ESADE Business School, Universitat Ramon Llull

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

ERASMUS CODE: E BARCEOLO 16

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)

Application BBA Exchange Programme

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

Nomination process:
To be completed online by the home university exchange coordinators. Deadlines:
- Fall Term April 15th
- Spring Term September 15th

Application process:
Documents can be sent by email or regular mail by the student or the home university coordinator:
- Fall Term June 30th
- Spring Term October 31st
Application documents - 1st part:

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

IMPORTANT: 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.

- ESADE Students’ Obligations and Declaration form
- Learning Agreement, signed by student and home University
- ESADE Personal Data form (this document MUST indicate clearly the contact details in Spain)

Course Registration:
To be completed online by exchange students
- Fall Term Enrolment days: July, 6th – 13th
- Spring Term Enrolment days: November, 10th - 17th

Academic Calendar 2016/2017

Fall Term 2016 (August 31st to December 22nd)

- August 29th – September 9th: Spanish Intensive Course (mornings)
- August 29th – September 9th: Mandatory Orientation Program
- August 29th: Institutional Welcome - Beginning of Fall Term
- October 17th – 21st: Midterm Exams
- December 2nd: End of classes
- December 12th – 23rd: Final Exams
- December 23rd - January 6th: Christmas Break

Spring Term 2017 (January 9th to June 30th)

- January 9th – January 20th: Spanish Intensive Course (mornings)
- January 9th – January 20th: Mandatory Orientation Program
- January 9th: Institutional Welcome - Beginning of Spring Term
- March 13th – 17th: Midterm Exams
- April 10th – 17th: Easter Break
- April 28th: End of regular Spring Term classes
- May 8th – June 2nd: Final Exams
- June 5th – 30th: Intensive courses (electives)
- June 30th: Official End of Spring Term 2017
Course Offer and exams

Exchange Programme course offer will be available on ESADE intranet. While some courses have a midterm and final exam included in the official exam periods, some others have scheduled exams 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.

Learning expectations

Language of Instruction:
Courses are taught in English and in Spanish.
Students interested in attending 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:
We recommend incoming exchange students to take an academic workload of 27 - 30 ECTS per term.

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

Grading:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>DESCRIPTIVE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 - 4.9</td>
<td>Failed</td>
</tr>
<tr>
<td>5.0 - 6.9</td>
<td>Passed</td>
</tr>
<tr>
<td>7.0 - 8.9</td>
<td>Distinction</td>
</tr>
<tr>
<td>9.0 - 10</td>
<td>Outstanding</td>
</tr>
<tr>
<td>9.0 – 10</td>
<td>Honors</td>
</tr>
</tbody>
</table>

Non-numerical grades

<table>
<thead>
<tr>
<th>Non-numerical grades</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Pass</td>
</tr>
<tr>
<td>NAP</td>
<td>Fail</td>
</tr>
<tr>
<td>NP</td>
<td>Incomplete</td>
</tr>
<tr>
<td>PENDIENTE</td>
<td>Not released yet</td>
</tr>
</tbody>
</table>

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
Spanish Intensive Course

ESADE offers a Spanish language course for all exchange students who want to learn or improve their Spanish. The Spanish Intensive Course runs in an intensive format through two weeks and grants 2 ECTS.

Fall Term: August/September
Spring Term: 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)

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>Waived</td>
</tr>
<tr>
<td>Out of Campus Accommodation</td>
<td>450€ - 700€</td>
</tr>
<tr>
<td>(shared apartment at Barcelona city centre or at Sant Cugat)</td>
<td></td>
</tr>
<tr>
<td>On-Campus Accommodation</td>
<td>700€ - 1000€</td>
</tr>
<tr>
<td>(Roberto de Nobili Residence Hall <a href="http://www.resa.es">www.resa.es</a>)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>110€</td>
</tr>
<tr>
<td>Meals &amp; groceries</td>
<td>200€ - 300€</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>150€</td>
</tr>
</tbody>
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## International Exchange Programme Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Antònia Maria Serra</td>
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<td><a href="mailto:antoniam.serra@esade.edu">antoniam.serra@esade.edu</a></td>
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