



# EMLYON PhD in Management Application Booklet 2011/2012

Please read our Application Booklet carefully before completing the application form.



## Instructions for PhD Applicants

### Admission

Admission to the EMLYON PhD programme is open to applicants showing evidence of strong intellectual ability, and sincere commitment to and interest in academic research and teaching. Applicants are required in general to have demonstrated basic knowledge in management and organization, usually by the completion of a Master in Management or in Organizational Behavior (MSc), in Business Administration (MBA), or of a Master in related disciplines (Sociology, Political Science, Economics, Applied Psychology...). Otherwise, students will be required to take additional courses along the first 2 years of the programme.

### Deadline and Commencement

The deadline for application is April 30th. Applications received after that date will not be considered, and incomplete applications will not be reviewed. Processing of applications begins in May, and candidates are advised of admissions decisions in June. The PhD Programme starts in early September. The expected duration is four years of full-time study.

### Areas of Concentration

Candidates are asked to declare their fields of interest at the time of their application. Students may change fields of specialization with the approval of the PhD Director, however, they must have qualified in one field by the end of their second year of study. The fields of specialization at EMLYON are:

Entrepreneurship  
Strategy / Organization Theory  
International Business  
Management / Organizational Behavior

### Transcripts of Grades

An official academic transcript from the latest attended college or university is required. The degree certificate is not sufficient. The transcript will show courses, grades, degrees received, with mention of rank or distinction if applicable. Certified translation will be required for any transcript in a language other than English or French. When the transcript is not standard, accompanying explanations, preferably from the university administration, will be appreciated. The transcripts should be enclosed with the application form, or sent directly to the PhD Programme office by a college or university official.

### Admissions Tests: GMAT & TOEFL

The GMAT (Graduate Management Admissions Test) score confirms the aptitude for management studies. Applicants are required to take the GMAT, which is administered by ETS (Educational Testing Service) at test centres throughout the world. Alternatively, a GRE test is acceptable. Test scores should be less than four-year old.

To register for GMAT Test: [www.mba.com](http://www.mba.com)

**TOEFL (Test of English as a Foreign Language)** is confirmation of a good working knowledge in English. Applicants whose native language is not English are required to take this test, unless their university degree is from an institution located in an English-speaking country *and* where the curriculum was exclusively taught in English. TOEFL is administered by ETS at test centres throughout the world. Alternatively, a TOEIC score is acceptable. Test scores should be less than four-year old.

To register for TOEFL Test: [www.toefl.org](http://www.toefl.org)

### Letters of recommendation

Applicants should have a minimum of two letters of recommendation from faculty members or individuals who can evaluate the applicant's academic ability and potential for research

and teaching. Optional non-academic recommendations may also be submitted, but we strongly prefer those written by academics. When requesting recommendations, candidates are asked to use the appropriate forms. Candidates are asked to enter their name on the forms and to address the envelopes to themselves before forwarding to their referees. The recommendations should be returned in a sealed envelope, either directly to the PhD Office, or to the candidate. Under no circumstances should candidates open the letters of recommendation.

### **Complete application for admission**

The complete application for admission to the PhD Programme includes:

- > 1 completed application form
- > certified copies of college or university diplomas (no photocopies accepted) unless the award of the degree is specified on your final official transcript
- > official academic transcripts of studies leading to the above diplomas (no photocopies accepted)
- > GMAT or GRE score report
- > TOEFL or TOEIC score report
- > A minimum of two letters of recommendation from faculty members or scholars sent in sealed envelopes.

**Please return your application documents by April 30th to**

EMLYON - PhD Office  
Catherine Perrier  
23 Avenue Guy de Collongue  
69134 Ecully Cedex  
France  
perrier@em-lyon.com  
Tel. + 33 4 78 33 77 82  
Fax. + 33 4 78 33 79 27



## EMLYON PhD in Management

# Application Form 2011-2012

***You may complete this form in English or French***

Please paste your  
photo here

**Intended area of Specialization:** .....

Last name:..... First name: .....

Date of Birth: ..... Place of Birth: .....

Nationality: ..... Sex: .....

Current Address: .....

.....

Tel: ..... Mobile: .....

E-mail: ..... Fax: .....

The above information is valid until (day/month/year):.....

Permanent Address: .....

.....

Tel: ..... Mobile: .....

E-mail: ..... Fax: .....

### **1 – Statement of Purpose**

Please use the space below to write a statement explaining your current goals, career plans and reasons for being interested in a PhD Programme at EMLYON. In as much depth as possible, discuss your study plans and your intended area(s) of specialization (800-1000 words maximum).



