

Exchange Fact Sheet 2016

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Undergraduate Programs
<http://www.ue.edu.pe/>



About UNIVERSIDAD ESAN

Universidad ESAN is a leading academic institution that was founded in 1963 as the first Graduate School of Business in Latin America. Throughout these years ESAN has achieved a relevant role in Peru, based on the quality of its MBA, specialized masters, executive programs, etc. Currently offers undergraduate programs in the School of Economics and Management, the School of Engineering and the School of Law. Fields of specialization Management and Marketing, Management and Finance, Economics and International Business, Information Technology and Systems Engineering, Industrial and Commercial Engineering, Environmental Management Engineering, Organizational Psychology, Consumer Psychology and Corporate law.

Academic Calendar 2016 – Bachelor Level

The academic calendar opens twice a year:

- 1st semester (March – July)
- 2nd semester (August – December)

IMPORTANT DATES	SEMESTER 1	SEMESTER 2
Nomination Deadline	30 th October	31 th March
Application Deadline	30 th November	30 th April
Mandatory Orientation Session and Enrollment	9 th March 8:00 am – 5:00 pm	10 th August (to be confirmed)
Spanish Crash Course	10 th to 18 th March (to be confirmed)	11 to 18 th March (to be confirmed)
Beginning and end of Semesters (including examination dates)	Starts: 17 th March Ends: 12 th July	Starts: 18 th August (to be confirmed) Ends: 15 th December (to be confirmed)

Expected arrival date: Two weeks before the term begins.



Application Process for Undergraduate Students



1ST STEP: Submit Nomination

Please submit your nominations to Ms. Claudia Arteta, Incoming Coordinator, (carteta@esan.edu.pe) considering the following information for the students: Last Name, First Name, Gender, Nationality, N° years studied (Bachelor: 1st, 2nd, 3rd or Master 1st, 2nd), Type of program (Exchange 1 semester, Exchange 1 year, Double Degree 1 year), University and personal e-mail.

2ND STEP: Submit Online Application

The exchange students need to register all their documents in our online process system until November 30th for first semester students (March – July) and April 30th for second semester students (August – December). The link to complete the application with their whole name and last name as the registration in their passports is the following: <http://exchange.ue.edu.pe/account/login>

Students coming to the program need to register first and then they will receive a user and a password in their email confirming their registration.

APPLICATION DOCUMENTS

- Application form online signed by the coordinator including photo.
- A digital passport photo must be 35 by 45 mm (width x height) in color and in jpg format.
- CV in English or Spanish
- Official Transcript of Records from all courses taken at home University in English or Spanish
- A clear passport copy
- Learning Agreement
- A letter in Spanish, introducing to himself/herself and explaining motivations to participate at ESAN University Exchange Program
- Copy of International Health Insurance (mandatory)
- Language Certificate when applied:
- A Spanish Language Certificate: For Exchange Students taking courses in Spanish (if not native in Spanish): Intermediate level or a Letter from a professor stating the student has a good command of this language
For Double Degree Students: B2 level: An English Language Certificate (if not native) for students taking courses in English: TOEFL IBT 80 or IELTS 6.5

Courses for Exchange and Double Degree Students

ONE TERM PROGRAM

Universidad ESAN offers a variety courses for exchange students among our 9 bachelor programs. The primary language of instruction is Spanish. Some of the courses may be taught in English. To be registered incoming students must demonstrate fluency in the Spanish (if they want to take courses in this language) or English.

List of Courses:

<http://incomingstudents.ue.edu.pe/international-programs/one-term-program>

Please note that the Master 1 or 2 students must take courses from our 4th or 5th year of our Bachelor Programs.

DOUBLE DEGREE PROGRAM

The courses for our Double Degree Program are pre-established in each of our academic programs: Management & Finance, Management & Marketing, Economics and Business and Industrial and Commercial Engineering.

Regarding the selection of courses, it is mandatory that our partner institutions validate all the courses and consider the pre-requisites or requirements as well as the command in Spanish / English language of exchange students. According to our regulations, is not allowed to make changes after students have sent the Learning Agreement.

COURSE ENROLMENT

UE will provide the exchange student with updated information about courses and program schedules upon arrival. The course registration will be done during the mandatory welcome session (one week before the beginning of classes).

Please note the course selection form you send us before your students come to UE is for reference only. Courses offered are subject to change.

COURSE LOAD

Exchange students usually take 5/6 courses per academic semester which means full time dedication to studies and attending in average 20-26 hours of classes per week. ECTS credits should be calculated by each home institution depending on the number of Esan credits enrolled.

Credit per Subject	3 to 4 ESAN credits (depending on the number of sessions per week)
Minimum workload per undergraduate semester	12 ESAN Credits
Maximum workload per undergraduate semester	21 ESAN Credits

Spanish Language Course

Universidad ESAN offers to its incoming exchange students a course free of charge, which allows students to advance in their proficiency of the Spanish language. Courses are opened one week before the beginning of classes depending on the number of students interested.

