

How to apply: MA in InterCultural Management (ICM) 2016

NB: Applications will be processed in three waves, depending on the date they are received:

before 1/3/16 (interviews on 7/3, results 9/3); before 22/4/16 (interviews on 2/5, results 4/5); before 10/6/16 (interviews on 20/6, results 22/6).

French Students

(or foreign students having completed at least one year of a higher education course in France and with a postal address in France)

Please download, print and complete the application form at this address:

<http://www.u-bourgogne-formation.fr/IMG/pdf/dc-m1-masci-icm.pdf>

You should send your completed form, along with the necessary paperwork, to:

Université de Bourgogne
UFR Langues et Communication
Karine DUTHU – Bureau 166 B
4 Bd Gabriel
21000 DIJON

If your application gets through the first round of selection, the educational committee will contact you by email to organise an interview, in person, by telephone or by Skype.

Shortly after the interview, you will receive an email telling you whether or not your application has been successful.

EU / Foreign Students

Please complete the online application form at the following address (**BEFORE 1st June 2016**):
https://www.service4mobility.com/europe/BewerbungServlet?identifiant=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=ETUD_INDIV_EN&sprache=en

Countries not listed in the web application have signed an international agreement with the French Foreign Ministry and their citizens must apply through the “CEF Procedure” at “Campus France” **before 30th March 2016** (click on link below).

The form should be self-explanatory, but please make sure you complete the “Planned Studies” section as shown in this screenshot:

<http://www.campusfrance.org/en/page/a-country-using-cef-procedure>

Planned studies

Country of host institution	France *
Host institution	DIJON01 - Université de Bourgogne / University of B *
University component	7 - UFR Langues et Communication *
University discipline	Communication *
Desired course	[EN] Master 1 – MASCI option Intercultural Manager *

Your application will then be processed electronically and you will receive further instructions by email

Instructions for EU / foreign students using Mobility Online (cont.):

You will be required to create login details to connect to the “Mobility-Online” platform, and complete your personal information.

Then you will need to upload the following documents (Word or PDF):

CV	Please include your full CV in English, giving details of your education (including high school and all higher education courses), your qualifications, any previous work experience, your interests and leisure activities.
Birth certificate	Please make <u>one</u> document including a scan of the original certificate plus (if the original is in another language) a translation into English or French. Alternatively, you may choose to produce another official identity document (passport, driver’s licence or national identity card), plus its translation if necessary.
Last year’s transcript of marks	Please include your marks from the last <u>three</u> years and make <u>one</u> document including a scan of the original documents plus (if the originals are in another language) a translation into English or French.
Last completed degree	Please make <u>one</u> document including a scan of the original certificate plus (if it is in another language) a translation into English or French. If you have completed more than one higher education degree, please include them all. If you have not yet completed a higher education degree, please upload your high school diploma (+ translation) instead.
Cover (motivation) letter	Please write a 2-3 page cover letter to explain why you want to follow this course of study, how it fits into your career plan, and what you feel you will bring to the course. If there is any other information you think we should know, please include it in the cover letter. If you have an English language certificate (TOEFL, TOEIC, Cambridge, etc.) please scan it and include it at the end of the cover letter. You do not need a certificate to apply to this course.
<u>And nothing else !</u>	If the application requires you to upload any other documents, just upload a blank page in each case.

Once these documents are uploaded, your application will be processed by administrative staff. You will then receive a confirmation email and the application will be transferred to the educational committee which will evaluate it.

If your application passes the first round, the committee will contact you by email to organise an interview in person or via Skype.

Shortly after the interview, you will receive an email telling you whether or not your application has been successful.