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## INFORMATION FOR EXCHANGE STUDENTS AND PARTNER UNIVERSITIES 2014-2015



**Welcome to Toulouse Business School**

**Master in Management (Grande Ecole) Program  
International Relations Office**



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International students who have been selected by their home university to study at Toulouse Business School can come as exchange students or dual degree students according to their home university nominations. Exchange students will get credit transfers for one or two semesters or for a number of courses for their degree at their home university. International students may come either during our Master 1 year (M1) or our Master 2 year (M2).

Dual degree students must follow all classes of our final year Master 2 year (M2). They will be granted our MSc degree in Management. There is no possibility of 'mixing' classes from different years. The details of course choices can be found on the following pages (Course Information).

## TBS CALENDAR - 2014/2015 ACADEMIC YEAR

- Semester dates (*dates may be subject to changes*)

	MSc 1 : MASTER 1 YEAR	MSc 2 : MASTER 2 YEAR	HOLIDAYS*
SEMESTER 1 (FALL SEMESTER)	September 16 <sup>th</sup> December 19 <sup>st</sup> Orientation Day : Sept 1 <sup>st</sup> TBC	September 2 <sup>nd</sup> December 19 <sup>th</sup> Orientation Day: Sept 1 <sup>nd</sup> TBC	<u>Christmas Holidays:</u> 2 weeks in December  <u>Winter Holidays:</u>
SEMESTER 2 (SPRING SEMESTER)	January 5 <sup>th</sup> - June 5 <sup>th</sup> 2014 Orientation Day : January 5 <sup>th</sup> 2015 TBC	Management Internship: January - June 2015	First week in March  <u>Spring Break:</u> Last week of April

### • Orientation Days

An orientation meeting is organized by the International Relations office at the start of every semester. International students are required to attend the orientation meeting relevant to his/her period of studies at Toulouse Business School as vital information is given at that time and attendance is compulsory.

Further information and specific orientation dates will be sent by email closer to the start of each specific semester of study.

## HOW TO APPLY TO TOULOUSE BUSINESS SCHOOL

The registration of nominated students is done through an online registration procedure and is initiated by the International Office of our Partner Universities.

- Nomination of exchange students:

Partner Universities will officially nominate their students participating in the exchange programme with Toulouse Business School using our online nomination procedure. An individual email will be sent to the person designated to officially nominate the exchange students with further information on how to access the online nomination system.

The following information regarding the student(s) will be required:

- First Name
- Family Name
- Gender
- Current E-mail Address
- Date of Birth
- Nationality

as well as the type of Program, specific semester of study and the chosen TBS campus (Toulouse or Barcelona).

### Semester of Study Exchange Program

### Dual Degree Exchange Program

- ✓ Semesters 1 & 2 - MSc 1 Year for Master 1 students or senior undergraduates
  - ✓ Semester 1- MSc 1 Year for Master 1 students or senior undergraduates
  - ✓ Semester 2 - MSc 1 Year for Master 1 students or senior undergraduates with the possibility of studying either in TLSE or in BCN
  - ✓ Semester 1 - MSc 2 Year for Master or Master 2 students
- ✓ Semesters 1 & 2 - MSc 2 Year for Master or Master 2 students

- Online application for exchange students

Once the students' nominations have been processed, the International Office will send all nominated exchange students a login and password to access our online application procedure.

All nominated students must apply online in order to initiate the official process of registration for administrative and course sections.

In addition to completing their online application, students will have to supply the following supporting documents online:

- ✓ A CV or resume
- ✓ Latest grade transcript
- ✓ A language proficiency certificate (English or French) for non-native speakers only
- ✓ Copy of their European Health Insurance Card for European students
- ✓ Copy of their Health Insurance from Home country for Students staying less than 3 months
- ✓ Copy of their Birth Certificate (translated into French or English for non-European languages)
- ✓ Copy of their passport (ID section).

On completion of the online registration exchange students will be sent a letter of Admission. It is essential that students register on time to facilitate their visa application process.

