**WSB MBA ADMISSION**

**MASTER OF BUSINESS ADMINISTRATION IN WINE & SPIRITS BUSINESS**

**RULES 2026-2027**

**These rules apply to admission to the MBA Wine & Spirits Business programme at ESC Dijon-Bourgogne (BSB).**

Upon application, candidates agree to strictly comply with all instructions contained in these regulations. Any breach of the examination rules set out below will result in exclusion from the application.

## Article I – Presentation of the admission

### Section I.1 – Definition

The MBA WSB admission is a route to admission to the Master of Business Administration Wine & Spirits Business programme at ESC Dijon-Bourgogne (BSB).

Candidates are not permitted to apply for the WSB MBA programme more than twice.

### Section I.2 – Eligibility

The following candidates are eligible, i.e. have the right to apply:

- Candidates who hold a Bachelor's degree, with a minimum of three years' appropriate and relevant postgraduate work experience

Non-English-speaking students are required to provide proof of their English proficiency to ensure that they will be able to follow the programme:

- IELTS: 5.5 – 6.5,
- TOEFL IBT: 72–94,
- TOEIC: 700 minimum,
- Duolingo: 115 minimum.

The qualification or diploma that enabled the candidate to validate their eligibility for the entrance exam must be presented to BSB by the 30th of November of the year of the entrance exam at the latest. If the candidate does not obtain the qualification or diploma stated at the time of application, they will not be able to enrol at BSB.

Candidates are solely responsible for declaring their diploma or qualifications before registering for the entrance exam. It is therefore their responsibility to check their eligibility before beginning the application process. If in doubt, candidates are invited to contact the Admissions Department by email (at admissions@bsb-education.com ) providing all the information necessary for assessment: Name and Contact details of the higher education institution, Course taken, Field of study, URL of the course description and any other information deemed useful for presenting the course taken and the diploma or qualification it leads to. The Admissions Department aims to respond as soon as possible.

**Section I.3 – Application fees**

Application fees are paid via secure online payment on the application portal (fees payable by the candidate).

Candidates are considered to be registered for admission once they have paid the application fees.

In accordance with French law, candidates have a period of fourteen days from the date of payment of the application fees to withdraw and obtain a refund of these fees.

To withdraw, candidates must submit a request to the Admissions Office.

Candidates from a partner institution with which this exemption has been agreed are partially or totally exempt from application fees.

**Section I.4 – Application schedule**

Application for the ESC Dijon-Bourgogne (BSB) MBA WSB programme is open according to the dates indicated on BSB's website.

**Section I.5 – Data protection**

ESC Dijon-Bourgogne (BSB) undertakes to protect all information provided by candidates. For more information, please refer to Article VI of these regulations.

**Article II – Application procedure – General information**

Application for the entrance examination and payment of application fees are done online via BSB's website www.bsb-education.com. On this website, a link redirects candidates to an online application portal.

On this portal, candidates create a personal account by providing a valid email address and password. It is their responsibility to keep their login details confidential. The password is encrypted and unknown to ESC Dijon-Bourgogne (BSB). On this portal, candidates can complete their application. They will be kept informed of the progress of their application and then of their admission to the programme by the Admissions team.

Candidates are responsible for the information provided in their application during the application process. In particular, personal details such as Last Name, First Name(s), Date and Place of Birth. They must be identical to the information on the identity document attached to the application and presented at the exams. In the event of a false declaration, the candidate is liable to penalties ranging from firm and definitive exclusion from the exam, possible loss of admission to BSB, non-refund of the deposit on tuition fees.

Furthermore, candidates are solely responsible for the information provided during application, in particular their email address and telephone number, which are the only means of communicating with them during the admissions process. It is their responsibility to inform the Admissions Department of any changes as soon as possible.

It is the candidate's responsibility to check their email regularly, including their spam folder, to ensure that they receive all information sent by the Admissions Department regarding the organisation of the application.

We remind candidates that their qualifications are verified by BSB between the 1st of September and the 30th of November of the year of the application. Candidates admitted to BSB with a qualification or diploma that is not recognised by the admissions will lose their place at BSB.

**Article III – Entrance examination sessions**

**Section III.1 - Organisation**

Sessions are organised continuously throughout the period.

Each application is reviewed by the Director of the WSB MBA Programme at ESC Dijon-Bourgogne (BSB).

Candidates then undergo an oral interview in English to assess their motivation.

The application panels have final authority. Consequently, the grades obtained by candidates cannot be disputed. Only complaints relating to possible logistical errors will be considered.

In order to take the entrance exams, candidates must submit a complete application.

Any candidate caught cheating will receive a zero grade for all tests and will be excluded from the application.

**Section III.2 – Oral examination**

Candidates are invited to attend an oral interview to discuss their motivation and career plans. The interview takes place online on a dedicated platform.

