

TOULOUSE BUSINESS SCHOOL

International Mobility Fact sheet 2018-2019

Name of Institution	TOULOUSE BUSINESS SCHOOL	
Erasmus Code	F TOULOUS23	
Partnership Management and International Directorate Contact	<p>* Ms. Florence RAMILLON Director of International Relations and Development Tel : +33 5 61 29 48 41 f.ramillon@tbs-education.fr</p> <p>&</p> <p>* Ms. Pauline PICAREL Executive Assistant of International Relations and Development Tel : +33 5 61 29 47 14 p.picarel@tbs-education.fr</p>	
General Academic Contacts	<p>* Ms Marie-Hélène HEIT Head of International Mobility Bachelor and Master in Management Programs Tel : +33 5 61 29 48 74 mh.heit@tbs-education.fr</p> <p>* Ms Fatiha BOUQUOYUE Executive Assistant International Mobility Master in Management Program Tel : +33 5 61 29 48 99 f.bouquoyoue@tbs-education.fr</p>	
Bachelor in Management Program (BIM)	<p>* Ms Nathalie BERTHE-SAMSON Coordinator of International Mobility Tel : +33 5 61 29 46 11 n.berthe-samson@tbs-education.fr</p> <p>* Ms Catherine MILLIET Advisor, Outgoing Mobility Tel : +33 5 61 29 46 14 c.milliet@tbs-education.fr</p>	
Master in Management Program (MIM)	<p>* Ms Cécile DUMONT-CAPDEVILLE International Mobility & Project Coordinator Tel : +33 5 61 29 49 78 c.dumont-capdeville@tbs-education.fr</p> <p>* Ms Betty ROUZIES Advisor, Outgoing Mobility Tel : +33 5 61 29 48 45 b.rouzies@tbs-education.fr</p>	
International Student Services	<p>* Ms Jessica MACKENZIE GRANDHOMME Head of International Projects Tel : +33 561 29 47 05 j.grandhomme@tbs-education.fr</p> <p>* Ms Yulia AKHMADULLINA DIMBERNAT Assistant International Student Services Tel : +33 561 29 48 59 y.dimbernata@tbs-education.fr</p> <p style="text-align: center;">Email Contact : international.studentservices@tbs-education.fr</p> <p style="text-align: center;">http://www.tbs-education.fr/en/student-life-international/tbs-international-student-office</p>	
Website	www.tbs-education.fr/en	
Mailing Adresses		
Bachelor Campus	TBS Entiore, Bachelor International Mobility, Cité de l'entreprise 2 avenue de mercure / Ecoparc 1 31130 QUINT-FONSEGRIVES – FRANCE	
Master Campus	TBS Master International Mobility, 20 boulevard Lascrosses BP 7010 31068 TOULOUSE Cedex 7 - FRANCE	