• **Nomination & Application Deadlines:**

○ **Online nomination deadlines:**

For students attending our MSc 1 year	For students attending our MSc 2 year (FP) and Dual Degree students
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- |   |  |
|---|--|
| ✓ <b>Semester 1 (Fall):</b><br>From March 10 <sup>th</sup> to March 31 <sup>st</sup> 2014 | ✓ <b>Semester 1 (Fall) or Full year:</b><br>From March 10 <sup>th</sup> to March 31 <sup>st</sup> 2014 |
| ✓ <b>Semester 2 (Spring):</b><br>From September 8 <sup>th</sup> to 28 <sup>th</sup> 2014  |  |

○ **Online application deadlines:**

Semester 1 - MSc 1:	Semester 2 - MSc 1	Semester 1 MSc 2 or Dual Degree:
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From April 15 <sup>th</sup> to April 25 <sup>th</sup> 2014	From October 14 <sup>th</sup> to October 26 <sup>th</sup> 2014	From April 15 <sup>th</sup> to April 25 <sup>th</sup> 2014
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## COURSE INFORMATION

- French language classes:

An intensive French language course will be organized for our international exchange students in Semester 1 of our **MiM 1 year**. This 30 hour course will be scheduled between the Orientation Day and the beginning of M1 classes. This course will count for **4 ECTS credits**.

- Tracks:

Semester 1 is made up of 2 tracks. Students will choose a track depending on their individual background. Exchange students can choose the International Track (courses taught in English) or the French track (courses taught in French) depending on their requirements and language ability.

A full-time student will be required to take all credits of a given track. Exchange students can take all or part of the courses offered depending on their home university requirements. It will not be possible to mix courses from the two different tracks.

## MASTER 1 - Semester 1 (Fall) - International Track (34 ECTS)

Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on 2013/2014 academic year.

COURSES	CONTACT HOURS	ECTS
Basic Business Statistics	21H	3
Management Control and Management Accounting	30H	4
Economics	15H	2
Corporate Finance	21H	3
International Trade	15H	2
Business and Marketing	12H	2
Operations Management	30H	4
Corporate Social Responsibility	15H	2
English (LV1)	30H	4
French as a Foreign Language ( 2 intensive weeks). (LV2) Or One Other Language: Spanish, German, Italian, For non-beginner students only	30H	4
Strategy Analysis Report		4



- **MASTER 1 - Semester 1 (Fall) - French Track (34 ECTS)**

*Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on 2013/2014 academic year.*

COURS	VOLUMES HORAIRES	ECTS
Contrôle de Gestion & Analyse Financière	27H	5
Economie Managériale	15H	2
Finance	21H	3
Management des Opérations	15H	2
Marketing	12H	2
Ressources Humaines	4.5h	1
Responsabilité Sociétale de l'Entreprise	15H	2
Mathématiques	15H	2
Statistiques Appliquées à la Gestion	21H	3
Anglais (LV1)	30H	4
Français Langue Etrangère (LV2)- Cours intensifs de 2 semaines ou Autres langues vivantes : Espagnol, Allemand, Italien Cours Avancés destinés à des étudiants non-débutants uniquement	30H	4
Rapport d'Analyse Stratégique		4

## • MASTER 1 - Semester 2 (Winter/Spring) - Advanced Program

Semester 2 of our MSc 1 year is divided into two main parts:

**Part I: Core Courses** (Advanced Courses) running from January to February:

International Exchange students can take all or part of the courses offered depending on their home university requirements. A full-time student will be required to take all courses. Core Courses can be taken either in French or English. Students will have to pre-register for the English or French classes prior to coming to Toulouse. There will be no possibility of mixing both languages.

