

EXCHANGE STUDENTS 18/19

BBA ESADE FACT SHEET



Useful Information



ESADE Business School

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ESADE holds the selected “Triple Crown” accreditation:

EQUIS, **AACSB**, and the **Association of MBA's**. ESADE is a member of the **CEMS Alliance (CEMS)** and the **Partnership in International Management (PIM)**. In addition, ESADE is a **Cervantes Institute** - accredited institution.



1. APPLICATION

COURSE REGISTRATION:

To be completed online by exchange students:

- Fall Term Enrolment days : July, 11th - 18th
- Spring Term days: November, 7th - 14th

Admission Requirements:

- Students must be nominated by the partner schools through the ESADE intranet
- Students should have completed at least one year of studies at the undergraduate level

Nomination Process:

To be completed online by the home university exchange coordinators. Deadlines:

- Fall Term April 30th
- Spring Term September 30th

Application process:

Documents must be sent by email by the student or the home university coordinator:

- Fall Term June 15th
- Spring Term October 15th

PROCESS

Application documents - 1st part:

- Copy of Passport (or ID Card only for EU citizens)
- Proof of Health Insurance (indicating clearly the coverage for the full exchange period)
- Resume/ Curriculum Vitae
- Official Transcript from Home University

Students with uncompleted application documents will not be allowed to Register to Courses.

Application documents - 2nd part. These documents have to be uploaded within one month from the arrival to ESADE. They will be available on the webpage for incoming students.

- Copy of Passport (or ID Card only for EU citizens)
- Proof of Health Insurance (indicating clearly the coverage for the full exchange period)
- Resume/ Curriculum Vitae
- Official Transcript from Home University

2. ACADEMIC CALENDAR

FALL TERM 2018

(August 28th to December 22nd)

- | | |
|-------------------------------|--|
| • August 23rd – 30th | Add & Drop Period |
| • August 27th – September 7th | Mandatory Orientation Program |
| • August 27th – September 7th | Spanish Intensive Course (optional) |
| • August 27th | Institutional Welcome - Beginning of Fall Term |
| • December 7th | End of classes |
| • December 22nd - January 6th | Christmas Break |

SPRING TERM 2019

(January 7th to June 30th)

- | | |
|----------------------------|--|
| • November 28th – Dec 12th | Add & Drop Period |
| • January 7th – 18th | Mandatory Orientation Program |
| • January 7th – 18th | Spanish Intensive Course (optional) |
| • January 7th | Institutional Welcome - Beginning of Spring Term |
| • April 15th – April 21st | Easter Break |
| • May 17th | End of regular Spring Term classes |
| • June 3rd – 28th | Intensive courses (optional) |
| • June 30th | Official End of Spring Term 2019 |

Course Offer and Exams

- Exchange Programme course offer will be available on ESADE intranet. Most of the subjects have the final exam on the last day of class and are mostly written, but sometimes are orally conducted, or even take-home assignments. Projects may also be required. Please refer to the syllabus of each subject, where the final assessment is clearly indicated.

3. LEARNING EXPECTATIONS

Registration to courses:

- Courses can only be added/dropped during the official registration or add/drop periods. No changes will be admitted once those periods are over. Students are kindly invited to check in advance with their home universities which courses can be mapped or not.

Language of Instruction:

- Courses are taught in English and in Spanish.
- Students interested in taking courses taught in Spanish are highly recommend to have B1 level in Spanish language, according to the Common European Framework for Reference of languages (CEFR). We reserve the right to ask the official certificates as a proof of Spanish knowledge.

Course workload:

Incoming exchange students at ESADE are required to take the following workload:

- **Students from European Universities:**
min. 27 ECTS – max. 33 ECTS
- **Students from Non-European Universities:**
min. 23 ECTS – max. 33 ECTS

However, if the home university allows the student to take a lower amount of ECTS, ESADE can consider it. In that case, we would need to receive a written approval of the home university exchange coordinator.

Grading

0,0 - 4,9	Failed
5,0 - 6,9	Passed
7,0 - 8,9	Distinction
9,0 - 10	Outstanding

Non numeric grades:

- NAP is **Fail**
- AP is **Pass**
- NP is **Incomplete**
- Pendiente is **Not released yet**

1 ECTS = 25 working hours
(10 contact hours, maximum + 1
feedback hour + 14 self-study hours)

4. EXTRA INFORMATION

Buddy System and Student Life:

The ESADE International Student Committee (CIEE) provides students with a bridge that spans academic and political borders: our activities include week-long exchanges with universities in Europe and Asia, and numerous get-togethers with exchange students.

Spanish Intensive Courses:

ESADE offers a Spanish intensive language course for all exchange students who want to learn or improve their Spanish. The Spanish Intensive Course take place during the Orientation Program and grants 2 ECTS.

Entry VISA and Residence Permit:

EU citizens only need a passport or national ID in order to enter Spain. Non-EU citizens will need a Student Visa. When you apply for a Student Visa (Visado de Estudiante) you will be asked for the following documents:

- **Passport (valid for at least 1 year from date of application)**
- **2 Passport-size photos**
- **Proof of financial means**
- **Proof of medical/accident insurance to cover length of stay**
- **Letter of Acceptance from ESADE**
- **Other documentation, like proof of residence in Consulate's jurisdiction, a medical certificate, or a certificate of absence of a police record may also be required.**

The Spanish Embassy or Consulate in your home country will decide whether to issue a 90-day visa or a 180-day visa. For longer stays, you must apply for a 90-day visa and then apply for a Student Residence Card within the first 30 days of your arrival.

Please check the Exchange Student Guide and with the nearest Spanish Embassy or Consulate in your home country for more detailed information.

EXTRA INFORMATION

Health Insurance:

Exchange participants must arrive with their own health insurance that covers all international incidents. More information about health insurance could be found at the ESADE Exchange Student Guide, which is available on the intranet.

Cost of living:

Aproximately cost of living while coursing at ESADE

<i>Tuition Fees</i>	<i>Waived</i>
<i>Accomodation</i> Out of Campus	<i>450-700€/month</i>
<i>Accomodation</i> Campus	<i>800€/month</i>
<i>Transportation</i>	<i>60€/month</i>
<i>Meals & Groceries</i>	<i>200-300€/month</i>
<i>Miscellaneous</i>	<i>150€/month</i>

6. EXCHANGE PROGRAMME TEAM



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