

# EBU Admissions Policy – Policy Directives

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**European Business University of Luxembourg**  
Wiltz Campus | Online Campus

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## EBU Admissions Policy – Policy Directives

### Article 1 - ACCESS TO STUDIES

1. Access to studies leading to a bachelor's degree is open to holders of:
  - a. a Luxembourg secondary school or technical secondary school diploma, or a Luxembourgish diploma at the end of classical secondary or general secondary education.
  - b. the diploma of access to higher education in Luxembourg.
  - c. foreign diplomas or certificates recognized as equivalent by the Minister responsible for education.
  - d. or diploma equivalent to any of the above
2. Access to studies leading to a master's degree is open to holders of a bachelor or a training certificate registered in the register of training certificates, education section higher, and corresponding to level 7 of the European Quality Framework.
3. Access to studies leading to the Doctorate degree is open to holders of a master's degree or a training certificate entered in the register of training certificates and corresponding to level 8 of the European Quality Framework.
4. The European Business University charges registration fees for the studies organized.
5. The admission to studies is approved by the Admissions Committee composed of: The Academic Dean, The Administrative Director, a minimum of two administrative staff and a minimum of one faculty member of the program that the student is applying to.
6. Students enrolled into a given study programme from the time of entry are guaranteed the completion of studies, unless dismissed under disciplinary action, under the protective financial frameworks and mechanisms put in place by the EBU Board of Trustees and governing bodies.

### Article 2 – VALIDATION OF ACQUIRED EXPERIENCE

1. Validation of prior experience may be carried out with a view to access to studies leading to bachelor's or master's degrees. For access to studies leading to a bachelor's degree, the following may be taken into account:
  - a. studies of secondary education, technical secondary education, classical secondary, general secondary education or vocational training designated hereinafter by "secondary education studies", followed by the candidate.
  - b. higher education studies previously followed by the candidate.
  - c. the acquired experience corresponding to the exercise, continuous or not, for a cumulative period of at least three full-time equivalent years, of a professional, salaried, self-employed or voluntary, related to the subject of the candidate's request.
  - d. For access to studies leading to a master's degree, the following may be taken into account:
    - i. higher education studies previously followed by the candidate.
    - ii. the acquired experience corresponding to the exercise, continuous or not, for a cumulative period of at least three full-time equivalent years, of a professional, salaried, self-employed or voluntary, related to the subject of the candidate's request.
2. A validation of acquired experience can be carried out in order to justify part of the knowledge and skills required to obtain a bachelor's or master's degree, or a specialized studies diploma in medicine. It allows the candidate to be partially exempted from taking certain courses in the relevant study program. Notwithstanding the partial exemption, the candidate must take courses at the European Business University corresponding to at least 60 ECTS credits of the program studies concerned.

- a. As part of the studies leading to bachelor's or master's degrees, may be taken in account:
  - i. higher education studies previously followed by the candidate.
  - ii. the acquired experience corresponding to the exercise, continuous or not, for a cumulative period of at least three full-time equivalent years, of a professional, salaried, self-employed or voluntary, related to the subject of the candidate's request.
3. The Admissions Committee, in consultation with the program coordinator, is responsible for validating secondary education studies, higher education studies and professional experience. The Admissions Committee responsible for validating prior learning examines the file made up by the candidate. They can conduct an interview with the candidate or organize an examination or a real-life scenario or reconstituted. It decides on the validation of acquired knowledge as well as on the scope of this validation.
4. The terms of the procedure for validating acquired experience are specified in the European Business University study regulations.

### Article 3 – Admission to Study Programmes - GENERAL

1. The admission of candidates to a study program may be subject to an admission procedure that involves an assessment of knowledge and skills of candidates based on one or more of the elements following:
  - a. admission file.
  - b. interview or scenario.
  - c. written letter of motivation
  - d. curriculum vitaeInformation concerning the above-mentioned assessment shall be published at least three months before implementation by the admissions office.
2. The Admissions Committee is responsible for approving the admission of new students to the European Business University
3. In the event that the number of applicants for a study program exceeds the number of places available, the candidates are ranked either on the basis of their results at a competitive examination, or on the basis of the evaluation of their application which may involve an interview. Information concerning the subjects and nature of the examinations or the contents of the application file are published at least three months before they are implemented.
4. The European Business University may admit a candidate on a conditional basis when the latter has not yet fulfilled the conditions of access and admission. With the agreement between the candidate and the Academic Dean, on the proposal of the coordinator of the study program concerned, fixes beforehand the deadline within which the candidate must have fulfilled the conditions of access and admission.

