

BORDEAUX CAMPUS

Exchange Program

International Marketing & Communication (full English) - Fall Semester only

International Principles of Economics **1 ECTS**
 Corporate Strategy **3 ECTS**
 Supply Chain Management **1 ECTS**
 International Management issues **1 ECTS**
 Business Game "Firststrat" **3 ECTS**
 Brand Management **3 ECTS**
 Luxury Marketing / Packaging **3 ECTS**
 Consumer Behaviour **1 ECTS**
 Digital Marketing **3 ECTS**

Sustainable Marketing **1 ECTS**
 International Distribution Agreements **1 ECTS**
 Corporate Communication **3 ECTS**
 Marketing Studies **3 ECTS**
 Internal Auditing **1 ECTS**
 Business Control **3 ECTS**
 Cultural Communication & Understanding **5 ECTS**
 French for Foreigners **3 ECTS**

Business Administration Program 3 (French-English) Fall & Spring

Approach to Foreign markets (EN) **1 ECTS**
 Strategic Marketing (EN) **3 ECTS**
 Internet Marketing (EN) **1 ECTS**
 International Marketing (EN) **3 ECTS**
 Human Resources Management (EN) **3 ECTS**
 Corporate strategy (EN) **3 ECTS**
 Intelligence économique (FR) **3 ECTS**

Marchés et financements internationaux (FR) **3 ECTS**
 Contrôle de gestion (FR) **1 ECTS**
 Politique et choix d'investissement (FR) **3 ECTS**
 Diagnostic financier (FR) **3 ECTS**
 Management (FR) **3 ECTS**
 Management de l'innovation (FR) **1 ECTS**
 Systèmes d'information et gestion de projet (FR) **1 ECTS**

Exchange Program

(full English) - Spring Semester only

Strategic Marketing **3 ECTS**
 International Marketing **3 ECTS**
 Human Resources Management **3 ECTS**
 Corporate Strategy **3 ECTS**
 Business Game Worldstrat **3 ECTS**
 Negotiation **3 ECTS**
 Wine Business/International Business Ethics **3 ECTS**
 Sociological Approach of International Affairs **3 ECTS**
 Guest Lectures **6 ECTS**
 French for Foreigners **3 ECTS**

LYON CAMPUS

IBM Program

International Business Management 1 (full English) – Fall Semester

Business & Legal Management **2 ECTS**
 Cross Cultural Management **2 ECTS**
 Press Review **2 ECTS**
 Research Methodology **4 ECTS**
 Financial Analysis **2 ECTS**
 Marketing Studies **4 ECTS**
 Theoretical Framework of Business Strategies **2 ECTS**
 Business Game **6 ECTS**
 French for International Students **3 ECTS**

Optional: foreign language (Business English /German / Spanish / Italian) **3 ECTS**

IBM Program

International Business Management 2 (full English) – Spring Semester

International Economy **2 ECTS**
 Geopolitics and World Issues **4 ECTS**
 French for International Students **4 ECTS**
 Business English **2 ECTS**
 Strategic Marketing / Marketing Plan **2 ECTS**
 Consumer Behavior **2 ECTS**
 International Marketing **2 ECTS**
 Financial Analysis – Advanced **2 ECTS**
 Financial Diagnosis **2 ECTS**
 Business Cases and Strategy **2 ECTS**
 Research Thesis **8 ECTS**

Atlantis Program

(full English) - Fall Semester only

Finance in a Flat World **6 ECTS**
 Marketing in a Flat World **6 ECTS**
 Business Game **6 ECTS**
 Globalization **6 ECTS**
 Information Systems Management **6 ECTS**
 French for International Students **3 ECTS**

Business Administration Program 3

(French-English) - Fall & Spring

Environnement de l'entreprise : **3 ECTS**
Intelligence économique (FR) and Anglo-American law

Business English **2 ECTS**

Finance : **10 ECTS**
Marchés et financements internationaux (FR), Contrôle de gestion et budgets (FR), Politique et choix d'investissement (FR) and Diagnostic financier (FR)

Marketing Communication, Commerce International: **10 ECTS**
Approche des Marchés extérieurs, Marketing Strategy, International Marketing and communication, Category Marketing and E-Marketing

Organisation, Strategy, Management: **8 ECTS**
Corporate Strategy (FR), Ressources humaines et relations sociales (FR), Management de l'Innovation (FR), Techniques de Management (FR)



PARIS CAMPUS

Exchange Program - Fall and Spring

Finance 6 ECTS/ International finance and capital markets/

Management Control 6 ECTS

Corporate Finance 6 ECTS

International Business 6 ECTS/ Cross Cultural Communication and International Marketing/

