

BBA EXCHANGE PROGRAMME RULES AND REGULATION

**Bachelor of Business Administration - BBA
Fall 2022 & Spring 2023**

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0. INTRODUCTION

From its very beginning ESADE has always had a very international vocation, which helped to consolidate strong and fruitful relationships with business schools from all over the world.

Among other aspects, that vocation has been set in the development of a very important network of high-ranked international universities, with whom exchange agreements have been reached. Through the students exchange agreement, and as an additional element of international orientation of the Bachelor of Business Administration – BBA, students have to attend the first or second term of the 4th year in one of the universities or business schools ESADE holds a regular exchange agreement with.

This Guide aims to make BBA students aware of the features of the exchange programme. It describes the value added by Exchange Programme in the Bachelor structure and its interaction with the other learning elements defining the Programme.

At the same time this Guide is intended to help students in defining their preferences, according to personal, academic and professional interests, and to make them aware of deadlines and processes to follow.

1. THE EXCHANGE PROGRAMME IN THE BACHELOR OF BUSINESS ADMINISTRATION – BBA

The Exchange Programme is part of the BBA Study plan like the Practicum, and because of that it is mandatory for students apart from exceptional cases. The exceptional cases will be analyzed individually to define the academic workload proposal.

BBA students are assigned 30 ECTS (electives), deriving from the International Exchange, depending on the attended University and courses.

During the Exchange period, students will have to adapt to the academic requirements established by the host institution. The agreements between ESADE and each partner university or business school set a minimum workload to be fulfilled satisfactorily, to be completed with subjects related to the BBA curriculum. Language courses will not be included in the minimum workload, apart from exceptional cases like Chinese at universities in Chinese speaking countries and Japanese in Japan, and in some particular cases, under the Programme Management approval. Courses grades as Pass/Fail won't be considered valid.

If the student does not complete all the required academic workload during the Exchange, the equivalent workload will be required to be done at ESADE with elective courses.

If the student comes back with less than 60% of the required workload, the Exchange will be not valid and she/he will have to complete 30 ECTS of elective courses at ESADE.

As it is shown in the following chart, the Exchange Programme is scheduled during the first or second semester of the 4th course.

| | 1st course | 2nd course | 3rd course | 4th course |
|--------------|------------|------------|------------|---------------------------------|
| 1st semester | | | | Exchange Programme or Practicum |
| 2nd semester | | | | Exchange Programme or Practicum |

1.1 Exchange term selection and assignment

During the 1st semester of the 3rd course students will be required to express their preferences about the exchange term. Afterwards, the BBA Programme Management will decide and communicate the period when each student will go on exchange taking into account their academic records and their preferences.

1.2 Exchange term dates:

Start and end dates of the Exchange Programme depend on each host university. In any case, students should consider the Exchange periods as follow:

- *Exchange in the 1st semester of 4th course: from July/August to December/January*
- *Exchange in the 2nd semester of 4th course: from January to May*

1.3 Exchange destination selection and assignment

1.3.1 EXCHANGE PROGRAMME GUIDE PUBLICATION:

The exchange programme guide is published just before the Christmas break of the 3rd year and it represents one of the main tools the student can use for selecting the destination.

The document includes the list of the partner universities, information on the term dates in each university, on the workload and other important details referring to the exchange.

1.3.2 INTERNATIONAL DAY:

The International Day is an Exchange Fair, where students can find information on all the universities they can select where to go on exchange. The information on those universities is organized by geographical areas; in addition, incoming exchange students currently on exchange at ESADE stay in the booths representing the different universities. Due to that, it is a great opportunity to know the features of the partner universities through the experiences of other mates.

1.3.3 EXCHANGE DESTINATION APPLICATION:

During the established period, students will have to fill the exchange form request available at intranet. Through that form, students will be able to indicate their preferences about the universities where they want to complete the exchange period.

The BBA Programme Management will assign students to the different partner universities according to the following criteria:

1. Available slots in the host institution
2. Academic records
3. Communication language skills required by host University
4. Student's preferences

Exchange destinations will be communicated to students through intranet.