## Article 4 – THE ONLINE APPLICATION FORM

The EBU Admissions policy applies to all persons seeking to be admitted to study at the European Business University or seeking to be enrolled as a student in the European Business University. EBU may admit to study and enrol as students only suitably qualified persons. EBU has set conditions on a student's admission and/or enrolment as outlined in the following policies and procedures for each programme.

1. The Academic Dean and/or the Administration Director and/or the Admissions Committee may cancel a student's enrolment if the student has supplied incomplete or inaccurate information associated with the enrolment.
2. The minimum English language proficiency requirements set by EBU as follows; The European Business University acknowledges that English is the language of instruction, and the language of academic, administrative, and most social and community activities that are part of the European Business University experience. To ensure students are sufficiently competent in the English language to participate effectively in their studies, the European Business University's admissions process will:
  - a. Establish English language proficiency requirements for each program in accordance with the program content and requirements of external accreditation bodies.
  - b. Ensure students applying for admission to award programs and non-award studies are able to demonstrate each of the English language skills (reading, writing, speaking and listening) at a level required for admission to the program or non-award studies.
  - c. Recommendation: proof of proficiency in one (or more, as appropriate) of the languages of instruction in the programme at B2 level (according to the Common European Framework of Reference for Languages - CEFR)
  - d. Recognise that students have an adequate level of English to enable them to successfully engage linguistically with the academic content of the course or program.
  - e. Be consistent with the good practice principles.

## Article 5 – Admission to Study Programmes – UNDERGRADUATE ADMISSIONS PROCEDURES

EBU is committed to admission practices that are based on the principles of transparency and equity. Admission to an EBU course is determined on the basis of merit and perceived probability of academic success with special provisions in the form of scholarship awards made for applicants who are physically, geographically or financially challenged.

The admission application procedure does not differ for international students and domestic students. Applicants must apply using an online application method (online application form or embedded application form (e.g., Marj3 and Girl Effect) and by the due date advised by the European Business University each year.

Applicants are considered against the minimum entry requirements for individual courses on the basis of one or more of the following:

1. academic merit

2. English language proficiency (an IELTS academic test conducted no more than two years prior to the date of application and/or satisfactory completion of prior studies in English)
3. ability to satisfy any additional course entry requirements (e.g., portfolio, essay, interview, test, prerequisite studies)

## *UNDERGRADUATE ADMISSIONS ADMINISTRATIVE GUIDELINES*

### 1. Pre-requisite requirements

To be eligible for consideration for admission to a program an applicant must have—

- (a) satisfied the prerequisite requirements; and
- (b) met any other requirements set out in the table.

### 2. Subject prerequisite requirements may be met by—

- (a) obtaining an exit assessment (Secondary School) within the European Union or equivalent of not less than 'sound achievement' in 4 semester units for each prescribed subject; or
- (b) completing equivalent or alternative qualifications approved by the Academic Dean.

### 3. Identification of Rank

- 3.1 Subject to section 4 of the [ECTS User Guide published by the European Union 2015](#). Rankings are assessed using the Grade Conversion recommendations on p80-81.
- 3.2 A school-student who is eligible to be considered for admission on the basis of their ranking may be assigned a rank.

### 4. Assigning ranks

- 4.1 Ranks are assigned by the European Business University in a hierarchy according to the applicant's qualifications, as set out below:
  - (a) if the applicant has previously undertaken a full year of tertiary study at bachelor degree level or higher
  - (b) if paragraph (a) does not apply, and the applicant completed year 12 or equivalent as a full-time school-student in the year immediately prior to the year in which admission is sought if the applicant does not have a ranking, their rank is calculated according to the relevant senior secondary level schedule as approved by the Director of Administration; or
  - (c) if paragraphs (a) and (b) do not apply, an applicant's rank is calculated in accordance with relevant ECTS schedules and approved by the Director of Administration or, if there are no relevant schedules, in a manner determined by the Academic Dean.
- 4.2 The rank for an applicant who is eligible for a rank is calculated under section 5 and adjusted under the scheme approved by the Admissions Committee (if required).