To be registered students must contact Ms. Claudia Arteta, (carteta@esan.edu.pe) Incoming Coordinator, and they should take an online quiz one month prior the beginning of classes.

Exams

Exchange students are requested to stay until the end of the scheduled exams. No special early exams or resit exams are offered. From the beginning of classes, the exam timetable is uploaded in our intranet: UE VIRTUAL.

GRADING

Students are permanently evaluated through their active involvement in class and conferences, quizzes, reports, written exams and other special assignments. Evaluation procedures and tools, and their relative value are established by each professor at the beginning of every single term and detailed in the corresponding syllabus. In addition to academic performance, evaluation also takes into account the ethics and sense of responsibility students demonstrate in class.

At the end of the period of study, UE provides the sending institution a report of the courses taken and grades achieved by each exchange student. Transfer of academic credits is determined by the home institution.

Percent Range	Letter Grades	ESAN Grades
95 – 100	A	18.5 – 20
90 – 94.9	A-	17.5 – 18.49
85 – 89.9	B+	16.5 – 17.49
80 – 84.9	B	15.5 – 16.49
75 – 79.9	B-	14.5 – 15.49
70 – 74.9	C+	13.5 – 14.49
65 – 69.9	C	12.5 – 13.49
60 – 64.9	C-	11.5 – 12.49
55 – 59.9	D+	10.5 – 11.49
50 – 54.9	D	9.5 – 10.49
45 – 49.9	D-	9 – 9.49
0 – 44.9	F	0

Our grading scale goes from 1 to 20, where 11 is the minimum passing grade.

WHEN WILL TRANSCRIPTS BE SENT TO THE PARTNER UNIVERSITY?

Exchange students have the possibility to check their transcripts on UE Intranet during the semester. Transcripts are sent to partner universities only once the exchange students has completed all administrative procedures, paid all required fees and given books back to libraries.

- Mid-August: for 1st semester students
- Mid-January: for 2nd semester and full academic year students

Academic Expenses

Incoming Students on formal exchanges are exempt from regular tuition charges. They are however required to pay US \$80 of administrative costs that provide them the following benefits for students:

- Accident insurance
- ESAN ID Card (Students can access to the library, computer labs and participation in extracurricular activities. Also must be presented when giving exams. It is given to all exchange students after completing administrative procedures).
- University Card (Students will gain the benefit of low-cost public transportation and access to certain public establishments at half price: theater, museums, libraries, etc. - delivered by the Peruvian government).

Living / Prospective Costs

Exchange students coming to live in Lima should consider spending, approximately US\$ 800 to US\$ 1000 dollars per month (including housing rental).

<p>Accommodation</p> <p>ESAN University provides exchange students with a list of pre-selected homes nearby our institution. Students can contact the name listed in our link directly.</p> <p>Depending on the type of facility chosen, the cost of rent may vary from:</p> <ul style="list-style-type: none"> - US\$160 to US\$230 per month if living with a local family - US\$250 to US\$400 if renting an apartment
<p>Meals</p> <p>Daily costs are approximately at the university cafeteria:</p> <ul style="list-style-type: none"> - Breakfast US\$4.00 - Lunch US\$5.00 - Snacks, sandwiches US\$2.00
<p>Local Transportation</p> <p>Lima has a wide variety of public transportation and its cost is rather inexpensive. Traveling by bus or colectivo may amount to S/. 1.00 (1 Nuevo sol) per trip depending on the distances to be traveled. In addition taxi services are widely offered also at very convenient prices.</p> <p>There is usually lighter traffic except during rush hours (7:30 to 8:30 a.m. and 6:00 to 7:00 p.m.).</p>
<p>Other Expenses</p> <p>Among these, laundry, newspapers, photocopying and other minor personal expenses should also be considered, amounting to approximately US\$100 per month.</p>

Exchange Rate aprox: 1 Euro = 3,72 Nuevos Soles / 1.00 US = 3.43 Nuevos Soles (January 20016)

VISA Requirements

Once the application has been accepted, ESAN will send the official Admission Letter to the student. They will help the students to obtain the “VISA Oficial de Intercambio” at the Consulate of Peru in the student’s country or wherever he/she may be living at the time of VISA processing. Therefore students need to submit the following information before January 30th 2016:

- Round trip ticket to Peru through our application system for incoming students. Exchange students may arrive to Lima the first days of March.
- To send an e-mail to our Incoming Coordinator, Ms. Claudia Arteta (intercambio@ue.edu.pe), indicating the city of the Consulate of Peru where they would like to pick the VISA up before arriving in Lima. Here is the link where the students could choose the city from the list. They must consider only “Consulado General” and not “Sección Consular”
www.rree.gob.pe/servicioalciudadano/Paginas/Consulados.aspx

It is also important to note that this is an Official Visa for studies and the visa will be issued from the day of your arrival until the end of the semester. If students want to stay longer for tourism they will need to get a Tourist Visa (90 days) by leaving the country from any of the borders and entering Peru again.

