

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

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 Enrolment days : July, 6th – 13th (TBC)
- Spring Term Enrolment days: November, 9th - 16th (TBC)

Academic Calendar 2017/2018

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

<i>August 28th – September 8th</i>	<i>Mandatory Orientation Program</i>
<i>August 28th – September 8th</i>	<i>Spanish Intensive Course (optional)</i>
<i>August 28th – September 8th</i>	<i>Add & Drop Period</i>
<i>August 28th</i>	<i>Institutional Welcome - Beginning of Fall Term</i>
<i>December 1st</i>	<i>End of classes</i>
<i>December 22nd - January 7th</i>	<i>Christmas Break</i>

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

<i>November 23rd – December 14th</i>	<i>Add & Drop Period</i>
<i>January 8th – 19th</i>	<i>Mandatory Orientation Program</i>
<i>January 8th – 19th</i>	<i>Spanish Intensive Course (optional)</i>
<i>January 8th</i>	<i>Institutional Welcome - Beginning of Spring Term</i>
<i>March 26th – April 1st</i>	<i>Easter Break</i>
<i>May 11th</i>	<i>End of regular Spring Term classes</i>
<i>June 4th – 29th</i>	<i>Intensive courses (optional)</i>
<i>June 30th</i>	<i>Official End of Spring Term 2018</i>

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:

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.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)

Tuition Fees	Waived
Out of Campus Accommodation (shared apartment at Barcelona city centre or at Sant Cugat)	450€ - 700€ / month
On-Campus Accommodation (Roberto de Nobili Residence Hall www.resa.es)	800€ / month
Transportation	60€ / month
Meals & groceries	200€ - 300€ / month
Miscellaneous	150€ /month

International Exchange Programme Team



Ms. Antònia Maria Serra
Director of International Relations
antoniam.serra@esade.edu



Prof. Joan Rodon
Associate Dean, BBA Programme
joan.rodon@esade.edu



Ms. Anna Cockroft
Director, BBA Programme
anna.cockroft@esade.edu



Mr. Simone Vincis
Exchange Team Coordinator
simone.vincis@esade.edu



Ms. Jenny Badia
Project Manager, BBA Programme
jenny.badia@esade.edu



Ms. Caroline Beckershaus
Programme Manager - Europe
caroline.beckershaus@esade.edu



Mr. Francesc Blanco
Programme Manager - Oceania &
Latin America
francesc.blanco@esade.edu



Ms. Elisenda Díaz
Programme Manager - Canada
elisenda.diaz@esade.edu



Ms. Beatriz Galván
Programme Manager - Asia
beatriz.galvan1@esade.edu



Ms. Sílvia Molar
Programme Manager - USA
silvia.molar@esade.edu



Ms. Jackie Neff
International Advisor (Extra-
academic issues)
jackie.neff@esade.edu