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## INFORMATION FOR EXCHANGE STUDENTS AND PARTNER UNIVERSITIES

**2018-2019**



**Welcome to Toulouse Business School**

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

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## YOUR CONTACTS

- **ACADEMIC: MIM INTERNATIONAL MOBILITY 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 Services Office offers non-academic assistance and support at TBS, including: Accommodation - Immigration & Visa Issues - Banking - Health - Advice about living in Toulouse ...*

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## TBS CALENDAR - 2018/2019 ACADEMIC YEAR

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

	M1: MASTER 1 YEAR	M2: MASTER 2 YEAR	HOLIDAYS*
SEMESTER 1 (FALL SEMESTER)	SEPTEMBER 17 <sup>TH</sup>	SEPTEMBER 05 <sup>TH</sup>	
	END DECEMBER 2018 (21 <sup>ST</sup> TBC)	END DECEMBER 2018 (21 <sup>ST</sup> TBC)	
	ORIENTATION DAYS: SEPTEMBER 03 AND 04 <sup>TH</sup> 2018	ORIENTATION DAYS: SEPTEMBER 03 AND 04 <sup>TH</sup> 2018	<u>CHRISTMAS HOLIDAYS:</u> 2 WEEKS IN DECEMBER
			<u>WINTER HOLIDAYS:</u> ONE WEEK IN FEBRUARY OR MARCH (TBC)
SEMESTER 2 (SPRING SEMESTER)	JANUARY - END OF MAY 2019		<u>SPRING BREAK:-ONE WEEK IN APRIL -TBC)</u>
	ORIENTATION DAY: JANUARY 7 <sup>TH</sup> 2019	MANAGEMENT INTERNSHIP: JANUARY - JUNE 2019	

### 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 and for Master 1 students 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 1 OR MASTER 2 STUDENTS*
- ✓ *SEMESTERS 1 & 2 - MSc 2 YEAR FOR MASTER 1 OR MASTER 2 STUDENTS*

• **Online application for exchange students**

Once the students' nominations have been processed, the International Mobility Office will send all nominated exchange students credentials 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:**

FOR STUDENTS ATTENDING OUR MSc 1 YEAR:

FOR STUDENTS ATTENDING OUR MSc 2 YEAR AND DUAL DEGREE STUDENTS:

✓ **SEMESTER 1 (FALL):**  
**FROM MARCH 10<sup>TH</sup> TO MARCH 31<sup>ST</sup> 2018**

✓ **SEMESTER 1 (FALL) OR FULL YEAR:**  
**FROM MARCH 10<sup>TH</sup> TO MARCH 31<sup>ST</sup> 2018**

✓ **SEMESTER 2 (SPRING):**  
**FROM SEPTEMBER 15<sup>TH</sup> TO 30<sup>TH</sup> 2018**

**Online application deadlines:**

SEMESTER 1 - MSc 1:

SEMESTER 2 - MSc 1

SEMESTER 1 MSc 2 OR DUAL DEGREE:

**FROM APRIL 15<sup>TH</sup> TO APRIL 25<sup>TH</sup> 2018**

**FROM OCTOBER 15<sup>TH</sup> TO OCTOBER 25<sup>TH</sup> 2018**

**FROM APRIL 15<sup>TH</sup> TO APRIL 25<sup>TH</sup> 2018**

# TOULOUSE CAMPUS



## 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.

### French language classes

An intensive French language course will be organized for our international exchange students in Semester 1 of our **Master 1 and Master 2 years**.

This 30 Hours course will be scheduled between the Orientation Day and the beginning of classes for Master 1 students (from September 7<sup>th</sup> to September 14<sup>th</sup>).

French classes for M2 and Dual Degree students will be scheduled from August 27<sup>th</sup> to September 5<sup>th</sup>. This course will count for **4 ECTS credits**.

For students arriving in January, a 22 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 English Track or the French Track 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) - Sequence 1**

This semester, running from September 3<sup>rd</sup> to December 21<sup>st</sup>, is divided into three sequences.

