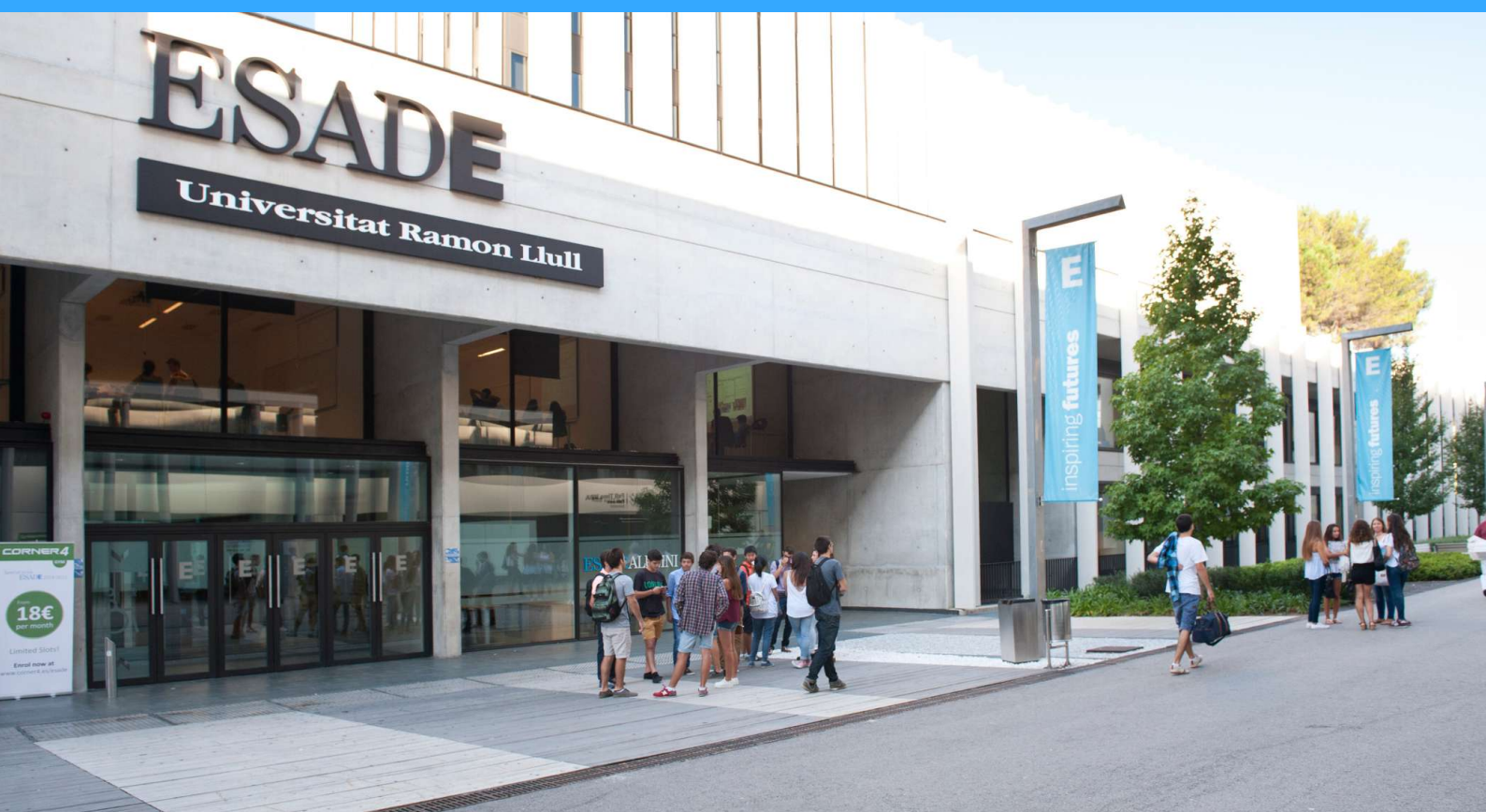


EXCHANGE STUDENTS 19/20

# BBA ESADE FACT SHEET



## Useful Information



### 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>



[bbaprogrammemgmt@esade.edu](mailto:bbaprogrammemgmt@esade.edu)

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)**. In addition, ESADE is a **Cervantes Institute** - accredited institution.



