

Master in Management (ESC) FACT SHEET 2013/2014

CONTACT INFORMATION

Incoming Students Advisor - if you want to nominate students, get information regarding courses, orientation sessions, health insurance, visa, daily life

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Housing Coordinator, Support Services - if you have questions regarding accommodation in Bordeaux

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APPLICATION PROCESS – Master in Management (ESC) Program

■ Nominations / Applications deadlines

- Students **arriving on sequences 1 to 4** must be nominated by **April 15th, 2013**
Application documents must reach KEDGE BS before May 15th.
- Students **arriving on sequences 5 to 10** must be nominated by **September 30th, 2013**
Application documents must reach KEDGE BS before October 30th.

Nomination forms must be filled in and sent to amandine.gherardi@kedgebs.com by the Home Institution. To nominate your students, please use the **KEDGE Master ESC Nomination Form 2013-2014** (Excel file) that has been previously sent by e-mail.

■ Documents to submit for registration

- ☐ Application Form signed and sent by the Home institution
- ☐ Copy of passport (non European students) or national identity card (European students)
- ☐ Resume (CV) in French or in English
- ☐ 2 identity pictures + 1 digital identity picture sent by e-mail
- ☐ Transcripts from the Home Institution in French, English or Spanish
- ☐ Students willing to take courses taught in English (non-native English speakers only): TOEFL score copy (minimum 79ibt) or IELTS score copy (minimum 6.0) – or a letter from the Home Institution certifying that the students' level is equivalent to these scores.
- ☐ Students willing to take courses taught in French (non-native French speakers only): document stating that you have minimum a B2 level according to the European Common Framework of Reference

- Proof of Health Insurance (*this document can be scanned and sent later and before arrival by e-mail to amandine.gherardi@kedgebs.com*)
 - **Students from the European Union:** copy of the European Health Insurance Card
 - ▶ Students from the E.U. **not** holding a European Health Insurance card must provide a letter from their private insurance company, certifying that they benefit from a health insurance coverage with no limitation in amount for the length of their stay in France, OR must register with the French national health insurance
 - **Students from Québec:** copy of the SE-401-Q-106 form
 - **Students being 28 or older on September 30th of the 2013/2014 academic year:** proof of a health insurance covering him/her during his/her stay in France
 - **Students studying at KEDGE BS for a maximum of 3 months:** proof of a health insurance covering him/her during his/her stay
 - **All other students** or students not providing the required certificate will have to subscribe to the compulsory French National Health Insurance "Sécurité Sociale" upon their arrival at KEDGE BS (about €200) which will cover them from Oct. 1st the earliest.
 - ▶ Students starting their courses before October 1st must, in addition, get a personal health insurance for the month of September and submit a copy of this insurance before their arrival in Bordeaux.

■ Application procedure

The application packages (application form + all other requested documents) must be centralized and sent by the HOME INSTITUTION as a hard copy to:

KEDGE Business School
International Mobility Office / Amandine GHERARDI
680 cours de la Libération
33405 Talence Cedex
France

Tel: +33 (0)5 56 84 63 17

All application documents can be downloaded on:

<http://www.bem.edu/en/Programmes/Graduate-Business-Schools/MSc-in-Management-Grande-Ecole/Exchange>

■ Acceptance letters

Acceptance letters will be sent to students needing to apply for a French student visa.

No acceptance letter will be delivered to students not needing a Visa unless requested.

COURSES AND CREDITS

■ Course registration in the Master in Management (Master ESC) program

- **Academic program and level:** Incoming students (whether they are undergraduate or graduate students) will be registered in the Master in Management Program (so called *Master ESC* in French).

- Undergraduate / Bachelor students have to register for "Intermediate" level courses
- Graduate / Master students have to register for "Advanced" level courses

Please note that there are a few courses that both Bachelor and Master students can attend. You can identify them under the designation "Intermediate-Advanced" level.

- **Calendar:** the academic year is divided into 10 sequences.

1 sequence = 3 weeks = 1 course only (final exam included) = 45 contact hours and 6 ECTS (for Business courses and French language courses) or 30 contact hours and 4 ECTS (for other language courses).