**Part II: 6 Course Majors** (running from March to June):

- ✓ Financial Accounting and Reporting
- ✓ Entrepreneurship and Growth Strategy
- ✓ Finance
- ✓ International Management (**the only major taught in English**)
- ✓ Management et Decision-making
- ✓ Marketing

Students need to choose **one Course Major** amongst a choice of 6. Overall, three of the Course Majors are offered in English:

- ✓ International Management on our Toulouse and Barcelona campuses
- ✓ Finance on our Barcelona Campus
- ✓ Marketing on our Barcelona Campus

○ **ARTEMIS** (running in June):

This is a strategic management simulation organised in small work groups. The objective for the students is to be able to take appropriate strategic decisions and to implement them for the success of a company. This simulation gives a complete overview of strategic leadership approaches. Artemis will be offered both in English and French.

In semester 2, Exchange Students have the possibility of either coming to Toulouse or going to our campus in Barcelona. This will need to be confirmed at the time of the Nomination.

- **Semester 2 - MiM 1 - Part 1- Core Courses/ Tronc Commun - Advanced Program- 14 ECTS - French or English Track**

*Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on 2013/2014 academic year.*

MODULES	CONTACT HOURS	ECTS
Human Resources Management Management des Ressources Humaines	30	4
International Business (in English in both tracks)	15	2
Operational Business Plan Business Plan Opérationnel	30	4
Strategic Management Stratégic	15	2
System Dynamics Dynamique des Systèmes	15	2

- **Semester 2 - MiM 1 - Part 2 - Majors/ Artemis - Advanced Program - 26 ECTS**

*Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on 2013/2014 academic year.*

COURSE MAJORS MAJEURES	CONTACT HOURS	ECTS
Contrôle de Gestion et Information financière	210	24
Entrepreneuriat et Stratégie de Croissance	210	24
Finance (in English in Barcelona)	210	24
International Management* (in English in Toulouse and Barcelona)	210	24
Management et Décision	210	24
Marketing (in English in Barcelona)	210	24
-ARTEMIS (Business Game)	30	2

- **MASTER 2 - Semester 1- 60 ECTS**

Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on 2013/2014 academic year.

MODULES	CONTACT HOURS	ECTS
Sésame (Company-related strategic consultancy project)	45	5
Professional Option	195	21
Grand Ecrit (Strategy Examination)	15	4
Research Project* (Written Assignment)	-	15
Management Internship* Undertaken in the sector of the chosen Professional Option	-	15

*\* Dual degree option only*

- OP - Professional Option (210 contact hours).

Each year we offer a choice of around 18 Professional Options. Exchange students must choose one Professional Option. As there are quotas for the most popular options students need to register online giving 5 choices ranked in order of preference.

Please note all the Professional Options are offered in French except 5 OP courses in English:

- ✓ Aerospace Management,
- ✓ Banking and Corporate Finance,
- ✓ International Business: Going to Asia and Middle East,
- ✓ Sustainable Business,
- ✓ International Marketing Management.

A group of strategy credits comprising:

- ✓ **A SESAME project:** A company-related strategic consulting project organised in working groups of 10 students.  
The SESAME is available in French and in English.
- ✓ **A 15 hour strategy class** leading to a compulsory final Strategy Examination (Grand Ecrit). Both the class and examination are offered in French and in English.

- A Research Project\*:

A written assignment linked with the OP course offered in semester 1.

- Internship\*:

Semester 2 of the Master 2 year is only offered to Dual Degree exchange students. It is entirely dedicated to the completion of a 6 month compulsory internship in a company operating in the sector covered by the Professional Option taken in the fall. Both the company and the placement duties must be approved by the School. The placement will be evaluated by the Company and will also generate an academic dissertation establishing links between the placement activities and the discipline's conceptual research frameworks.

*\* Dual Degree Option Only*

## GRADING SYSTEM

	Toulouse Business School	ECTS Grades
<b>Très bien / Excellent</b>	16 - 17 - 18 - 19 - 20	A
<b>Bien / Very Good</b>	14 - 15	B
<b>Assez Bien / Good</b>	12 - 13	C
<b>Passable / Average</b>	10 - 11	D
<b>Acceptable / Pass</b>	8 - 9	E
<b>Insuffisant / Insufficient (Fail)</b>	0 - 1 - 2 - 3 - 4 - 5 - 6 - 7	F / FX

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