### 5. Order of offers

- 5.1 EBU shall annually determine the number of available places for student admission for each programme determined by the Board of Directors in consultation with the Academic Dean.
- 5.2 All qualified applicants who fulfil the admission requirements, given the quota will be offered places.
- 5.3 Where a quota is filled part way through a quota band, and offers cannot be made to all applicants in that band, the number of offers made must reflect an equitable spread of representation given point 5.4.

5.4 If it is necessary to choose between applicants, places are allocated in order on the basis of: -

- (a) major prerequisite as set out in the table; then
- (b) subsidiary prerequisite as set out in the table; then
- (c) if it is necessary to choose between applicants with the same major and subsidiary prerequisite, the Admissions Committee will determine the order of offer, based on available academic data.

## **POSTGRADUATE ADMISSIONS PROCEDURE – ADMINISTRATIVE GUIDELINES**

As for Undergraduate, with the following diversification rules.

1. For admission to a program, an applicant must satisfy —
  - a. the minimum English language proficiency requirements set by EBU as follows.
    - i. The European Business University acknowledges that English is not only the medium of instruction, but the language of academic, administrative, and most social and community activities that are part of the European Business University experience. To ensure students are sufficiently competent in the English language to participate effectively in their studies, the European Business University's admissions process will:
    - ii. Establish English language proficiency requirements for each program in accordance with the program content and requirements of external accreditation bodies.
    - iii. Ensure students applying for admission to award programs and non-award studies are able to demonstrate each of the English language skills (reading, writing, speaking and listening) at a level required for admission to the program or non-award studies.
    - iv. Recognise that students have an adequate level of English to enable them to successfully engage linguistically with the academic content of the course or program.
    - v. Be consistent with the good practice principles; and
    - vi. the enrolment requirements in the program rules; and
    - vii. the Academic Dean that the student is qualified for admission.
2. To approve a degree as satisfying the entry requirements for a program, the Director of Administration (or, where unavailable or not reasonably practicable, Co-ordinator or Academic Dean must determine whether the award has been completed in either the same or different discipline as the award being undertaken.
3. An applicant who does not qualify for entry into a masters or doctoral program may progress through a suite of programs in the following way —
4. from a graduate certificate to a graduate diploma, if a GPA of 4 is attained in the 8 units of courses required for credit towards the graduate certificate award; and
5. from a graduate diploma to a coursework masters, if a GPA of 5 is attained in the 8 units of courses required for credit towards the graduate diploma award.

1.4 Section 1.3 may be overridden by a program rule in consultation with the Academic Dean or Director of Administration.

## EBU Admissions Policy – IN PRACTICE (PUBLICATION TEXT)

### THE ADMISSION PROCEDURE

- **Step 1:** The student must fill the [online application form](#) when the period of enrolment is opened.
  - **Step 2:** The file (online application form + requested documents) should be sent to the Office of Administration and Admission – Student Services and Application Team.
  - **Step 3:** The student will have to request to the Ministry of State education, of Childhood and of Youth a [diploma recognition](#) of the secondary leaving school certificate. Should this not be available, EBU Application Team will ask for verification of supporting documentation from the awarding institutions.
- 1) The diploma recognition: a copy should be added to the file.
  - 2) Without this documentation, the admissions team will verify the documentation from the awarding institution: a copy should be added to the file.
  - 3) The application file is checked for all requirements by the Admissions Office before being provided to the Admissions Committee for consideration. Only after a positive decision by the Admissions Committee can a formal offer of admission be provided to the applicant. The Admissions Committee meets every Wednesday and Friday during enrolment periods and circulates comments/ recommendations on the applicants via email.
  - 4) The Admissions Committee works to provide an equitable decision for all applicants. No applicant is denied access to EBU admission, if the applicant meets all pre-requisite requirements and class numbers allow the applicant numbers. Should demand exceed the number of available places in a course, not all eligible applicants who satisfy the course entry requirements may be offered a place at EBU. In this instance, the following protocol will be actioned:
    - a) the Admissions Committee will correspond with the relevant leadership committee to recommend additional classes or the exceptional expansion of current class caps,
    - b) In the case of necessary selection, selection is based on the following Order of Offers will be implemented:
      - i) major prerequisite as set out in the table; then
      - ii) subsidiary pre-requisite, if any, as set out in the course specific prerequisite tables; if any
      - iii) the consideration of work experience, and community value-added propositioning (in other words, will the entrance of this applicant advance their 'community work')
      - iv) if it is necessary to choose between applicants the Admissions Committee will determine the order of offer, based on available academic data.
  - 5) In the case of DBA Admission, an interview with the Academic Dean is an essential requirement. The Academic Dean is part of the process and will provide a recommendation to the Admissions Committee for consideration: the Academic Dean interview and recommendation for enrolment, should be added to the file.
  - 6) Students enrolled into a given study programme from the time of entry are guaranteed the completion of studies, unless dismissed under disciplinary action, under the protective financial frameworks and mechanisms put in place by the EBU Board of Trustees and governing bodies.

