

**INFORMATION SHEET
2010/2011**

ESADE Business School, SPAIN

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Email:	caroline.beckershaus@esade.edu elisenda.diaz@esade.edu maja.murko@esade.edu
School address:	Campus Barcelona-Sant Cugat ESADE Business School Av. de la Torreblanca, 59 E-08172 Sant Cugat del Vallès Spain
WWW address:	www.esade.edu Partners have access to the intranet by entering into the web site, clicking on “intranet” and entering their codes provided by ESADE
Location:	Campus Barcelona-Sant Cugat (http://www.esade.edu/web/eng/about-esade/campus/santcugat)
Accreditation:	ESADE holds the “Triple Crown” accreditation <ul style="list-style-type: none"> • AACSB -The Association to Advance Collegiate Schools of Business • EQUIS - European Foundation for Management Development • AMBA -The Association of MBAs
Student Registration:	On-line course registration: Fall 2010 - Open enrolment time: July 8 th to 23 rd 2010 Spring 2011 - Open enrolment time: November 11 th to 26 th 2010 Students will receive a password and username to have access to ESADE intranet for on-line registration.

Academic Staff:	<p>Academic Advising</p> <p>Prof. Xari Rovira, Director Bachelor of Business Administration - BBA</p> <p>Prof. Ramon García, Director Combined Undergraduate and Master in Management Programme</p> <p>Prof. Josep Franch, Director CEMS MIM and Msc Programmes in Management</p>
Administrative and Support Staff:	<p>International Relations For issues between your school and ESADE and/or academic issues:</p> <p>Ms. Caroline Beckershaus, MSc Programme Manager – CEMS Coordinator Email: caroline.beckershaus@esade.edu</p> <p>Ms. Elisenda Díaz, Programme Manager - Exchange Coordinator Email: elisenda.diaz@esade.edu</p> <p>Registrar's Office For course registration, mailboxes, intranet issues:</p> <p>Ms. Maja Murko Email: maja.murko@esade.edu</p> <p>International Student Advisor For non-academic issues such as housing, visas, medical contacts, health insurance, etc:</p> <p>Ms. Jura Zymantas, jura.zymantas@esade.edu</p>
Deadlines:	<p>On-line Nominations deadline (done by home University exchange coordinators):</p> <p>Fall 2010 1ST of May 2010 Spring 2011 September 15th</p> <p>On-line Course Registration (done by exchange students):</p> <p>Fall 2010 - Open enrolment time: July 8th to 23rd 2010 Spring 2011 - Open enrolment time: November 11th to 26th 2010</p>
Required Documents:	<ul style="list-style-type: none"> o 2 passport-size photographs o Student Visa (contact Spanish Consulates in the home country) o Proof of Health Insurance with International coverage <p>Any other required information will be indicated in the Welcome email</p>
Course offer:	Exchange Program course offer will be available on ESADE intranet in June 2010
Faculties/Colleges:	<ul style="list-style-type: none"> • Esade Business School • Esade Law School • Executive Language Center
Language of Instruction:	English and Spanish
Language requirement:	English and Spanish

Language courses:	<p>ESADE offers a free Spanish course for all exchange students who want to learn or improve their Spanish. More information can be found in ESADE intranet.</p> <p>Fall Term: August 30th 2010 to September 10th 2010</p> <p>Spring Term: January 17th to 28th 2011</p>																						
Full-time Workload:	27 - 30 ECTS per term																						
Grading:	<table border="1"> <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> <tr> <th colspan="2">Non-numerical grades</th> </tr> <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>	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
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Exams:	Exams are mostly written, but are sometimes conducted orally, or even take-home assignments. Projects may also be required.																						

Term dates for the academic year:

	Fall Term	Spring Term
		January 2011 Optional Intensive Seminar
Terms Dates:	September 13 th 2010 to December 18 th 2010	January 17 th 2011 to May 31 st 2011
Welcome Day:	September 13 th 2010	January 17 th 2011

Living Expenses:	<p>Estimated monthly budget for single students:</p> <table border="1"> <tbody> <tr> <td>Out-Campus Accommodation (shared apartment at Barcelona city centre or at Sant Cugat)</td> <td>450€ - 700€</td> </tr> <tr> <td>On-Campus Accommodation (Roberto de Nobili Residence Hall www.resa.es)</td> <td>700€ - 929€</td> </tr> <tr> <td>Transportation</td> <td>110€</td> </tr> <tr> <td>Meals & groceries</td> <td>200€ - 300€</td> </tr> <tr> <td>Miscellaneous</td> <td>150€</td> </tr> </tbody> </table>	Out-Campus Accommodation (shared apartment at Barcelona city centre or at Sant Cugat)	450€ - 700€	On-Campus Accommodation (Roberto de Nobili Residence Hall www.resa.es)	700€ - 929€	Transportation	110€	Meals & groceries	200€ - 300€	Miscellaneous	150€
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Academic Expenses:	Tuition fees are waived
Health insurance:	<p>Exchange participants must arrive with their own health insurance that covers all international incidents.</p> <p>More information about health insurance can be found in the ESADE Exchange Student Guide, which is available on the Intranet.</p>
Visa:	<p>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 (<i>Visado de Estudiante</i>) you will be asked for the following documents:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Facilities:	Participants have access to the library, computer room, and computer assistance.
Internships:	<p>Open to exchange students under certain conditions. Please contact the Career Services team: kim.tombarelli@esade.edu</p>
Orientation:	<p>Orientation Programme: ESADE organizes an orientation programme at the beginning of each term which includes:</p> <ul style="list-style-type: none"> - A Spanish language course with no cost to the student. - A Welcome Session which provides students with detailed information about registration procedures and courses. This session also includes an introduction to Barcelona and Spain, Housing Advice and Library resources. - A City Tour around Barcelona with International Student Association members.