<p>Academic Year</p>	<p>The academic year is divided into semester 1 (Fall) and semester 2 (Spring)</p> <p>2018-2019 Bachelor Program</p> <ul style="list-style-type: none"> - Semester 1 Fall : Early September – end of December - Semester 2 Spring: <p>B3/ 3rd year: Early January – mid-April B2/2nd year: Early January – mid-April or late February – Mid May (depending on course choice)</p> <p>2018-2019 Master Program</p> <ul style="list-style-type: none"> - Semester 1 Fall <p>Master year 1 (M1): Early September to end of December 2018 Master year 2 (M2): Early September to end of December 2018</p> <ul style="list-style-type: none"> - Semester 2 Spring <p>Master year 1 (M1): Early January to end of May 2019 Master year 2 (M2): Management Internship from January to June 2019</p> <p>Orientation days</p> <p>Fall Semester : Monday 3rd and Tuesday 4th September 2018 Spring Semester : Monday January 7th 2019</p> <p>An orientation meeting is organized by the International Student Services at the start of every semester. Both the International Student Services and the International Mobility Office participate to this event to give you all necessary information.</p> <p>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. Attendance is compulsory.</p> <p>Further information will be sent by email closer to the start of each specific semester of study.</p>
<p>Nomination period</p>	<p>Semester 1 : March 10th to 31st 2018 Semester 2 : September 15th to 30th 2018 Full Year (and Double Degree): March 10th to 31st 2018</p>
<p>Application period</p>	<p>Semester 1 : April 15th to 25th 2018 Semester 2 : October 15th to 25th 2018 Full Year (and Double Degree): April 15th to 25th 2018</p>
<p>Language of instruction</p>	<p>French and English in Toulouse English only in Barcelona</p>
<p>Language requirements and courses</p>	<p>Bachelor Program :</p> <p>As it is possible to follow classes either in French or English, we fully trust our partner selection to be sure that the required level in the teaching language is properly assessed for non-native speakers. We could however recommend a B2 level in English (for the English track) or a B2/C1 in French (for the French track)</p> <p>Master Program :</p> <p>As it is possible to follow classes either in French or English, we require a certificate of language proficiency (for English or French) for non-native speakers only. There will be a French intensive course scheduled after the Orientation Day of Semester 1 and Semester 2 of M1 classes. Further information will be available closer to the time of registration program no longer than two weeks prior to the exchange.</p>
<p>Bachelor Academic Information</p>	<p>All information on Exchange opportunities at TBS Bachelor can be found on TBS webpage: http://www.tbs-education.fr/en/programs/bachelor-program/international-opportunities/bachelor-exchange-opportunities</p>
<p>Master Academic Information</p>	<p>Relevant academic information will be sent by email before nomination periods. Master in Management Information can also be found on TBS webpage : http://www.tbs-education.fr/en/programs/master-management/mim-exchanges-dual-degrees</p>

<p>Nomination procedure</p>	<p>Online Nomination process An individual email will be sent to the person designated to officially nominate the exchange students, with specific information and online nomination procedure. The following information regarding student(s) will be required: <i>First Name / Family Name / Gender / Current valid E-mail Address / Date of Birth / Nationality / Type of program and nomination period, specific semester of study and the chosen TBS campus</i></p> <p>For Bachelor students : limited number of places to Barcelona campus (around 30) Toulouse : French or English Track Barcelona: only English Track</p> <p>For Master students Barcelona campus is available for the Spring semester only and the number of places is limited.</p> <p>Semester of Study Exchange Program Master Students : Semester 1 & 2 – MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum) Semester 1- MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum) (Fall) Semester 2 – MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum) (Spring) with the possibility of studying either in Toulouse or in Barcelona Semester 1 – MSc 2 Year for Master or Master 2 students (Fall) Dual Degree Exchange Program Semesters 1 & 2 – MSc 2 Year for Master or Master 2 students</p> <p>Centralised e-mail: tbs.incoming@tbs-education.fr</p>
<p>Application Procedure</p>	<p>Online application done by the student. After the closing of the nomination period and once the students' nominations have been processed, all nominated exchange students will receive a login/password and the procedure to access the online application process. On completion of the online registration, and after the closing of the registration period, exchange students will be sent a letter of Admission, provided their file is complete. No late application will be accepted. The course registration will also be done during the application process.</p> <p>Students must upload the following supporting documents online:</p> <p>For Bachelor Students : Latest grade transcript (students must have validated 60 ECTS in Business/Management). Copy of passport or Identity proof.</p> <p><i>Note : upon arrival, for French Social Health Security registration, students should be prepared to give a copy of their European Health Insurance Card (European students) or a copy of Birth Certificate for non-European students (translated into French or English)</i></p> <p>For Master Students : CV/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 in French or English for non-European languages) Copy of their passport (ID section).</p>

Bachelor in Management Program

Please note that the TBS pass grade to gain credits is 08/20 (40%) for Bachelor Students