## APPLICATION AND RE-REGISTRATION

APPLICATION DEADLINES 2020-2021 ACADEMIC YEAR for ALL candidates:

- Online Applications: OPEN YEAR-ROUND FOR ALL TERMS. Deadline Dates for Term Admission are below.
- DEADLINE DATES FOR 2020-2021 ACADEMIC YEAR are
  - Term 1 Applications: 3<sup>RD</sup> August 2020
  - Term 2 Applications: 1<sup>st</sup> December 2020
  - Term 3 Applications: 15<sup>th</sup> March 2021
- Please consult the EBU Academic Calendar to plan your study dates.
  - [Graduate Academic Calendar](#)
  - [Undergraduate Academic Calendar](#)

### SPECIAL NOTICE FOR NON-EU APPLICANTS **ON-CAMPUS ONLY**:

Administrative formalities for obtaining the authorisation to stay.

**Disclaimer:** Non-UE students admitted on-campus studies at the European Business University of Luxembourg or the European University of Luxembourg – Research Institute, must obtain a residence permit in the Grand Duchy of Luxembourg prior to commencing the courses. EBU (European Business University of Luxembourg) will not admit students to on-campus courses without the above residence permit.

### 1) ELIGIBILITY CRITERIA

Application: Before filling out your online application, please read BEFORE YOU APPLY carefully

The eligibility criteria for ALL students are listed below.

Before filling in the on-line application, please ensure that you meet the eligibility criteria for the study programme you wish to apply for.

### 2) ALL APPLICATIONS FILES **MUST CONTAIN**:

- a copy of the diploma or the certificate of achievement
- proof of proficiency in one (or more, as appropriate) of the languages of instruction in the programme at B2 level (compulsory) (according to the Common European Framework of Reference for Languages - CEFR) \* *In accordance with Article 4 of the EBU Admissions Policy and Procedures*

The first two documents above must be provided with a **certified translation** if they are written in a language other than English.

### 3) ADDITION APPLICATION FILE REQUIREMENTS – LEVEL AND SUBJECT SPECIFIC REQUIREMENTS. Please note there are specific entrance requirements for the following programmes and specifications.

- a) EBBA
- b) MBA and MSc.
- c) DBA

## APPLICATION AND RE-REGISTRATION – IMPORTANT INFORMATION FOR THE APPLICANT

ALL APPLICATION REQUESTS MUST BE MADE ONLINE and follow these steps:

- 1) You must first choose the study programme you wish to apply for, inform yourself about the course and prerequisites.
- 2) Organise your supporting documentation and pre-requisite evidence. Ensure that they are scanned as a pdf, and if necessary translated and/or certified.
- 3) Then you can start the procedure and apply online. During the online application, you will be asked to upload a list of the documents that need to be provided.
- 4) Once your Online Application has been sent, you should receive confirmation of the form being sent successfully. If you do not receive this confirmation, kindly inform [admissions@ebu.lu](mailto:admissions@ebu.lu)
- 5) Once your file has been confirmed as complete by our Admissions Office, your file will be provided to the Admissions Committee for consideration.
- 6) Processing your documents will take approximately 3-4 weeks. There is no need to call or contact us at any earlier point. Should we require further information, you will receive communication from us.

## ADMISSION REQUIREMENTS – PROGRAMME AND SPECIFICATION SPECIFIC

### EXECUTIVE BACHELOR OF BUSINESS ADMINISTRATION

**Level:** Undergraduate

**Specialisations:**

- Track "Data Science and Artificial Intelligence"
- Track "Financial Markets"
- Track "Fintech and Blockchain"