# 1. APPLICATION

## COURSE REGISTRATION:

To be completed online by  
exchange students:

**Fall Term\***

Mid July

**Spring Term\***

Mid November

\*Exact dates to be confirmed soon

## Admission Requirements:

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

## Nomination Process:

To be completed online by the home university exchange coordinators. Deadlines:

- **Fall Term April 30th**
- **Spring Term September 30th**

## Application process:

Documents must be sent by email by the student or the home university coordinator:

- **Fall Term June 15th**
- **Spring Term October 15th**

## PROCESS

### 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

**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 Student 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)



# 2. ACADEMIC CALENDAR

## FALL TERM 2019

(August 26th to December 20th)

- |                               |  |
|-------------------------------|--|
| • Late August                 | Add & Drop Period                              |
| • August – September          | Mandatory Orientation Program                  |
| • August – September          | Spanish Intensive Course (optional)            |
| • 26th August                 | Institutional Welcome - Beginning of Fall Term |
| • 20 December                 | End of classes                                 |
| • December 21st - January 7th | Christmas Break                                |

## SPRING TERM 2020

(January 7th to May 15th)

- |                    |  |
|--------------------|--|
| • Late November    | Add & Drop Period                                |
| • 7th January      | Institutional Welcome - Beginning of Spring Term |
| • January          | Mandatory Orientation Program                    |
| • January          | Spanish Intensive Course (optional)              |
| • April 4th - 13th | Easter break                                     |
| • 15th May         | Official End of Spring Term 2020                 |

### 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.

# 3. LEARNING EXPECTATIONS

## Registration to courses:

- Courses can only be added/dropped during the official registration or add/drop periods. No changes will be admitted once those periods are over. Students are kindly invited to check in advance with their home universities which courses can be mapped or not.

## 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.

## Grading

0,0 - 4,9	Failed
5,0 - 6,9	Passed
7,0 - 8,9	Distinction
9,0 - 10	Outstanding

## Non numeric grades:

- NAP is **Fail**
- AP is **Pass**
- NP is **Incomplete**
- Pendiente is **Not released yet**

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



# 4. EXTRA INFORMATION

## **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.

## **Spanish Intensive Courses:**

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.

## **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.

# EXTRA 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:

Aproximately cost of living while coursing at ESADE

<i>Tuition Fees</i>	<i>Waived</i>
<i>Accomodation</i> Out of Campus	<i>450-700€/month</i>
<i>Accomodation</i> Campus	<i>800€/month</i>
<i>Transportation</i>	<i>60€/month</i>
<i>Meals &amp; Groceries</i>	<i>200-300€/month</i>
<i>Miscellaneous</i>	<i>150€/month</i>



# 6. EXCHANGE PROGRAMME TEAM

## Ms. Antònia Maria Serra

Director, Academic International Relations  
antoniam.serra@esade.edu



## Prof. Gerard Costa

Associate Dean, BBA Programme  
gerard.costa@esade.edu

## Mr. Simone Vincis

Director, BBA Programme  
simone.vincis@esade.edu



## Ms. Jenny Hindson

Associate Director, BBA Programme  
jenny.badia@esade.edu

## Ms. Sílvia Molar

Programme Manager - USA  
silvia.molar@esade.edu

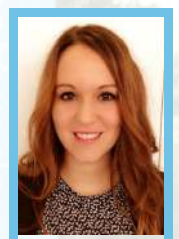


## Mr. Francesc Blanco

Programme Manager - Canada,  
Oceania & Latin America  
francesc.blanco@esade.edu

## Ms. Cristina Gómez

Programme Manager - Europe  
cristina.gomez5@esade.edu



## Ms. Beatriz Galván

Programme Manager - Asia  
beatriz.galvan1@esade.edu

## Ms. Mariona Duran

Programme Officer  
mariona.duran1@esade.edu



## Ms. Caroline Beckershaus

International Student Advisor  
caroline.beckershaus@esade.edu