

ESADE Business School, Universitat Ramon Llull



Address

BBA Exchange Programme
ESADE Business School
Avda. de la Torreblanca nº 59
08172 Sant Cugat – Barcelona
Spain
Tel: +34 93.554.35.11 / Fax: +34 93.204.81.05
<http://www.esade.edu>

Accreditations, Rankings and Networks

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)



International Exchange Programme working team

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Exchange Programme Manager
Asia, United States and Oceania
(Incoming and Outgoing students)

Prof. Jura Zymantas, jura.zymantas@esade.edu

International Students Advisor

(Support in all the non-academic issues such as, housing, visa, health insurance, etc.)

Application BBA Exchange Programme

Admission Requirements:

- Students should be nominated by our partner schools through our online system
- Students should have at least completed one year of business studies at University level

Nomination deadlines:

It should be done online by home university exchange coordinators. Deadlines:

- Fall Term 1st of May
- Spring Term 15th of September

Application deadlines and Documents:

Documents can be sent by email or regular mail by the student or the home university coordinator:

- Fall Term 30th of June
- Spring Term 31st of October

Documents to be sent after on-line Nomination:

- ✓ Copy of Passport or ID Card (for EU citizens)
- ✓ Proof of Health Insurance covering the full period of stay
- ✓ Resume/ Curriculum Vitae
- ✓ Official Transcripts from Home University

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

Documents to be delivered after Registration to courses:

- ✓ ESADE students Obligation and Declaration form (to be delivered once the course registration has been confirmed)
- ✓ Learning Agreement, signed by student and home University (to be delivered once the course registration has been confirmed)
- ✓ ESADE Personal Data form (to be delivered upon arrival at ESADE)

Course Registration:

It must be done online by exchange students

- Fall Term Open enrolment time : 7 – 14 July
- Spring Term Open enrolment time: 10 - 17 November

Academic Calendar 2014/2015

Fall Term 2014 (September 15th to December 19th)*

September 1 st – September 12 th	Spanish Intensive Course (mornings)
September 1 nd – September 12 th	Mandatory Orientation Program
September 15 th	Institutional Welcome - Beginning of Fall Term
December 4 th	Fall 2014 Farewell
December 19 th	End of Fall Term 2014
December 22 nd – January 6 th	Christmas Break

Spring Term 2015 (January 26th to May 31st)*

January 12 th – January 23 th	Spanish Intensive Course (mornings)
January 12 th – January 23 th	Mandatory Orientation Program
January 26 th	Institutional Welcome - Beginning of Spring Term
March 30 th – April 6 th	Easter Break
May 19 th	Spring 2015 Farewell
May 31 st	End of Spring Term 2015

*tbc

Course Offer: BBA Elective courses

Exchange Programme course offer is available on ESADE intranet.

Learning expectations

Language of Instruction:

Courses are taught in English and in Spanish.

Please remind your students that, if interested in attending any courses taught in Spanish, we highly recommend them to have B1 level on 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:

We ask incoming exchange students to do an academic workload of 27 - 30 ECTS per term.

1 ECTS = 30 working hours

(11 contact hours, maximum + 1 feedback hour + 18 self-study hours)

Exams:

Exams are scheduled at the end of each course, are mostly written, but sometimes are orally conducted, or even take-home assignments. Projects may also be required.

ESADE BUSINESS SCHOOL, SPAIN
2014/2015 BBA Exchange Programme FACT SHEET

Grading:

POINTS	DESCRIPTIVE VALUE
0,0 - 4,9	Failed
5,0 - 6,9	Passed
7,0 - 8,9	Distinction
9,0 - 10	Outstanding
9,0 – 10	Honors
Non-numerical grades	
AP	Pass
NAP	Fail
NP	Incomplete
PENDIENTE	Not released yet

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.

www.esade-campus.com/ciee / www.iw-co.org



Accommodation

At the ESADE International Student Guide, students will find detailed information about the different accommodation possibilities.

Language Course

ESADE offers a free Spanish language course for all exchange students who want to learn or improve their Spanish. More information could be found at ESADE intranet.

Fall Term: Beginning of September

Spring Term: Mid-January

Entry Visa and Residence Permit

EU citizens only need a passport or national ID in order to enter Spain.

Non-EU citizens may or may not need a Student Visa, depending on their nationality and their length of stay. Please consult the nearest Spanish Embassy or Consulate in your home country to obtain details regarding your situation. If you need to 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 for more detailed 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

Estimated monthly budget for single students:

Tuition Fees	Waived
Out of Campus Accommodation (shared apartment at Barcelona city centre or at Sant Cugat)	450€ - 700€
On-Campus Accommodation (Roberto de Nobili Residence Hall www.resa.es)	700€ - 1000€
Transportation	110€
Meals & groceries	200€ - 300€
Miscellaneous	150€