Brand Marketing 6 ECTS/ Strategic Brand Management and Luxury Brand Management /

Strategic Marketing 6 ECTS/ B to B Marketing and Advertising and New Medias /

Entrepreneurship 6 ECTS

Business Law and Ethics 6 ECTS/ International Business Law and International Business Ethics /

Strategic Management and Human Resources 6 ECTS/ Strategic Management and Human Resources Management/

Developing Communication skills 6 ECTS/ International Press Review and Advanced Public Speaking /

French Culture & Civilization 6 ECTS

French as a Foreign Language (Sister school ALIP) 6 ECTS/ Language course and workshop /



CHAMBERY CAMPUS

Exchange Program - Fall Semester only

- MBO in Europe 3 ECTS
- Intercultural communication 3 ECTS
- Business writing 3 ECTS
- Geopolitics 3 ECTS
- Social media 3 ECTS
- Job interview 3 ECTS
- English & TOEIC preparation 6 ECTS
- Projet culturel (cultural project) 4 ECTS
- French as a foreign language 2 ECTS

In place of English & TOEIC preparation, student can choose to take two courses in French:

- Gestion de la logistique internationale (français) 3
- Gestion des risques à l'international (français) 3

Bachelor International Trade Program - Spring Semester only

International Trade 2	International Trade Techniques International Commercial Law	6 ECTS
Marketing and Accounting 2	Global Marketing Applied Accounting	6 ECTS
Professional Management Skills 2	Business Writing Ethical Issues in Contemporary Business Management Consumer Behaviour	8 ECTS
International Development 2	Doing Business in America Introduction to Geopolitics	6 ECTS
Electives 2 (1/3)	French Beginner French Intermediate Projet culturel appliqué	4 ECTS



FACT SHEET 2016/2017

FOR PARTNER UNIVERSITIES

INSEEC GROUP INSTITUTIONAL INFORMATION

INSEEC GROUP – KEY FIGURES...

With more than 15 000 students, close to 45 000 alumni, and a 140 million euros budget, INSEEC Group (founded in 1975 in Bordeaux) is one of the leaders in higher education institutions in France. INSEEC has developed over the past 40 years into a *group of 16 schools of higher education* thus deepening its commitment to communication and business affairs and offering generalist and specialist programs *in Management and Communication*. Boasting a strong network of French and International partners (universities and companies), INSEEC has continued to integrate an international dimension into its academic curriculum programs by strengthening its university exchange programs and by providing global internship opportunities.

Located on 9 campuses in Europe and the United States and online, in the heart of vibrant cities such as *Paris, London* and *San Francisco*, by the seaside like in *Monaco* and *Bordeaux* or close to French Alps in *Lyon and Chambéry*, the Group INSEEC encompasses a renowned business school (INSEEC Business School), an international university (International University of Monaco), "Bac+3" to "Bac+5" management programs (INSEEC Bachelor, INSEEC Bac+3, BBA INSEEC - ECE, American BBA INSEEC, INSEEC MSc & MBA, INSEEC Wine & Spirits Institute, Sup Career), executive education (INSEEC Executive Education, CESNI, Luxury Attitude, Customer Experience, La Cité des Langues), communication, design and digital schools (Sup de Pub, Créa Genève), and preparation programs for higher education entrance exams (Atout Sup).

The Group's development is dedicated to the quest of excellence in *wine and spirits, digital marketing, luxury, hospitality* and *real estate management*.

Group INSEEC's Research Center highlights and promotes the work carried out by more than 70 research professors in the different academic units of the group.

UNDERGRADUATE SCHOOLS

CONTACT INTERNATIONAL PARTNERSHIPS

Aleksandra DEDIEU

IR Manager for INSEEC Undergraduate Schools
adedieu@inseec.com
undergraduate.exchange@inseec.com
+33 6 72 98 03 56

WEBSITE

www.groupeinseec.com/en/

INSEEC Undergraduate Programs in Business /International Management and Communication (3 or 4 year programs), open to Exchange students and aiming to provide students with the tools necessary to begin an international career, are delivered in different schools and cities as follows:

Location	School / Program	Fall Term	Spring Term
BORDEAUX	ECE School Bordeaux - BBA INSEEC Program (F BORDEAU45) 26 RUE RAZE - 33000 BORDEAUX	5 September - End of December 2016	13 February - End of May 2017
LYON	ECE School Lyon - BBA INSEEC Program (F LYON 71) 25 RUE DE L'UNIVERSITÉ - 69007 LYON		
CHAMBERY	INSEEC Bachelor - Bac+3 Program (F LE-BOURG 01) 12, AVENUE DU LAC D'ANNECY - SAVOIE TECHNOLAC 73381 LE BOURGET-DU-LAC CEDEX	12 September - End of December 2016	January/ February - Apr / May 2017
PARIS	MBA Institute - INSEEC Bachelor Program 63, BOULEVARD EXELMANS - 75016 PARIS	5 September 2016 - Mid-January 2017	Beg of February - End of May 2017

ACADEMIC CALENDAR

The specific semester dates for each program will be announced in the official Letter of Acceptance. Teaching and examination periods being **mandatory** are included in the above dates.