Once the Official Visa is approved, the institution in charge of giving the “Visa Oficial” is the Consulate of Peru (“Consulado General del Perú”) where students decided to pick it up. The Consulate of Peru usually issues the visa a week prior to their departure to Peru, so students will need to call to confirm if the visa is ready. In the case there are problems; students need to let us know immediately.

STUDENTS MUST TO CONSIDER:

- If students do not meet the deadlines, ESAN will not be responsible of their visa procedure.
- **We do not recommend** students to enter to our country with a Tourist Visa. In the case that students decide to do so, ESAN will not be responsible for the administrative procedures to change the immigration status. Student would need to do it independently, considering that this is a hard process that will take approximately 3 to 4 months.
- If students present all the requirements on time but the visa is not issued one week before their flight to Peru, it is really important they take into account the following steps:
 - o To send an e-mail to our Incoming Coordinator, Ms. Claudia Arteta (intercambio@ue.edu.pe), letting us know about this matter immediately and the name of the immigration officer who stated that the visa is not ready in the Consulate of Peru in your country.
 - o These students will need to enter the country with a Tourist Visa. Only in this case, ESAN will be responsible to start the procedures to change the immigration status when students are in Peru.

VISA EXTENSION

The Official Visa is only issued for 90 days. Universidad ESAN in accordance with the Ministry of Foreign Affairs regulations will extend their visa. In this case, international students are required to submit the following documents to our International Student Office before April 15th 2016:

- Original Passport
- Copy of the return ticket or reservation

IMPORTANT: The Official Visa extension process will take almost a month. This means that students will be without their passport during this period and **will not be able to travel abroad.**

Facilities on campus

INTRANET: UE VIRTUAL
All exchange students will be given a user and a password to access the UE virtual platform where they can check their courses and material uploaded by the teachers or any other announcement. They will also be given an UE email address on which they will regularly be contacted by administrative and academics. It is responsibility of the students to check their mails. The link is: http://uevirtual.ue.edu.pe/
ESAN/CENDOC
ESAN/Cendoc offers its services to students in all programs and to the faculty and researchers. It also offers access to EBSCOhost and Infotrac databases, with a considerable volume of full text articles and reports. It also offers access to Internet and other national and international databases. ESAN/Cendoc fosters and maintains cooperative agreements with diverse institutions for the exchange of publications, donations, interlibrary loan and other specific content requests. In addition, it participates in international and national projects. At present it has exchange agreements with over forty libraries and information centers. For further details: http://esancendoc.esan.edu.pe/
INFORMATION SERVICES
The Library and Information Center, ESAN/Cendoc, is one of the most complete in Latin America in the area of its specialization. It holds approximately fifty thousand volumes among books, documents, reference collections and other types of materials. In addition, it has more than 14,000 titles belonging to technical journals (online and printed versions) and records of journal articles in Spanish.
COMPUTING CENTER
ESAN offers the media and facilities to connect with internal and external networks, including Internet, which facilitates communication with professors, students and worldwide information sources. In addition, there are two fully-equipped computing classrooms with multimedia system, VC (videoconferencing) rooms as well as wireless connection throughout the campus.

Junior Assistant Program

The International Student Office offers the "Junior Assistant Program", designed to assist international students get organized in Lima and provide them personal orientation on accommodations, public services, transport, meals and recreational activities as well as organize some cultural and international activities.

The Junior Assistants students of ESAN University will contact you by email so please check your given e-mail frequently.

Other courses available for incoming students

TAILOR-MADE PROGRAMS

ESAN University offers tailor-made programs taught in English or Spanish. Contact Claudia Arteta (carteta@esan.edu.pe)

Living in Lima

The city of Lima, also known as "The City of Kings" is one of the most attractive Latin American capital cities to live in. It is a pleasant and safe modern city adequate for professional development, especially because it is a strategic city for multinational firms operating in the region.

In addition to its economic attractiveness, our country presents social characteristics such as its racial and cultural heterogeneity, its economic and social differences and a population growth that has surpassed the Latin American average. This cultural attractiveness is linked with the range of gastronomic center that Lima is. It will be easy to find a varied typical food that includes dishes from all over the country.

Our university is located in a residential area of Lima, the country's capital, with an easy access from and to different areas of the city.

International Student Welcome Guide

Find here useful information about living in Peru, in the capital Lima, students services and facilities, our short study programs, courses taught in English that may appeal to you as well as our new Certificate in Business in Emerging Markets, CBEM that offers you the possibility to learn how to do business in an emerging country with focus in the Latin America reality. For further information visit the e-book guide:

http://www.ue.edu.pe/ebook/eBOOK_GUIDE_ESAN/ .