**CORE COURSES:**

**ENGLISH TRACK (43 ECTS maximum):**

*Please note that Contact hours and ECTS credits per course may be subject to changes-  
In sequence 1, you can choose as many courses as you want in the list below:*

<b>COURSES</b>	<b>CONTACT HOURS</b>	<b>ECTS</b>
Financial Analysis	30H	5
Corporate Finance (Mix French/English)	30H	5
Operations Management	30H	5
Human Resource Management	30H	5
Strategic Management	30H	5
Business Analytics	30H	5
English (LV1)	30H	1.5
French class	30H	4

## FRENCH TRACK (43 ECTS maximum):

*Please note that Contact hours and ECTS credits per course may be subject to changes-*

*In sequence 1, you can choose as many courses as you want in the list below:*

COURSES	CONTACT HOURS	ECTS
Analyse Financière	30H	5
Corporate Finance (Mix Français/Anglais)	30H	5
Management des Opérations	30H	5
Management des Ressources Humaines	30H	5
Management Stratégique	30H	5
Business Analytics	30H	5
Anglais (LV1)	30H	1.5
Cours de Français	30H	4

- **MASTER 1 - Semester 1 (Fall) - Sequence 2**

### PRE-ORIENTED COURSES IN FRENCH AND /OR ENGLISH (5 ECTS):

Semester 1 of our Master 1 year is offering some professional oriented courses listed below. Please note the possibility to mix both languages (English and French).

**You will have to choose only 1 course per sequence.**

COURSES	CONTACT HOURS	ECTS
<b>FINANCE:</b>		
Financial Markets Specialization (in English)	30H	5
<b>MARKETING:</b>		
Communication and client relationship (in French)	30H	5
Communication and client relationship (in English)	30H	5
<b>SUPPLY CHAIN AND PURCHASING MANAGEMENT:</b>		
Operational Procurement (in English)	30H	5
<b>HUMAN RESOURCES:</b>		
Global Talent Management (in English)	30H	5
<b>CONTROLE DE GESTION/ MANAGEMENT CONTROL:</b>		
Business Modélisation et Prévisions (in French)	30H	5
Business Modeling and Forecasting (in English)	30H	5

• **MASTER 1 - Semester 1 (Fall) - Sequence 3**

**PRE-ORIENTED COURSES IN FRENCH AND /OR ENGLISH (5 ECTS):**

You will have to choose only 1 course per sequence.

<b>COURSES</b>	<b>CONTACT HOURS</b>	<b>ECTS</b>
<b>FINANCE:</b>		
Corporate Finance (in English)	30H	5
<b>DEVELOPPEMENT INTERNATIONAL/ INTERNATIONAL DEVELOPMENT:</b>		
Notions pratiques du commerce International (en Français)	30H	5
Practical Aspects of International Trade (in English)	30H	5
<b>MARKETING:</b>		
Market Intelligence (in French)	30H	5
Market Intelligence (in English)	30H	5
<b>SUPPLY CHAIN AND PURCHASING MANAGEMENT:</b>		
Improving supply chain performance (in English)	30H	5
<b>HUMAN RESOURCES:</b>		
Recruitment, selection and assessment (in English)	30H	5
<b>CONTROLE DE GESTION/ MANAGEMENT CONTROL:</b>		
Controlling (in French)	30H	5

- **MASTER 1 - Semester 2 (Spring) -**

Courses will be running from early January to end of April. At the time of online application, International exchange students will be required to make a choice of 2 courses per period, listed by order of preference. They will be registered to 1 of these 2 courses. **Changes will not be allowed.** Students are free to take 1 course per period or to skip 1 period, depending on their Home University requirements.

