concluded that the participant has committed fraud concerning any part of an assignment or has given opportunity to commit fraud, the assignment in question will be declared invalid. Any form of discussion or exchange of information during an examination and any form of plagiarism is forbidden and is thus considered as fraud. Plagiarism is defined as the unauthorized copying or adoption of texts of others. Sanctions on fraud and plagiarism can vary from a warning to expulsion. The Academic Council will evaluate all cases of plagiarism reported and will determine the necessary punishment.

### 1.6.3 Right of appeal

If a student is not satisfied with the grade of an assessment, be it an assignment or an exam, they may appeal to the Academic Council. All appeals should be written, stating the nature of the complaint and sent to the programme director. The programme director will then ensure that the complaint is brought to the attention of the Academic Council. The Academic Council will determine if the complaint is valid or not. If necessary, the Academic Council will send the complaint to an external examiner (a professor from a partner school not involved in the programme). The external examiner will reassess the assignment and provide the Academic Council with the final grade.

### 1.6.4 Graduation

#### 1.6.4.1 General

In order to graduate, students must complete all of the following:

- i. Pass all 10 e-learning courses in the programme with a sufficient grade
- ii. Attend all 6 residential weeks and participate in the residential week project
- iii. Write and successfully defend their Master's thesis
- iv. Ensure that all course fees have been paid.

Students will only be allowed to defend their thesis once all course fees have been paid.

#### 1.6.4.2 Time Limitations

Students are registered as students of the EuroMBA for a period 3 years. As such, the MBA must be completed within 3 years of beginning the programme, unless the Academic Council decides otherwise. Any student taking more than 3 years will be asked to submit a letter to the Academic Council explaining the delay. The Academic Council may request a reregistration fee of €3.500. The fee covers one year of tuition and must be renewed on a yearly basis.

### 1.6.5 Diploma

#### 1.6.5.1 EuroMBA Diploma

Students who have successfully completed the programme will receive a single MBA diploma signed by the full partners. The date on the diploma will be the thesis defense date. All diplomas will be issued with a transcript of the grades.

#### 1.6.5.2 Preliminary Diploma

Due to the time issues in all full partners signing the EuroMBA diploma, a preliminary diploma will be sent to students as soon as they have completed the programme. This diploma will be signed by the Programme Director and is proof that the programme has been completed by the student.

#### 1.6.5.3 Graduation ceremony

An official graduation ceremony is held twice a year. All graduates are invited to attend the graduation ceremony which will take place at one of our partner institutions. Students who do not wish to attend the graduation ceremony will be sent their official diploma immediately.