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## INFORMATION FOR EXCHANGE STUDENTS AND PARTNER UNIVERSITIES 2016-2017



**Welcome to Toulouse Business School**

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



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## YOUR CONTACTS

- **ACADEMIC: MIM INTERNATIONAL RELATIONS TEAM**

*The MiM international Relations Team answers any questions regarding the Academic program*

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- **STUDENT SUPPORT: TBS INTERNATIONAL STUDENT SERVICES**

Contact: [international.tbs@tbs-education.fr](mailto:international.tbs@tbs-education.fr)

**STUDENT LIFE :**

*TBS's International Student Office offers non-academic assistance and support at TBS, including: Accommodation-Immigration & Visa Issues - Banking- Health- Advice about living in Toulouse- etc*

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## TBS CALENDAR - 2016/2017 ACADEMIC YEAR

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

|                                 | M1 : MASTER 1 YEAR  | M2 : MASTER 2 YEAR  | HOLIDAYS*  |
|---------------------------------|---|---|--|
| SEMESTER 1<br>(FALL SEMESTER)   | September 5th-<br>December 16 <sup>th</sup> 2016<br><br>Orientation Day :<br>September 2 <sup>nd</sup> 2016 | September 5th-<br>December 16 <sup>th</sup> 2016<br><br>Orientation Day :<br>September 2 <sup>nd</sup> 2016 | <u>Christmas Holidays:</u><br><br>2 weeks in December<br><br><u>Winter Holidays:</u><br><br>One week in February<br>or March (TBC) |
| SEMESTER 2<br>(SPRING SEMESTER) | January 3rd -<br>June 9 <sup>th</sup> 2017<br><br>Orientation Day :<br>January 3rd 2017                     | Management Internship:<br>January - June 2017   | <u>Spring Break:</u><br><br>One week in April (TBC)  |

- **Orientation Days**

An orientation meeting is organized by the **International Student Services Office** at the start of Fall and Spring semesters.

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 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 (Barcelona campus is available for Spring semester only).

### Semester of Study Exchange Program

### Dual Degree Exchange Program

- ✓ **Semesters 1 & 2 - MSc 1 Year for Master 1 students or senior Undergraduates (3<sup>rd</sup> year minimum)**
- ✓ **Semester 1- MSc 1 Year for Master 1 students or senior Undergraduates (3<sup>rd</sup> year minimum)**
- ✓ **Semester 2 - MSc 1 Year for Master 1 students or senior Undergraduates (3<sup>rd</sup> year minimum) with the possibility of studying either in Toulouse or in Barcelona**
- ✓ **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 non EU 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.

\* For further information on Health Insurance requirements, please refer to the "Survival Guide - Social Security & Health Insurance" from the International Student Office

- Nomination & Application Deadlines:

- **Online nomination deadlines:**

| <u>For students attending our MSc 1 year:</u> | <u>For students attending our MSc 2 year and Dual Degree students:</u> |
|---|--|
|---|--|

- |  |   |
|--|---|
| ✓ Semester 1 (Fall):<br>From March 10 <sup>th</sup> to March 31 <sup>st</sup> 2016 | ✓ Semester 1 (Fall) or Full year:<br>From March 10 <sup>th</sup> to March 31 <sup>st</sup> 2016 |
| ✓ Semester 2 (Spring):<br>From September 15 <sup>th</sup> to 30 <sup>th</sup> 2016 |   |

- **Online application deadlines:**

| <u>Semester 1 - MSc 1:</u>                                 | <u>Semester 2 - MSc 1</u>                                      | <u>Semester 1 MSc 2 or Dual Degree:</u>                    |
|--|--|--|
| From April 15 <sup>th</sup> to April 25 <sup>th</sup> 2016 | From October 15 <sup>th</sup> to October 25 <sup>th</sup> 2016 | From April 15 <sup>th</sup> to April 25 <sup>th</sup> 2016 |

## COURSE INFORMATION

- Exchange students (M1 or M2) or Dual Degree students (M2)

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 and the existing agreement(s) between their home university and TBS:

- Exchange students will get credit transfers for one or two semesters or for a number of courses for their degree at their home university. Exchange students may come either during our Master 1 year (M1) or our Master 2 year (M2). Exchange students can take all or part of the courses offered depending on their home university requirements.

**Should you nominate Undergraduate students into our Master 1 year, please make sure they are Senior Bachelor students (third year minimum).**

- Dual degree students must follow all classes of our final year Master 2 year (M2). They will be granted our Master in Management degree.

There is no possibility of 'mixing' classes from different years. The details of course choices can be found on the following pages (Course Information).

- French language classes

An intensive French language course will be organized for our international exchange students in Semester 1 of our **Master 1 year**. This 30 hours course will be scheduled between the Orientation Day and the beginning of M1 classes (from September 5<sup>th</sup> to September 16<sup>th</sup>). This course will count for **4 ECTS credits**.

For students arriving in January, a 18 hours Course will be proposed during the **Spring Semester**. This course will count for **2 ECTS credits**.

- Tracks

Master 1 and 2 years are 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.

It will not be possible to mix courses from the two different tracks.