2. PARTICIPATING IN THE EXCHANGE

2.1 Preparing the Exchange

The preparation of the exchange period starts once ESADE notifies to the partner universities or business schools the names of the chosen candidates to participate in the exchange programme.

Once done, ESADE will contact students and organize an informative session to orientate them about the aspects related with the exchange, like: how to obtain VISA and other administrative procedures; how to obtain a health insurance covering the student during the stay abroad; how to accomplish the language requirements of some universities (TOEFL, certificate of English knowledge, etc.); how to plan the trip in advance; etc.

Independently from the help ESADE can offer, it is the student's responsibility and obligation:

- a) To complete all the steps related to the registration and enrolment into the university destination
- b) To complete all the additional administrative procedures and to provide all the information the university destination may require
- c) To complete all the administrative procedures required by the Outgoing Booklet: Learning Agreement, Certificate of Attendance, management of the transcript of records and to accomplish with the competence requirements assigned to the exchange programme
- d) In case of having been granted with a scholarship or other economic help, the student has to fulfill the obligations established by the host university, and to provide the required personal details
- e) To have an adequate medical insurance covering hospitalization, accidents and damage to third-parties (liability insurance). If the host university requires a specific insurance, that one will have to be hired, and in any case it will have to include coverage of expenses for repatriation (in case of natural disaster or any emergency situation)
- f) To fulfill the current regulations ruling the entrance and legal stay in the hosting country, including VISA application procedures and travel arrangements (any type of visa, including the international transit visa)

- g) To follow the hosting country laws, as well as the academic regulations and rules of behaviour of host University.
- h) To complete the mobility activities in host University during the established period and with the duration and content foreseen in the academic agreement or in the document confirming it.
- i) To fulfill the minimum requirements of approved credits during the exchange as specified in the Exchange Rules and according to the equivalences of the workload
- j) To assume all the expenses linked to the exchange, as flight tickets, visa, accommodation during the stay abroad, health insurance, administrative fees of the university destination, required university materials, etc.

2.2 During the Exchange

During the exchange period, the student keeps the status of an ESADE student. Due to that:

- The ESADE service can be used from distance. In particular, the student keeps the access to intranet in order to check grades, to know the status of the registration, receive information from the Career Service, request certificates, etc.
- The exchange student is an ambassador of ESADE at the partner university. As a consequence, ESADE expects from its students an adequate behaviour during their exchanges in the host universities. That implies the respect of the ESADE values and, on the other hand, the adaptation to the culture and values of the partner university and destination country.
- If a student has one or more pending subjects, and the exchange period overlaps with an official exam call of those subjects, he/she will have to request for a postponement.

2.3. After the Exchange

Once the Exchange has been completed, and in order to include the 30 ECTS of the programme into the student's academic record, the following criteria must be fulfilled:

- ESADE will have to receive the academic record of the student from the partner university with the whole approved workload. All the grades obtained abroad will be transferred into the ESADE grading system and will appear in the student's academic record. Those grades will be counted in the ESADE average grade calculation too.
- ESADE will have to receive the Learning Agreement and Certificate of Attendance duly signed and stamped by the partner university.

2.4. Economic help to participate in the Exchange Programme

Due to the importance of the Exchange in the Bachelor of Business Administration (BBA) and because of its mandatory, ESADE will be specially sensitive to help those students that do not have the economic resources to face the expenses deriving from the exchange. All the students will have access to the whole offer of existing scholarships, among others:

- **ESADE Exchange Scholarship** Having the ESADE Talent grant is a pre-requisite.
- **Erasmus grant**
The Vicerectorate of International Relations of the Ramon Llull University manages the Erasmus grant.
- **AGAUR – MOBINT grant**
The AGAUR grants are addressed to students of the EU – or holding a residence permit in the EU – on exchange on any country worldwide. The request is done by the student through the Agency for Management of University and Research Grants (AGAUR) of the Government of Catalonia. More information on www.gencat.cat/agaur

These grants are the most commonly used among students. However, additional scholarships are available from the URL, as well as other institutions, to whom students can ask for in order to finance part of their exchange abroad. Students will have access to the list of available grants in the intranet, according to the information that ESADE receives yearly.