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

ERASMUS CODE: E BARCELO 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 30th

Application process:
Documents must be sent by email 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 (indicating clearly the coverage for the full exchange period)
- 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 2017 (August 28th to December 22nd)
  - Enrolment days: July, 6th – 13th (TBC)
- Spring Term 2018 (January 8th to June 30th) TBC
  - Enrolment days: November, 9th - 16th (TBC)

**Academic Calendar 2017/2018**

**Fall Term 2017 (August 28th to December 22nd)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28th – September 8th</td>
<td>Mandatory Orientation Program</td>
</tr>
<tr>
<td>August 28th – September 8th</td>
<td>Spanish Intensive Course</td>
</tr>
<tr>
<td>August 28th – September 8th</td>
<td>(optional)</td>
</tr>
<tr>
<td>August 28th</td>
<td>Add &amp; Drop Period</td>
</tr>
<tr>
<td>August 28th</td>
<td>Institutional Welcome -</td>
</tr>
<tr>
<td>- Add &amp; Drop Period</td>
<td>Beginning of Fall Term</td>
</tr>
<tr>
<td>December 1st</td>
<td>End of classes</td>
</tr>
<tr>
<td>December 22nd - January 7th</td>
<td>Christmas Break</td>
</tr>
</tbody>
</table>

**Spring Term 2018 (January 8th to June 30th)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 23rd – December 14th</td>
<td>Add &amp; Drop Period</td>
</tr>
<tr>
<td>January 8th – 19th</td>
<td>Mandatory Orientation Program</td>
</tr>
<tr>
<td>January 8th – 19th</td>
<td>Spanish Intensive Course</td>
</tr>
<tr>
<td>January 8th</td>
<td>(optional)</td>
</tr>
<tr>
<td>March 26th – April 1st</td>
<td>Institutional Welcome -</td>
</tr>
<tr>
<td>- Easter Break</td>
<td>Beginning of Spring Term</td>
</tr>
<tr>
<td>May 11th</td>
<td>End of regular Spring Term</td>
</tr>
<tr>
<td>June 4th – 29th</td>
<td>classes</td>
</tr>
<tr>
<td>June 30th</td>
<td>Intensive courses (optional)</td>
</tr>
<tr>
<td></td>
<td>Official End of Spring Term</td>
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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.

Learning expectations

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.

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>
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</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>
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Non-numerical grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</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>
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</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.iw-co.org

Spanish Intensive Course

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.

Fall Term: August 28th - September 8th (every morning from Monday to Friday)
Spring Term: January 8th – 19th (every morning from Monday to Friday)

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.

**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)**

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>Waived</td>
</tr>
<tr>
<td>Out of Campus Accommodation</td>
<td>450€ - 700€ / month</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>800€ / month</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>60€ / month</td>
</tr>
<tr>
<td>Meals &amp; groceries</td>
<td>200€ - 300€ / month</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>150€ / month</td>
</tr>
</tbody>
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International Exchange Programme Team

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