## 2 – Academic Data

Please list chronologically all institutions attended since high school, including the institution you are currently attending whether or not part of a regular degree program.

	Name & Location of Institution	Attendance Dates		Major Field	Degree & Date Earned / Excepted	Trans.encl (3)
		Entered	Withdrew			
U N D E R G R A D U A T E						
G R A D U A T E						

Please list academic awards, prizes, honors, fellowships or any non-academic distinctions:

Please list articles, books, any materials published or papers presented at conferences:

**Please list any scholarship or any membership in a professional organization:**

**4 - Admissions Tests:**

Each applicant for admission must request ETS to submit GMAT & TOEFL scores to EM LYON before the application can be evaluated.

**GMAT or GRE** (circle appropriate one)

When did you take/do you plan to take (mm/dd/yy): .....

What score did you receive:

Verbal:..... Quantitative: ..... Overall: .....

**TOEFL or TOEIC** (circle appropriate one)

When did you take/do you plan to take (mm/dd/yy): .....

What score did you receive:

Listening: ..... Structure/Writing: .....

Reading: ..... Overall: .....

Essay Rating: .....

## 5 – Knowledge of Languages

Please circle mother tongue and indicate degree of proficiency in other languages. Use the following letters:

A- Fluent

B- Good working knowledge

C- Simple conversational level

D- Some understanding

English: ..... French: .....

German: ..... Spanish: .....

Others (specify): .....

## 6 – Financial Aid

Please list below the national, international or special grants/fellowships that you have applied for to finance your PhD studies, with approximate dates of possible award. Indicate also whether you want to be considered for the EMLYON's PhD fellowship.

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## 7 – Employment Information

Name & address of employer	Type of work	From	To

Date: .....

Signature:



## Recommendation (page 1/3)

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### Note to the candidate:

Please enter your name and deliver or mail this form to the person who will write the recommendation, together with an envelope.

Ask your recommender to return the form to you in the envelope provided, sealed and signed. **Do not open this envelope**; send it with your application. Note that your recommender can send the form directly to us.

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### Note to the recommender:

Thank you for agreeing to write on behalf of this candidate who is applying to the Doctoral Program at EMLYON Business School. Your assessment of the applicant's previous work and potential for research and teaching is essential to us in making admission decisions. Helpful recommendations present detailed descriptions of the applicant's intellectual abilities and personal qualities. They also include specific examples of past achievements, as well as comparisons with other students. Because we are trying to single out the very best applicants from a pool of highly qualified students, we'd like you to draw a balanced view of the applicant.

Please complete the information requested below. Feel free to use additional sheets if needed. Enclose this form in an envelope addressed to the applicant. Please seal the envelope and write your signature across the seal on the envelope flap. The applicant will submit the sealed, signed envelope to us as part of the completed application package.

Should you prefer to send the letter directly to us, please address it to:

EMLYON PhD Programme c/o Catherine Perrier  
23 av. Guy de Collongue  
69134 Ecully cedex  
France

### Your comments will be held completely confidential

We sincerely thank you for your efforts on behalf of this applicant.

Sincerely,

A handwritten signature in black ink, appearing to be "Bernard Forgues". The signature is stylized with sharp, angular lines.

Bernard Forgues,  
Director of the PhD Programme

EMLYON PhD in Management  
**Recommendation (page 2/3)**

Applicant's Name:

Recommender's Name:

Company/Organization:

e-mail address:

*Please respond to the following questions.*

How long have you known the applicant?

Under what circumstances have you known the applicant?

This summary evaluation is based on approximately \_\_\_\_ students you have taught or advised in the past \_\_\_\_ years.

Comparing the applicant with the above representative group, how do you rate him/her in general academic ability and promise for research?

Truly Exceptional (top 1%)

Somewhat Above Average (top 40%)

Outstanding (top 5%)

Average (top 40-60%)

Very Good (top 10%)

Below Average (Lowest 40%)

Good (top 25%)

No Basis For Judgment

Please comment on next page on the applicant's creativity, problem-solving ability, independence, initiative, and ability to do research. If the applicant's native language is not English, please comment on his or her degree of proficiency in both spoken and written English. Attach additional sheets if necessary.

Date: .....

Recommender's Signature:

**EMLYON PhD in Management  
Recommendation (page 3/3)**

We realize that considerable time and effort are involved in preparing this evaluation and we greatly appreciate your help.

EMLYON PhD Programme c/o Catherine Perrier  
23 av. Guy de Collongue  
69134 Ecully cedex  
France