



Application file

Specialized Masters (MS) and Postgraduate programmes



Starting September 2008 (1)

Session 1 :
 Session 2 :

Application files must be sent 15 days minimum before the beginning of the session you choose. .

(1) For the Quality Management programme (exclusively), please choose your preferred starting date :
 March 2008 September 2008 March 2009

Choice of programme (please indicate the programme you are applying for)

- Purchasing Management (MAI)
- International Business Management (MACI)
- Real Estate and Asset Management (IMPI)
- Global Logistics Management (ISLI)
- Quality Management (ISMQ)
- Risk Management (IMR)
- Wines and Spirits Management

In the event that your profile does not match the programme you have chosen, would you like your application file to be sent to another programme at BEM- Bordeaux Management School?

If so, specify which one _____

Mrs Miss Mr

SURNAME
 First names

Your studies

• **Diploma presented to support your application**

Diploma

School or University

Year obtained.....

Diploma's field of study:

• **Record of higher education** (final year of secondary/high school included) starting with the most recent

Year (s)	University/ School Programme (1)	Diplomas awarded or in progress	Language in which you studied	Merits/Distinctions/Scores	Group/Class Ranking

(1) Please indicate town or city.

• **Add any comment you consider relevant to explain your academic record**

.....

Your professional experience

• **Years of experience**

Number of years of professional experience (not including internships and periods of apprenticeship) |_|_|

• **Principal employment**

Company name :

Place:

Function / Job title:

Starting date |_|_|/|_|_|/|_|_|_|_| Finishing date |_|_|/|_|_|/|_|_|_|_|

Type of contract Permanent Fixed term Other Part time Full time

Managerial status

• **Professional activities and temporary employment**

Date	Duration	Company / Organisation (1)	Functions Roles - Responsibilities

(1) Please specify town/city and activity sector.

• Internships and projects completed during your studies

Date	Duration	Company / Organisation (1)	Nature of the internship

(1) Please specify town/city and activity sector.

Dissertation(s) - Article(s) :

.....

.....

.....

.....

.....

Extra-curricular and extra-professional activities

• **What are your extra-curricular and extra-professional activities?** (Sport, culture, social activities etc.)

Date	Activity	Responsibility / Results

Knowledge of languages

• **Native language(s)** French Other (specify).....

• **Level acquired in languages**

	Written expression			Written comprehension			Oral comprehension		
	excellent	acceptable	weak	excellent	acceptable	weak	excellent	acceptable	weak
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....

• **Tests (optional)**

Language	Test (1)	Date of test	Score

(1) For example, TOEFL, TOEIC for English.

• **Diplomas / Certificates obtained in a language other than your native language**

.....

.....

.....

• **Have you spent periods abroad?**

Date	Duration	Country	Reason

Your motivations and your career plan

- **What are your motivations for applying for this programme at BEM ?**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

- **How do you think your career plan will develop once you have finished this programme?**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Other information

• How did you learn about the Specialized Masters and the Postgraduate programmes at BEM ? (Please specify)

- Personal contact
- Presentation at your school.....
- Exhibition / Forum.....
- SCUIO.....
- Open day
- Press release.....
- Press article
- Search engine.....
- Bordeaux Business School web site
- Other

• Have you made an application to other teaching establishments ?

- Yes No

If so, which one(s) ?

University / School	Programme

• Please write here any other information which you consider will be of interest to the selection panel.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I certify that the information contained in this file is exact.

At : Date :

Signature

How to make out your application file

List of documents you must include:

- Completed application file.
- Two letters of recommendation from university teachers, heads of training or company directors.
- Two recent passport photographs – one of which has been stuck at the appropriate place.
- Examination results or test scores from the School or University where you were awarded the diploma which supports this application.
- A copy of the diplomas awarded since and including the secondary / high school diploma, as well as a university attendance certificate for those students in the last year of their programme.
- A copy of your national identity card or your passport or your birth certificate (translated into French for international candidates).
- Non-refunded application fees :
 - a cheque of 100 euros payable to CCIB (Chambre de Commerce et d'Industrie de Bordeaux)
 - a copy of the bank transfer made
- A 26 x 33 format envelope.

