



EMLYON PhD in Management Application Booklet 2008/2009

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, sincere commitment to and interest in academic work and teaching, as well as previous work experience. They 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, Economy...). 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 June 30th. Applications received after that date will not be considered, and incomplete applications will not be reviewed. Processing of applications begins in June, and candidates are advised of admissions decisions around late June. The PhD Programme commences in mid September. The expected duration is four years of full-time study.

Areas of Specialization

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:

- International Business Studies
- Entrepreneurship
- Organizational Behavior
- Strategy / Organization Theory

Transcripts of Grades

An official academic transcript from each 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, French, or German. When the transcript is not standard, accompanying explanations, preferably from academic administrations, 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.

All applicants are required to take the GMAT Test which is administered by the ETS at test centres throughout the world.

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 where the curriculum was exclusively taught in English.

The TOEFL is administered by ETS (Educational Testing Service) test centres throughout the world.

To register for GMAT Test: www.mba.com

To register for TOEFL Test: www.toefl.org

For EMLYON purposes, the GMAT and the TOEFL test are valid for four years.

Letters of recommendation

Two letters of recommendation are required from faculty, scholars or individuals who can evaluate the applicant's academic ability and potential for research and teaching. Optional non-academic recommendations may also be submitted. 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 candidate open the letters of recommendation.

Fees

Application fee: 120 euros (non-refundable) to be paid in one of the following manners:

- by international money order (or personal check within France) made payable to "AESCRA"
- by credit transfer: Bank account details: Crédit Lyonnais – reference: CL Lyon Institutionnel – bank code: 30002 – agency code 01958 – account number 0000060718P61 – payee: AESCRA.
- by swift: to Crédit Lyonnais Lyon 1958 Institutionnels – Swift: CRLY FRPP XXX – payee: AESCRA – references: Admissions – Account number 1958 – 60718 P.
- by international transfer to: Crédit Lyonnais – ABI LYON – IBAN FR 17 3000 2019 5800 0000060718 P 61 – Mailing address: Crédit Lyonnais – 136 Cours Lafayette – 69003 Lyon – France – Tél. 33 4 78 92 26 47.
- by credit card (VISA, American Express...).

Tuition fees for the 2008/2009 academic year are 10 000 € for the 1st year, 10 000 € for the 2nd year, 3 000 € for the 3rd year and 3 000 € for the 4th year.

An initial non-refundable deposit of 1 000 € (10%) is required to reserve a place on the programme. This sum will be deducted from the total tuition fee of 10 000 €.

Contact: Marie-Noëlle DIAZ for details: diaz@em-lyon.com for CB Payments.

Complete application for admission

The complete application for admission to the PhD Programme includes:

- > completed application form (+ 2 copies)
- > certified copies of all 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 score report
- > TOEFL score report
- > Two letters of recommendation from faculty or scholars sent in sealed envelopes.

Please return your application documents by June 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



Application Form 2008-2009

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:

Present 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 or any materials published:

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

4 - Admissions Tests: GMAT & TOEFL

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

GMAT

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

What score did you receive:

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

TOEFL

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:

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7 – Employment Information

Name & address of employer	Type of work	From	To

Date:

Signature:



Letter of Recommendation

Note to candidate:

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

Ask your referee to return the recommendation form to you in the envelope provided, sealed and signed.

Do not open this envelope, send it with your application.

Last name: *First name:*

Note to the recommender:

The above-named person is applying to EMLYON for admission to the PhD Programme.

It would assist our faculty if you could provide an assessment of the candidate as outlined overleaf.

Please return this form to the candidate in the envelope provided with your signature across the seal.

The candidate will then submit the sealed, signed envelope as part of his/her completed application directly to the PhD Office

Thank you for having taken the time to complete this questionnaire.

Recommender's name:

Position or title:

Name of Institution or Organization:

Address:

.....

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

How long have you know the applicant?

In what relationship?

Please comment on the applicant’s demonstrated and/or potential research and teaching abilities (both positive and negative).

Date:

Signature: