

# APPLICATION FOR ADMISSION

Executive MBA  
Executive Diploma  
Executive CAS  
Executive Specialised Courses

*We are looking forward to welcoming you at the iimt!*

## 1. ADMISSION CRITERIA

Excerpts from the regulations governing the award of the Executive Master of Business Administration, the Executive Diploma and the Executive CAS of 19<sup>th</sup> May 2015:

### Article 7

- 1) Candidates for the Executive MBA or the Executive Diploma require at least three years' professional experience (Executive CAS two years) in a management position and to have obtained one of the following qualifications:
  - a) licence (Bachelor/Master) recognised from a University or University of Applied Sciences
  - b) or other diploma recognised as equivalent.
- 2) Exceptionally, after examination of their application, candidates may be admitted to the Executive Diploma and Executive CAS on the basis of long practical experience.
- 3) Candidates admitted to the Executive Diploma who obtain an overall grade average of 5.0 or higher in the examinations may be admitted to the Executive MBA programme. Candidates admitted to the Executive CAS who obtain an overall grade average of 5.0 or higher in the examinations may be admitted to the Executive Diploma programme.

## 2. QUALIFICATION

**The Executive MBA** will be awarded to candidates who

- a) attend all 30 modules of the programme,
- b) obtain an overall passing grade for the Executive MBA examinations and
- c) submit a Master project which is accepted.

**The Executive Diploma** will be awarded to candidates who

- a) attend all 20 modules of the programme,
- b) obtain an overall passing grade for the Executive Diploma examinations and
- c) submit a Diploma project which is accepted.

**The Executive CAS** will be awarded to candidates who

- a) attend all 7 modules of the programme,
- b) obtain an overall passing grade for the Executive CAS examinations and
- c) submit a CAS project which is accepted.

A Certificate for **Executive Specialised Courses** is awarded to candidates who

- a) attend the requested modules of the subject area of the programme and
- b) obtain a passing grade for the Specialised Course examinations.

### 3. INSTRUCTIONS TO APPLICANTS

Applicants must include the following:

- the enclosed application form, duly completed and signed on page 7,
- the document General Terms and Conditions and Tuition Fees duly signed on page 5,
- copies of the already passed relevant institute examinations in the three years preceding admission to the Executive MBA, Executive Diploma or Executive CAS, they will be exempted from those examinations.
- two passport size photos with your full name on the reverse,
- Diploma and degree certificates (not required for Executive Specialised Courses);
  - for holders of Swiss qualifications: copy of the diploma with details of subjects studied, grades obtained, and the grading scale used
  - for holders of qualifications obtained outside Switzerland: copies of certificates relating to your studies including details of the courses followed, examinations passed and grades obtained for each year of study together with the grading scale in use. These documents must be legalised at the appropriate embassy or consulate. In addition, any document in a language other than English, French, German, or Italian must be accompanied by a translation which must also be legalised by the appropriate embassy or consulate,
- description of your current function including a clear indication of your place in the organisational hierarchy of the company and the number of years that you have occupied this position (not required for Executive Specialised Courses),
- curriculum vitae,
- a letter of recommendation from your employer certifying your current employment and the form 'Letter of support' (page 8) from the employer, duly completed and signed; if your employer is financing your participation.

## 4. GENERAL TERMS AND CONDITIONS

### Withdrawal of candidates

#### A. From the EMBA, Executive Diploma or Executive CAS programme

##### Before the first teaching day:

If any participant formally withdraws from the programme within 14 days following the date of notification of admission an administrative charge of **CHF 300.—** will be levied. If any participant withdraws more than 14 days following the date of notification of admission, but before the beginning of the programme, an administrative charge of **CHF 2500.—** will be levied.

##### After the teaching has begun:

If a participant withdraws after the programme has begun, the whole fee is due for the year in which the withdrawal takes place, plus 50% of the outstanding fees for the remaining year or years of the programme to which the participant was admitted, whether EMBA or Executive Diploma or Executive CAS.