- **MASTER 1 - Semester 1 (Fall) - International Track (37 ECTS)**

*Please note that Contact hours and ECTS credits per course may be subject to changes- They are indicative and based on the 2015/2016 Academic Year*

| COURSES  | CONTACT HOURS | ECTS |
|--|---------------|------|
| Basic Business Statistics                                      | 21H           | 3    |
| Management Control   | 15H           | 2    |
| Financial Analysis   | 6H            | 3    |
| Economics  | 15H           | 2    |
| Finance  | 21H           | 3    |
| International Trade  | 15H           | 2    |
| Marketing  | 13.5H         | 4    |
| Operations Management  | 30H           | 4    |
| Corporate Social Responsibility                                | 15H           | 2    |
| English (LV1)  | 30H           | 4    |
| French (2 intensive weeks). (LV2)<br>Or<br>One Other Language: | 30H           | 4    |
| Spanish, German, Italian,<br>For non-beginner students only    |               |      |
| Strategy Analysis Report                                       |               | 4    |

- **MASTER 1 - Semester 1 (Fall) - French Track (35 ECTS)**

*Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on the 2015/2016 Academic Year*

| COURS   | VOLUMES<br>HORAIRES | ECTS |
|---|---------------------|------|
| Contrôle de Gestion   | 15H                 | 2    |
| Analyse Financière  | 9H                  | 3    |
| Macroéconomie   | 15H                 | 2    |
| Finance   | 21H                 | 3    |
| Management des Opérations   | 15H                 | 2    |
| Marketing   | 12H                 | 4    |
| Responsabilité Sociétale de l'Entreprise (RH)   | 15H                 | 2    |
| Mathématiques   | 15H                 | 2    |
| Statistiques Appliquées à la Gestion  | 21H                 | 3    |
| Anglais (LV1)   | 30H                 | 4    |
| Français (LV2)- Cours intensifs de 2 semaines<br>ou<br>Autre langue vivante : Espagnol, Allemand, Italien<br>Cours Avancés destinés à des étudiants<br>non-débutants uniquement | 30H                 | 4    |
| Rapport d'Analyse Stratégique   |                     | 4    |

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

Semester 2 of our Master 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: 7 Course Majors (running from March to June):

- ✓ Contrôle de Gestion et Information Financière (in French, on Toulouse Campus only)
- ✓ Entrepreneuriat et Stratégie de Croissance (in French, on Toulouse Campus only)
- ✓ Finance ( in French in Toulouse / in English in Barcelona)
- ✓ International Management (in English on both Campuses)
- ✓ Management, Innovation, Organisation ((in French, on Toulouse Campus only)
- ✓ Marketing ( in French in Toulouse / in English in Barcelona)
- ✓ Strategy & Consulting ( French/ English on Barcelona Campus only)

Students need to choose one Course Major amongst a choice of 7.

### Three of the Course Majors are offered in English:

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

### One Course Major is offered in French/English

- ✓ Strategy & Consulting **on our Barcelona Campus only**

In semester 2, Exchange Students have the possibility of either coming to Toulouse or to our campus in Barcelona. This will need to be confirmed by the home university at the time of online nominations.

For our Barcelona campus, there may be a limited number of students accepted, depending and years and constraints.

- **Master 1 - Semester 2 - Part 1 - Core Courses/ Tronc Commun - Advanced Program - 16 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 the 2015/2016 Academic Year*

| MODULES  | CONTACT HOURS | ECTS |
|--|---------------|------|
| Human Resources Management<br>Management des Ressources Humaines | 30            | 4    |
| International Business<br>(in English in both tracks)            | 15            | 2    |
| Operational Business Plan<br>Business Plan Opérationnel          | 15            | 2    |
| Strategic Management<br>Stratégie                                | 30            | 4    |
| Information and Decision<br>Information et Décision              | 15            | 2    |
| French classes<br>Cours de Français                              | 18            | 2    |

- **Master 1 - Semester 2 - Part 2 - Course Majors - Advanced Program - 24 ECTS**

*Please note that Contact hours and ECTS credits per course may be subject to changes- They are indicative and based on the 2015/2016 Academic Year*

| COURSE MAJORS  | CONTACT HOURS | ECTS |
|--|---------------|------|
| Contrôle de Gestion et Information<br>financière                   | 210           | 24   |
| Entrepreneuriat et Stratégie de Croissance                         | 210           | 24   |
| Finance<br>(in English in Barcelona)                               | 210           | 24   |
| International Management<br>(in English in Toulouse and Barcelona) | 210           | 24   |
| Management, Innovation, Organization                               | 210           | 24   |
| Marketing<br>(in English in Barcelona)                             | 210           | 24   |

Strategy & Consulting  
(in English/French in Barcelona) 210 24

• **MASTER 2 - Semester 1**

*Please note that Contact hours and ECTS credits per course may be subject to changes. They are indicative and based on the 2015/2016 Academic Year*

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

*\* Dual degree option only*

- OP - Professional Option (195 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 4 choices ranked in order of preference.

Please note all the Professional Options are offered in French **except 4 offered in English:**

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

**Important Information for Dual Degree students**

According to French insurance legislation, students need to be **less than 28 years old** until the end of their period of studies at TBS.

**TBS GRADING SYSTEM**

|      | Toulouse Business School | ECTS Grades |
|------|--------------------------|-------------|
|      | 16 - 20                  | A           |
|      | 14 - 15.99               | B           |
|      | 12 - 13.99               | C           |
|      | 10.1 - 11.99             | D           |
|      | 10                       | E           |
| PASS | 8 - 9.99                 | FX          |
| FAIL | 0 - 7.99                 | F           |

For dual degree students, the passing grade is 8/20 for each course, but the average grade on the Master 2 year is 10/20 minimum.

Dual degree students will be required to validate a TOEIC of 800 in order to be awarded the TBS Master in Management degree.

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