

MSc in Hotel Management
International Hospitality Management

Bilingual or English-Speaking Track

September 2019 / December 2020 (16 months)

- Paris Campus -

TERMS OF RECRUITMENT

2019

(Candidates must read this document carefully and conserve for future reference)

FERRANDI Paris

Campus de Paris
28, rue de l'Abbé Grégoire
75006 PARIS

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Recruitment procedure 2019

TERMS OF RECRUITMENT

❖ Candidates holding French qualifications

- A diploma equivalent to 3 years of higher education (180 ECTS or equivalent)

OR

- A diploma equivalent to 2 years of higher education (120 ECTS or equivalent) with 2 to 5 years' professional experience in the hospitality-catering sector

Pre-requisite TOEIC, TOEFL, IELTS score, or equivalent, except for native English speakers.

❖ Candidates holding qualifications from other countries

- A foreign diploma equivalent to 3 years of higher education, i.e. 180 ECTS credits.

OR

- A diploma equivalent to 2 years of higher education or 120 ECTS credits with 2 to 5 years' professional experience in the hospitality-catering sector.

If you have a temporary or permanent disability, or if you are suffering from a debilitating medical condition, FERRANDI will ensure that your recruitment process proceeds in the best possible conditions. You are advised to contact the disability office at the following address: handicap@ferrandi-paris.fr. Please indicate the campus and programme requested in the subject of your email.

APPLICATION FORM SUBMISSION

The application form must be completed on line as of Monday 19 November 2018 at 10.00am, at our website: www.ferrandi-paris.fr– in the 'Apply' section.

You will receive acknowledgement of your application, a log-in and a password in order to track the progress of your application via our website.

This **duly completed** application must be sent as an attachment to our application website. You must also attach the following documents in the 'Documents' section:

- A cover letter
- A detailed CV
- Certification of the score obtained in TOIEC, TOEFL, IELTS (or equivalent test)
- Any other document to complete your application (letters of recommendation, GMAT, etc.)
- Proof of payment of non-refundable administrative fees (failing this, your application will not be processed) (see 'MSc, User's guide')

As enrolment for examinations is carried out as applications are received, you are advised to submit your application as soon as possible.

EXAMINATION SCHEDULE AND PROCEDURE

❖ Selection of applications

Following the examination of your application, you will receive a letter informing you of the outcome: 'Notice to sit entrance examinations' or 'Application rejected'.

If you reside outside of France, the selection procedure will be specified after receipt of your application form, as the material organisation of examinations may vary according to your geographical location.

❖ Entrance examinations

Candidates must turn up on the day of the examinations with their notice and identification papers. This half-day session will take place at FERRANDI Paris and will consist of 3 parts:

Examinations	Coefficients	Duration
Motivational interview No°1 with a member of faculty staff and/or the programme head.	1	20 minutes
Motivational interview No°2 with a professional from the sector	1	20 minutes
Examination in written English	1	20 minutes

The motivational interviews are carried out in the presence of an associated professional, a member of faculty staff and/or the programme head who acts in the capacity of President of the Jury. The aim of these examinations is to assess the candidate's open-mindedness, ability to adapt, professional and personal project and ability to benefit from the teaching in order to train in the professional sector relevant to the programme.

The aim of the written English examination is to assess the candidate's ability to write a professional document in English.

Further to the entrance examinations, the jury will define the list of candidates definitively admitted to the programme. 'Accepted' candidates must confirm their enrolment before the deadline, failing which they will be considered to have withdrawn.

The jury may also draw up an additional list by order of merit: candidates on this list may be called, by order of ranking and according to the number of withdrawals by candidates who were 'accepted' or ranked higher on this waiting list.

Candidates who are not accepted may re-sit the entrance examinations the following year. In this case, they must submit a new application form.

❖ Schedule of entrance examinations

The schedule for the half-day selection sessions for candidates in metropolitan France is available on our website.

As enrolment for examinations is carried out as applications are received, you are advised to submit your application as soon as possible.

PUBLISHING OF RESULTS AND CONFIRMATION OF ADMISSION

The results (accepted, waiting list and rejected) will be available on our website within two weeks after the interviews. You will also receive a letter of confirmation.

In order to validate their enrolment, accepted candidates must:

- ❖ Send the following documents, within the two weeks subsequent to notice of admission, i.e. before the deadline indicated in the letter:
 - Signed payment undertaking,
- ❖ Pay a deposit of €7,500

Failure to reply within the indicated deadline will result in the withdrawal of your application.

FOREIGN CANDIDATES

Candidates holding a foreign diploma must provide certification of its equivalence to the pre-requisite French diploma.

If you reside in France, you must obtain this certification through your Rectorat or Académie. Contact details for the Rectorat may be found at:

<http://www.education.gouv.fr/cid3/les-rectorats-services-departementaux-education-nationale.html>

If you reside outside of France, you may address your request to CIEP – ENIC – NARIC France www.enic-naric.net/. This is a paying service.

In addition, non-native French speakers wishing to follow the bilingual programme (French/English) must provide certification of a level B2 obtained in TEF (Test of French) or DELF (Diploma of Studies in French).

For more information on TEF, visit the website: <http://www.francais.cci-paris-idf.fr/>

As the application procedure and reception of documents for TEF takes approximately 4 months, you are advised to apply for TEF as soon as you submit your pre-registration.

MSc, USER'S GUIDE

START OF ACADEMIC YEAR

Start date: Tuesday 3 September 2019

NUMBER OF PLACES AVAILABLE FOR START IN 2019

- ❖ 30 places on the bilingual track (French/English)
- ❖ 30 places on the English-speaking track

WORK PLACEMENT, INTERNSHIP IN FRANCE AND ABROAD

For periods of training in France or abroad, the school assists students with finding an internship through its network of business partners.

NON-REFUNDABLE ADMINISTRATIVE FEES: €100

Administrative fees of €100 are payable online at the following address:

<https://www.boutique.cci-paris-idf.fr/?catid=2222&access=1>

Failure to pay these administrative fees will result in the withdrawal of your application.

TUITION FEES

Tuition fees for the Master programme amount to €25,000.

This amount includes

- Tuition costs of the training programme
- The study trip (air ticket and accommodation)
- Internship placement
- Membership of alumni organisation

This amount does not include

- Meals (in France or abroad)
- Payment of the CVEC (Contribution to campus and student life)

PAYMENT TERMS

A deposit of €7,500 is to be paid on enrolment,

The outstanding amount for the year is €17,500:

- as a lump payment: by 30 September 2019 at the latest

OR

- In 10 monthly instalments from 15 November 2019 to 15 August 2020

Once the training programme has started, the full amount of tuition fees are due (€25,000), including in the event of departure during the year.

FUNDING OF STUDIES

❖ Student loans:

The School avails of special rates with partner banks, please contact us for more information.

CIC	LCL	SOCIETE GENERALE	Caisse d'Epargne
Agence CIC Paris Rennes 75 rue de Rennes 75006 Paris +33 (0)820 362 154	Agence Rennes Montparnasse 6, place du 18 juin 1940 75006 Paris +33 (0)820 823 446	Agence de Paris Saint Placide 15 rue de Saint Placide 75006 Paris +33 (0)1.44.39.71.58	57 Boulevard Montparnasse 75006 Paris +33 (0)1.71.39.13.19

According to your situation, you may make an appointment with our welfare assistant to discuss possible financial aid. Contact:

Mélanie COPART: +33(0)1 49 54 29 79 - mcopart@ferrandi-paris.fr

CONTACTS

Anabel BIZET, Class officer

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