Semesters Available for Intake	Practical Information	Deadlines and Application
	Teaching Language: English	
Term I 2021-2022	<p>Prerequisite(s)</p> <ul style="list-style-type: none"> <li>● The Luxembourg "Diplôme de fin d'études secondaires" or "secondaires techniques" or the Luxembourg "diplôme de technicien de la division administrative et commerciale" or a foreign equivalent</li> <li>● Mathematics: HL or similar</li> <li>● Working Experience – Business</li> <li>● Decision by the Admissions Committee</li> </ul>	<p>Deadline Dates for Applications</p> <p>DEADLINE DATES FOR 2020-2021 ACADEMIC YEAR are</p> <ul style="list-style-type: none"> <li>● Term 1 Applications: 3<sup>RD</sup> August 2020</li> <li>● Term 2 Applications: 1<sup>st</sup> December 2020</li> <li>● Term 3 Applications: 15<sup>th</sup> March 2021</li> </ul>

*MASTER OF BUSINESS ADMINISTRATION*

**Please note:** The file reception deadline for all the Master programmes is set **one week after** the deadline of on-line registration. After this date, no candidacy can be accepted.

***For example:*** Deadline to register on-line: **15 July 2021** – File reception deadline at the **Office of Administration and Admissions: 22 July 2021**

**Level:** Graduate

**Specialisations:**

- Track "Data Science and Artificial Intelligence"
- Track "Financial Markets"
- Track "Fintech and Blockchain"

Semesters Available for Intake	Practical Information	Deadlines and Application
	Teaching Language: English	
Term 1 – 2020-2021  Term 2 – 2020-2021  Term 3 - 2020-2021	Prerequisite(s)  <ul style="list-style-type: none"> <li>● Bachelor degree or equivalent in the economics, management, mathematics, applied science, computer science, finance or similar field.</li> <li>● Working Experience – Business would be an advantage.</li> <li>● Decision by the Admissions Committee</li> </ul>	Deadline Dates for Applications  DEADLINE DATES FOR 2020-2021 ACADEMIC YEAR are  <ul style="list-style-type: none"> <li>● Term 1 Applications: 3<sup>RD</sup> August 2020</li> <li>● Term 2 Applications: 1<sup>st</sup> December 2020</li> <li>● Term 3 Applications: 15<sup>th</sup> March 2021</li> </ul>

*DOCTOR OF BUSINESS ADMINISTRATION*

**Please note:** The file reception deadline for all the DBA programme is set **one week after** the deadline of on-line registration. After this date, no candidacy can be accepted.

***For example:* Deadline to register on-line: 15 July 2021 – File reception deadline at the Office of Administration and Admissions: 22 July 2021**

You are eligible to apply for admission to doctoral studies at the European Business University if you hold a Master degree (or equivalent), as defined in the law; please be aware that Master degrees from outside Europe need to be equivalent to level 7 as defined in the Luxembourgish law on recognition of degrees.

**Level:** Doctorate

**Specialisations:** NA

Semesters Available for Intake	Practical Information	Deadlines and Application
	Teaching Language: English	
Term 1 – 2020-2021 Term 2 – 2020-2021 Term 3 - 2020-2021	Prerequisite(s) <ul style="list-style-type: none"> <li>● Master degree or equivalent in the economics, management, mathematics, applied science, computer science, finance or similar field.</li> <li>● Extensive Working Experience in the sectors of Economics and Finance or Technology – or equivalent as determined by the Admissions Committee.</li> </ul>	Deadline Dates for Applications  DEADLINE DATES FOR 2020-2021 ACADEMIC YEAR are <ul style="list-style-type: none"> <li>● Term 1 Applications: 3<sup>RD</sup> August 2020</li> <li>● Term 2 Applications: 1<sup>st</sup> December 2020</li> <li>● Term 3 Applications: 15<sup>th</sup> March 2021</li> </ul>
	Additional Requirements <ul style="list-style-type: none"> <li>● Statement of Interest</li> <li>● Curriculum Vitae</li> <li>● Research Proposal</li> <li>● Two reference letters</li> <li>● Excellent Command of English</li> <li>● Funding Proposal</li> <li>● Interview with EBU Academic Dean</li> <li>● Decision by the Admissions Committee</li> </ul>	

DUAL PROGRAMME APPLICATIONS ARE BASED ON PRE-REQUISITE ENTRANCE FOR THE FIRST PROGRAMME E.G. EBBA/MBA (ENTRANCE IS BASED ON PREREQUISITES FOR EBBA COURSE \* SUCCESSFUL MOVEMENT TO THE MBA PROGRAM IS DEPENDENT UPON THE STUDENTS SUCCESSFUL ACHIEVEMENT OF THE EBBA PROGRAM).