In the case of exclusion from the programme, the whole fee is due for the year in which the exclusion takes place, plus 50% of the outstanding fees for the remaining year or years of the programme to which the participant was admitted, whether EMBA or Executive Diploma or Executive CAS.

#### B. From all other iimt programmes

##### Before the first teaching day:

If any participant formally withdraws from the Executive Specialised Course or individual modules later than 15 days before teaching begins, an administrative charge of **CHF 200.—** will be levied.

##### After the teaching has begun:

If a participant withdraws after the Executive Specialised Course or the individual modules has begun, the whole fee is due.

#### Rescheduling of the course program by the participant

The iimt charges an administrative fee of **CHF 250.--** for every participant who decides within less than two weeks before the course starts, that he won't participate at the course.

#### Cancellation and rescheduling of course weeks by the iimt

The iimt reserves the right to reschedule modules. Courses may be postponed or can be organised during the designated reserve week.

#### Fees in cases where modules and/or examinations are repeated

Fees for re-sitting or individual examination	CHF 150.— per examination
Attendance of a module with full documentation	CHF 900.— per module
Documents only, without attendance of the module	CHF 250.— per module
Repeating EMBA, Diploma or CAS project	CHF 1600.— per project

#### Candidates moving onto the EMBA, Executive Diploma or Executive CAS programme after completing one or more Executive Specialised Courses

If a participant on an Executive Specialised Course or an individual module, decides to join the EMBA, Executive Diploma or Executive CAS programme, the fees will be calculated as follows:

In cases where a candidate, as part of an Executive Specialised Course or an individual module, has already successfully completed a module which she or he is required to do as part of the EMBA, Executive Diploma or Executive CAS programme, the cost of that module will be deducted from the total fee for the programme.

#### Later modifications to regulations

Students remain subject to the regulations which were in force when the candidate was accepted on the programme.

#### Rates applicable to iimt partner companies

Employees of iimt partner companies have the right to a reduction of the costs of enrolment for the EMBA, Executive Diploma courses, Executive CAS programmes and Specialised Courses or individual modules. When a partnership agreement comes to an end, any outstanding iimt course fees will be charged at the full rate; the special partnership discount rate will no longer be applicable.

#### Place of jurisdiction

Exclusive place of jurisdiction for any litigation shall be Fribourg.



## 5. TUITION FEE

### A. One single payment for the full programme<sup>1)</sup>

Executive MBA	CHF 42'000.--
Executive Diploma	CHF 28'000.--
Executive CAS	CHF 9'800.--
Fee for individual modules	CHF 1'400.--

### B. Payments in instalments<sup>1)</sup>

Executive MBA	CHF 45'000.-- <sup>2)</sup>
Executive Diploma	CHF 30'000.-- <sup>2)</sup>
Executive CAS	CHF 10'800.-- <sup>2)</sup>

<sup>1)</sup> The payment of the course fee (single payment or first instalment) has to be conducted before the participants first course begins.

<sup>2)</sup> If participants wish to pay the course fees in instalments, payments can be remitted annually, bi-annually or quarterly. The first instalment has to be paid before the first course begins.

### C. Fees for iimt partners

Participants from iimt partners are subject to the standard fees (A or B) minus a rebate<sup>\*\*</sup>).

<sup>\*\*</sup>) Employees of iimt partner companies have the right to a reduction on the costs of enrolment for the EMBA, Executive Diploma or Executive CAS programmes and Specialised Courses. When a partnership agreement comes to an end, any outstanding iimt course fees will be charged at the full rate; the special partnership discount rate will no longer be applicable.

Fees include course learning materials but do not cover transport, accommodation, food, or additional books recommended by lecturers.

I, the undersigned, certify that I have read and understood the General Terms and Conditions (page 4) and agree with the Tuition Fees (page 5) and that I accept these unconditionally. I am aware of the fact that evidence to the contrary may lead to my definitive exclusion from the University.

Place and date: .....

Signature: .....



## APPLICATION FORM

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### I. Personal details (please write clearly in block capitals)

Family name: .....