The interview is assessed by a Programme Director from the School of Wine & Spirits Business.

Candidates must dress appropriately and ensure that their entire face is visible. Candidates who appear in clothing that does not allow their identity to be verified will not be assessed and will be considered to have withdrawn.

Candidates will receive a link to the test in an email sent to the address provided in their application file.

If the candidate does not take part in the test, they will be considered to have withdrawn.

**Article IV – Admissions**

**Section IV.1 – Admission process for the MBA WSB programme**

All applications will be awarded a grade out of 20 for the oral motivation interview.

Application file components for candidates:

- Transcripts and assessments from higher education years,
- Copy of diploma(s),
- Cover letter,

- CV,
- English proficiency certificate,
- Copy of valid identity document.

The admission threshold is set each year by the programme's admissions panel.

**Section IV.2 – Publication of results**

Admission results are communicated to candidates by email.

**Section IV.3 – Payment of deposit**

Applicants accept their admission by paying a deposit as soon as possible and no later than 20 calendar days after the admission email is sent.

Candidates are considered enrolled in the programme once they have paid their deposit.

In accordance with French law, candidates have a period of fourteen days from the date of payment of the deposit to withdraw and obtain a refund of this deposit.

To withdraw, candidates must submit a request to the Admissions Department.

If the tuition deposit has not been paid within 20 calendar days of the date of the admission email, the candidate is considered to have withdrawn.

**Section IV.4 – Refund of the deposit**

The ESC Dijon-Bourgogne (BSB) MBA WSB programme may refund the full amount of the deposit in the following cases:

- Failure to obtain a student visa, announced no later than the 30th of November of the year of the programme, upon presentation of official proof;
- Failure to obtain the diploma required for application, announced no later than the 30th of November of the year of the programme, upon presentation of official proof.

To be considered, all requests for reimbursement must be made by email, accompanied by a letter explaining the reasons for the request addressed to the Programme Director and accompanied by appropriate supporting documentation.

**Article V – Deferral of enrolment**

It is possible to obtain a one-year deferral of enrolment. The candidate's admission is thus retained and they may enrol in BSB at the start of the following academic year.

The deferral of enrolment granted for a period of one year is non-renewable.

The request for deferral of enrolment must be made by email to the Admissions Officer before the 15th of September of the year of the entrance examination, following the same procedure as for the request for reimbursement. The Programme Director is responsible for accepting or rejecting the request.

The tuition fees payable by the candidate will be those for the year of enrolment.

A request for deferral does not alter BSB's admission procedure. The candidate is not exempt from presenting their qualification or diploma before the 30th of November of the year of the entrance exam. BSB will retain the deposit, which will therefore not be refunded. If the candidate does not enrol in year N+1, they will lose their admission and deposit.

**Article VI – Confidentiality, data protection**

As data controller, ESC Dijon-Bourgogne (BSB) undertakes to protect the personal data collected, not to pass it on to third parties without the data subject's knowledge, and to respect the purposes for which it was collected.

In order to be lawful, and in accordance with the requirements of European Regulation 2016/679, the collection and processing of personal data may only take place if it complies with one of the specific and legitimate purposes defined in the said regulation.

Personal data is collected and processed for the purpose of providing information about the services offered by ESC Dijon-Bourgogne (BSB) applications, until the admissions are organised. Identifying data includes Last Name, First Name, Email Address, Postcode/ Zipcode, current or completed qualification.

This information is collected when the application form is completed, with the candidate's consent as the legal basis. The candidate's contact details (postal address, landline telephone number, mobile telephone number) and information relating to their educational background (in particular the contact details of their original educational establishment) are collected for the purposes of organising the examination.

The data collected is kept for a period of five years.

For accounting, legal, security or management reasons, certain data may be retained in accordance with applicable legal rules.

Certain personal information may be disclosed to the competent judicial authorities in the event of exceptional proceedings.

In accordance with Regulation (EU) 2016/679 on the protection of personal data, candidates have the following rights over their data: access, rectification, erasure (right to be forgotten), objection on legitimate grounds, restriction of processing and portability. Candidates may also set guidelines for the storage, erasure and communication of their data after their death.

To exercise their rights, candidates must send their request to the following address: Secrétariat Général – DPD – 29 rue Sambin BP 50 608 – 21006 Dijon Cedex or by email to alerte.rgpd@bsb-education.com. As part of this investigation, ESC Dijon-Bourgogne (BSB) may ask candidates to provide a photocopy of an identity document as proof. Subject to a breach of the above provisions, the candidate has the right to lodge a complaint with the CNIL (Commission Nationale de l'Informatique et des Libertés, https://www.cnil.fr) or any competent judge.

**Article VII – Applicable law and competent court**

These regulations are governed by French law. In the event of a dispute between the candidate and BSB, the competent court shall be the Dijon Judicial Court.