6 periods will be offered (periods have not been defined so far). Students will be allowed to mix both languages

You'll find below an indicative list of courses offered:

- Energie et enjeux environnementaux
- Ethique et compliance pour améliorer la performance des entreprises : lutte anti-blanchiment et anti-corruption
- Philanthropie et Mécénat
- Sustainable business and inclusive business
- From CSR to social business
- Marketing solutions towards sustainability
- Innovation, collaborative spaces, and new business models for social & business impact
- Natural resources management and climate action
- Nudging consumer behavior: fighting obesity, promotion equality and protecting the planet
- Religion and the workplace
- Competition policy and business strategies
- Competitive strategies in healthcare market
- Market Intelligence
- Communication and client relationship
- Marketing and Innovation
- Marketing Analytics
- B2B Marketing
- Aerospace Marketing
- Human Resource Management
- Global Talent Management
- Recruitment, selection and assessment
- Managing across borders
- International Business negotiation and conflict Management in HRM
- Corporate crisis communication: theory & practice
- Financial Analysis
- Controlling
- Business modeling & forecasting
- Financial accounting, Management accounting and control
- Strategic Management
- Leadership in a dynamics global environment

- Practical aspects of International Trade
- International Institution
- International Business
- International Branding & Communication
- International Business skills
- Economics and social issues in the Iberic world
- Operations Management
- Operational procurement
- Improving supply chain performance
- Business modeling and forecasting
- Leadership for the professionals
- Créer et développer une PME industrielle
- Corporate Finance 1
- Corporate Finance 2
- Financial markets
- International Financial Management
- Science de la Terre et du Vivant
- Penser les réseaux et réseaux de pensées
- Codage et Mathématiques appliquées
- Arms industry & industrial policy
- Coding & artificial intelligence
- Long term growth, innovation & intellectual property
- Fablab, création de brevet
- La propriété intellectuelle, un atout économique & stratégique pour les entreprises

**Please note that contact hours and ECTS credits will be mentioned as soon as available.**

- **MASTER 2 - Semester 1 & Semester 2**

Please note that Contact hours and ECTS credits per course may be subject to changes-

COURSES	CONTACT HOURS	ECTS
<b>Sésame</b> (Company-related strategic consultancy project)	45H	6
<b>Professional Option</b>	195H	24
<b>Research Project*</b> (Written Assignment)		15
<b>Management Internship*</b> (Undertaken in the sector of the chosen Professional Option) <i>*Dual Degree option only</i>		15

**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.

- ✚ **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 six-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.

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.

# BARCELONA CAMPUS

## COURSE INFORMATION

In Semester 2, Exchange Students have the possibility of either coming to our Toulouse or Barcelona Campus. 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 on years and constraints.

- **MASTER 1 - Exchange students**

International students who have been selected by their home university to study at Toulouse Business School can come as **exchange students on our Barcelona Campus** 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 can come only during our Semester 2 of the Master 1 year. 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).**

- **MASTER 1 - Semester 2 (Winter/Spring)**

Due to our pedagogical reform courses for our Barcelona Campus are not available yet.  
We'll let you know as soon as possible.

## TBS GRADING SYSTEM

<i>Master 1 Year</i>	ECTS
<i>Excellent</i>	Excellent
16-20	A
<i>Bien</i>	Very Good
14-15.99	B
<i>Assez bien</i>	Good
12 -13.99	C
<i>Sans Mention</i>	Satisfactory
11-11.99	D
<i>Sans Mention</i>	Sufficient or Pass
10-10.99	E
<i>Insuffisant</i>	Failed
0 – 9.99	F

Please note that the TBS pass to gain credits is 10/20 (50%) for Master 1 students.

*Grade Transcripts will be sent to Home University about 6 weeks after the end of each semester.*

<i>Master 2 Year</i>	ECTS
<i>Excellent</i>	Excellent
16-20	A
<i>Bien</i>	Very Good
14-15.99	B
<i>Assez bien</i>	Good
12 -13.99	C
<i>Sans Mention</i>	Satisfactory
10-11.99	D
<i>Sans Mention</i>	Sufficient or Pass
8-9.99	E
<i>Insuffisant</i>	Failed
0 – 7.99	F

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.

Please note that the TBS pass to gain credits is 08/20 (40%) for Master 2 students.

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Master in Management Program

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