TBS Bachelor Program	ECTS
<i>Très Bien</i> 16-20	Excellent A
<i>Bien</i> 14-15,99	Very Good B
<i>Assez Bien</i> 12-13,99	Good C
<i>Sans Mention</i> 10-11,99	Satisfactory D
<i>Sans Mention</i> 8-9,99	Sufficient or Pass E
<i>Insuffisant</i> 0-7,99	Failed F

Master in Management Program

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

Master 1 year	ECTS
<i>Excellent</i> 16-20	Excellent A
<i>Bien</i> 14-15,99	Very Good B
<i>Assez Bien</i> 12-13,99	Good C
<i>Sans Mention</i> 11 -11,99	Satisfactory D
<i>Sans Mention</i> 10-10,99	Sufficient or Pass E
<i>Insuffisant</i> 0 – 9,99	Failed F

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

Master 2 year	ECTS
<i>Très Bien</i> 16-20	Excellent A
<i>Bien</i> 14-15,99	Very Good B
<i>Assez Bien</i> 12-13,99	Good C
<i>Sans Mention</i> 10-11,99	Satisfactory D
<i>Sans Mention</i> 8-9,99	Sufficient or Pass E
<i>Insuffisant</i> 0-7,99	Failed 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.

Student Support Services	<p>Contact : international.studentservices@tbs-education.fr</p> <p>Tel : +33 561 29 47 05 or +33 561 29 48 59</p> <p>http://www.tbs-education.fr/en/student-life-international/tbs-international-student-office</p>																
Welcome Team	<p>Each year, a group of TBS students is dedicated to welcome our international exchange students and help them settle in Toulouse on their arrival. The Welcome Team organizes an orientation weekend for all our international exchange students and special events throughout the year.</p> <p>The Welcome Teams, dedicated to each program, can be contacted by email at the following addresses:</p> <p>For Bachelor Students: welcometeambach@tbs-education.org</p> <p>For Master Students: welcome-team@tbs-education.org</p>																
Estimated Cost of Living	<p>Below is an approximate calculation of monthly living expenses for a student in Toulouse. This of course can vary depending on personal living choices.</p> <table border="0"> <thead> <tr> <th>Expense</th> <th>Approximate Cost</th> </tr> </thead> <tbody> <tr> <td>Rent</td> <td>550€</td> </tr> <tr> <td>Food</td> <td>300€</td> </tr> <tr> <td>Electricity/Gas</td> <td>50€</td> </tr> <tr> <td>Public Transport</td> <td>10€</td> </tr> <tr> <td>Telephone/internet</td> <td>35€</td> </tr> <tr> <td>Other</td> <td>150€</td> </tr> <tr> <td>Total</td> <td>1095€</td> </tr> </tbody> </table>	Expense	Approximate Cost	Rent	550€	Food	300€	Electricity/Gas	50€	Public Transport	10€	Telephone/internet	35€	Other	150€	Total	1095€
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Accommodation	<p>Finding accommodation in Toulouse may be challenging. We therefore advise all our exchange students to start looking for accommodation as early as possible. The TBS International Student Services will try and help International Exchange Students find appropriate housing if needed.</p> <p>TBS International Student Services (International Student Services is located on the 3rd floor of the SEBASTOPOL building on TBS's downtown Toulouse campus)</p> <p>Email Contact : international.studentservices@tbs-education.fr</p> <p>Tel: +33 561 29 47 05 or +33 561 29 48 59</p> <p>Web page : http://www.tbs-education.fr/en/student-life-international/tbs-international-student-office</p> <p>Full information on accommodation will be sent to you after application by the TBS International Student Services.</p>																
Social Security Health Insurance , Visa and other practical issues	<p>For detailed information on Health Insurance requirements, visa and other practical issues please refer on our TBS website to the "Survival Guide" from TBS International Student Services</p> <p>Email Contact international.studentservices@tbs-education.fr</p> <p>Website : http://www.tbs-education.fr/en/student-life-international/student-survival-guide</p>																
International Recognition	  																