For any information regarding your application, please contact::

• Purchasing Management (MAI)	☎ 05.56.84.55.75	✉ mai@bem.edu
• International Business Management (MACI)	☎ 05.56.84.22.68	✉ maci@bem.edu
• Real Estate and Asset Management (IMPI)	☎ 05.56.84.22.04	✉ impi@bem.edu
• Global Logistics Management (ISLI)	☎ 05.56.84.22.80	✉ isli@bem.edu
• Quality Management (ISMQ)	☎ 05.56.84.22.05	✉ ismq@bem.edu
• Risk Management (IMR)	☎ 05.56.84.55.40	✉ imr@bem.edu
• Wines and Spirits Management	☎ 05.56.84.55.63	✉ mvs@bem.edu

Please return the file to

**BEM- Bordeaux Management School
Mastères Spécialisés et 3èmes Cycles
680, cours de la libération - 33405 TALENCE Cedex - France**

Specifying the programme you have chosen.



**Confidential letter of recommendation
to return to the candidate
in the enclosed confidential envelope**

Dear Sir or Madam,

The letter of recommendation that you have been asked to write is an essential element in the application file for admission to the Specialized Masters and Postgraduate programmes at BEM-Bordeaux Management School.

It enables us to evaluate the ability of the applicant to follow the teaching programme and helps us to check whether his or her personal aptitudes correspond to those which the specialisation he / she is applying for requires.

We are therefore grateful to you for completing the questionnaire overleaf. Your comments and appreciations will remain confidential.

Yours faithfully

Please send this letter back to the candidate who will enclose it in his / her application file

A handwritten signature in black ink, appearing to read 'Pierre CAZABAN'.

Pierre CAZABAN
Directeur Adjoint BEM

Letter of recommendation 1



APPLICANT

Surname..... First name.....

I am applying for admission to the programme:

RESPONDENT

• Respondent's personal information

Mr Mrs

Surname First name

University or company

Function

Address Telephone :

I have known the applicant since:

Your professional relationship with the applicant:

Duration of professional relationship:

• Evaluation

Please complete the grid below, evaluating the applicant in relation to other people you have known in similar circumstances.

	Excellent	Good	Average	Poor	No opinion
Sense of judgement and maturity					
Analytical mind					
Initiative and creativity					
Leadership aptitude					
Team work aptitude					
Ability to communicate					
Perseverance in a task					
Intellectual capabilities					
Global opinion					

• Recommendation

I recommend this applicant very strongly
 strongly
 with reserve

Date :

Respondent's signature :

The programme's management thank you for your letter of recommendation and assure you that your opinions will be taken into consideration.



**Confidential letter of recommendation
to return to the candidate
in the enclosed confidential envelope**

Dear Sir or Madam,

The letter of recommendation that you have been asked to write is an essential element in the application file for admission to the Specialized Masters and Postgraduate programmes at BEM-Bordeaux Management School.

It enables us to evaluate the ability of the applicant to follow the teaching programme and helps us to check whether his or her personal aptitudes correspond to those which the specialisation he / she is applying for requires.

We are therefore grateful to you for completing the questionnaire overleaf. Your comments and appreciations will remain confidential.

Yours faithfully

Please send this letter back to the candidate who will enclose it in his / her application file

A handwritten signature in black ink, appearing to read 'Pierre CAZABAN'.

Pierre CAZABAN
BEM Vice Dean

Letter of recommendation 2



APPLICANT

Surname..... First name.....

I am applying for admission to the programme:

RESPONDENT

• Respondent's personal information

Mr Mrs

Surname First name

University or company

Function

Address Telephone :

I have known the applicant since:

Your professional relationship with the applicant:

Duration of professional relationship:

• Evaluation

Please complete the grid below, evaluating the applicant in relation to other people you have known in similar circumstances.

	Excellent	Good	Average	Poor	No opinion
Sense of judgement and maturity					
Analytical mind					
Initiative and creativity					
Leadership aptitude					
Team work aptitude					
Ability to communicate					
Perseverance in a task					
Intellectual capabilities					
Global opinion					

• Recommendation

I recommend this applicant very strongly
 strongly
 with reserve

Date :

Respondent's signature :

The programme's management thank you for your letter of recommendation and assure you that your opinions will be taken into consideration.