Students can register for only one course per sequence. It is not possible to register for a course if it has already started.

- **Language:** Both English and French courses are offered in each sequence.
- **Course load:** Regular student of the Master ESC Program at KEDGE BS are registered for 5 courses (i.e. 30 ECTS credits) per semester. Regarding Incoming Students, the Home institution decides on the number of credits to be completed by its own students.
- **Registration:** Students will have to register on-line for courses. They will receive an e-mail as soon as the registration website is open.

The School reserves the right of admission in every case and of awarding available places according to compliance with requirements

- **French language courses** are available on sequences 1, 2, 5 and 6. They are worth 6 ECTS credits. They cannot be taken with another course within a same sequence.
- **Course catalogue:** the course catalogue and syllabi are available on: www.electifs.bem.edu/catalogue/. Note that the catalogue will be gradually updated in the coming weeks.

■ Evaluation and transcripts

- Each course will be individually evaluated and one final grade will be awarded per sequence.
- There is no re-sit exam. Students cannot do an extra work to get a better grade. They cannot negotiate their grade with the teacher.
- The transcripts of records will be sent to the Home institution coordinator **mid-March** for the **Fall semester** students and **mid-July** for the **Spring semester** and **Full Year** Students.

ECTS	Local grade	Comment
A	16 - 20	excellent
B	14 - 15.75	very good
C	12 - 13.75	good
D	11 - 11.75	satisfactory
E	10 - 10.75	pass
FX	7 - 9.75	fail – some more work required before the credit can be awarded
F	0 - 6.75	fail – considerable further work is required

2013/2014 ACADEMIC CALENDAR – Master ESC program

MASTER IN MANAGEMENT PROGRAM	
Fall semester 2013 (30 ECTS) : September 13th, 2013 – January 25th, 2014 *	
<i>Free Pick-up service (Bordeaux Airport / Train Station)</i>	<i>September 9-10-11th (plan to arrive before September 12^h)</i>
Orientation session compulsory for students arriving on sequence 1 General presentations, administrative registration workshops and social activities organized by the School and the Melting Potes	September 13th to 20th
Sequence 1	September 23th to October, 12th (exam included)
Sequence 2	October 14th to November 9th (exam included)
<i>All Saints Holidays (no classes)</i>	<i>October 26^h to November 3rd (included)</i>
Sequence 3	November 12th to November 30th (exam included)
Sequence 4	December 2nd to December 21st (exam included)
<i>Christmas Holidays</i>	<i>December, 21st to January, 7th (included)</i>
Sequence 5	January 8th to January 25th (exam included)
Publication of Fall semester transcripts	Mid-March 2013
Spring semester 2012 (36ECTS) : January 7th, 2014 – June 7th, 2014 *	
<i>Free Pick-up service for students arriving on Sequence 5</i>	<i>January 6th</i>
Orientation session compulsory for students arriving on sequence 5	January 7th
Sequence 5	January, 8th to January 25th (exam included)
<i>Free Pick-up service for students arriving on Sequence 6</i>	<i>January 20-21st (plan to arrive before January 22nd)</i>
Orientation session compulsory for students arriving on sequence 6	January 23-24th
Sequence 6	January 27th to March 6th (exam included)
<i>Winter holidays</i>	<i>February 15th to March 2nd (included)</i>
Sequence 7	March 10th to March 29th (exam included)
Sequence 8	March 31st to April 26th (exam included)
<i>Easter Holidays</i>	<i>April 12th to April 21st (included)</i>
Sequence 9	April, 28th to May, 17th (exam included)
Sequence 10	May 19th to June 7th (exam included)
Publication of Spring semester transcripts	Mid-July 2013

French National Holidays (no classes): November 1, November 11, April 21, May 1, 8, 29, June 9

*** The dates of the Fall and Spring semesters are indicated for information only: Incoming Students are indeed free to arrive and leave KEDGE BS on the Sequences of their choice.**

Please note that this calendar might be subject to change under exceptional circumstances