First name: .....

Private address: .....

Postcode: ..... City: ..... Country: .....

Phone: ..... Mobile: .....

E-mail: .....

Social Security (AHV/ALV) Number: .....

Date of birth: ..... day: ..... month: ..... year: 19.....

Gender:  male  female

Nationality: ..... City of origin (Swiss citizens only) .....

Residence permit type:  B  C  recognised refugee (for non-Swiss applicants)

Marital status:  single  divorced  married  widow/widower

Mother tongue:  German  English  French  other

### II. Professional details (please write clearly in block capitals)

Employer: .....

Function/Position:.....

Address at work: .....

.....

Phone: ..... Mobile: .....

E-mail: .....

For correspondence please use my  private address  address at work

### III. Educational achievements and details of employment

Please enclose with your application (not required for Executive Specialised Courses):

- (a) a copy of each diploma or other award with details of the subjects studied and grades received.
- (b) description of your current function including a clear indication of your place in the organisational hierarchy of the company and the number of years that you have occupied this position.

1. Qualification obtained/course followed after completing compulsory school/education?

.....  
 .....

2. Have you ever been registered at a university or higher education institution?  yes  no

2.1 If so where:.....Years: from.....to .....

2.2 Faculty and subjects studied: .....

2.3 Swiss Higher education: student registration number: .....

### IV. Course of study

- 1.  Executive MBA  Executive Diploma Management Excellence
- Executive CAS Strategies & Innovations  Executive Diploma Digital Leadership
- Executive CAS Financial Decision Making  Specialised Courses in
- Executive CAS Leadership & HRM .....
- Executive CAS Project Excellence .....
- Executive CAS Innovation Management & Intrapreneurship

2. Which mode of payment have you selected, according to point 5. Tuition Fee ?

A (one single payment for the full programme)

B (annually payments)  C (bi-annually payments)  D (quarterly payments)

3. Who is financing the course of study?  self-financing \_\_\_\_%  employer \_\_\_\_%

For the related invoice, please use my  private address  address at work

If you wish a split invoice (private & employer), please indicate the allocation type

.....

4. Starting date\*: .....

You are planning to fulfil your study programme:  in 1 year  in 2 years  in 3 years

\*Important: Your above-mentioned starting date is considered as binding. Your study programme can afterwards be planned flexibly regarding your individual module planning

I, the undersigned, certify that I have provided full and truthful information in answer to the questions on the form. I am aware of the fact that evidence to the contrary may lead to my definitive exclusion from the University. I confirm that I have read and understood the General Terms and Conditions and the Tuition Fees for participation in iimt courses and that I accept these unconditionally.

Place and date: .....

Signature:.....



## 6. LETTER OF SUPPORT

If your study programme will be financed by your employer please complete the form below.

### Note to the applicant:

Please type your name below and give this form to the authorised representative of your company. Enclose this form in your application package.

### Note to the sponsor:

The person whose name appears below is applying for admission to the iimt programme. Please complete and sign the letter of support form. **By signing this letter you are declaring your commitment to financially support the applicant's course of studies at the iimt and accepting the iimt General Terms and Conditions and Tuition Fees on page 4 & 5.**

### Name of Applicant

First Name: .....

Family Name: .....

### Applying for

Executive MBA     Executive Diploma     Executive CAS     Executive Specialised Course

The iimt programme is a partnership between the participant, the participant's sponsor and the iimt. Company support for the duration of the programme is an integral part of the applicant's success. We recognise that the iimt programme requires intensive study and we therefore grant the applicant work release time in order to attend classes for the duration of the programme.

**Invoices** in connection with the iimt programme should be sent to:

Company: .....

Name: .....

Address: .....

Telephone: .....

Fax: .....

.....  
Name of authorised representative

.....  
Signature

.....  
Date

If you have any questions regarding the iimt programme or the application process, please don't hesitate to contact us on +41 26 300 84 30 or [iimt@unifr.ch](mailto:iimt@unifr.ch)