ORIENTATION

The **mandatory Orientation week** is taken place during the first week of studies. Admitted students will receive the program by email.



APPLICATION PROCEDURE

GUIDELINES

Step 1 : Nomination online : [Nomination Form online](#)

Step 2 : Application online : [Application Form online](#)

Step 3 : Required items below must be sent at : undergraduate.incoming@inseec.com

- Recent / In-progress official Transcript of Records (in English)
- CV
- Statement of Purpose (Motivation Letter)
- Passport-sized photo
- Copy of Identity card (Passport or EU ID card for EU citizens)
- Copy of Health Insurance Policy
- Learning Agreement

DEADLINES

Fall 2016 Nomination & Application Deadlines : **May 15, 2016**

Spring 2017 Nomination & Application Deadlines : **October 31, 2016**

ACCEPTANCE

The admission process starts once we have received the complete application and supporting documents. When the exchange student has been admitted, she/he will receive the Letter or Acceptance (LoA) and then may start making all the necessary arrangements for her/his study abroad.

The Acceptance is issued within 4-week period after Application Deadline.

EU students: the acceptance letter will be issued and sent by email. If a student needs an original acceptance letter, it will be issued on request and sent to the home institution coordinator.

Non EU students: a copy of the acceptance letter will be sent by email and the original will be sent to the coordinator of the home institution.

ACADEMIC INFORMATION

PROGRAMS IN ENGLISH

Ref. Annex 1 – [Exchange Academic Programs per campus](#)

It is important that students familiarize themselves with each program in order to choose the location of their choice. Please note that each campus offers a different selection of international academic programs.

Students can only apply for the exchange program of the above Schools as stated in the Institutional Agreement.

COURSE SELECTION

The primary course registration form should be done within application.

Students should select courses or fixed programs according to the campus they have applied for (ref. Annex 1)

Please note that the courses may be subject to slight changes, e.g. in case of schedule overlaps or if prerequisites for specific courses are not met. The final registration will be done within the first two weeks of each semester.

LANGUAGE REQUIREMENTS

Students should have a good command of the English language. INSEEC Group recommends that students have B2 Level (according to European framework CEFR) or a TOEFL score between 71-80 iBTS.

PROGRAMS IN FRENCH

Each institution has programs offered in French. Students with good command of French (B2 Level) and looking for a French track are invited to contact a local coordinator to have more information.

FRENCH FOR FOREIGNERS

INSEEC Schools offer international students French for Foreigners each semester (free of charge).

CONTACT INFORMATION

GENERAL STUDENT'S INQUIRIES

undergraduate.incoming@inseec.com

Location	School / Program	Staff	Contact
BORDEAUX	ECE School Bordeaux - BBA INSEEC Program (F BORDEAU45)	Aleksandra DEDIEU Head of IRO	adedieu@inseec.com +33 5 57 87 70 45
		Elodie ANDERSON Mobility Coordinator (IN /OUT)	eanderson@inseec.com +33 5 57 87 70 47
LYON	ECE School Lyon - BBA INSEEC Program (F LYON 71)	Laetitia BARTOLI Head of IRO	lbartoli@inseec.com +33 4 78 27 50 17
		Eugenie LELEU IR Officer (IN/OUT)	eleleu@inseec.com +33 4 78 27 50 16
CHAMBERY	INSEEC Bachelor Alpes-Savoie - Bac+3 Program (F LE-BOURG 01)	Carole BRESCIA IR Officer (IN/OUT)	cbrescia@inseec.com +33 4 79 25 38 38
PARIS	MBA Institute - INSEEC Bachelor Program	Robert BRADFORD Academic Advisor (OUT)	rbradford@inseec.com +33 01 40 71 25 37
		Gaëlle DOSSOE Study Assistant	gdossoe@inseec.com



SERVICES

VISA, CUSTOMS & IMMIGRATION

ACCOMMODATION

Please be advised that the accommodation facilities depend on the location. INSEEC institutions do not have their own dormitories or student housing unit but assist international students in finding accommodation by providing with a specific access service to a dedicated online platform [Studyapart](#) allowing students and alumni to renting, co-renting or subleasing their apartment in France.

The updated accommodation facilities guides specific to each campus are sent upon admission.

HEALTH INSURANCE

While applying international students must provide us with a proof of Health Insurance Policy:

[EU citizens](#) - European Health Insurance Policy;

[Non EU students](#) must register to the French National Health Insurance System (estimated cost is 218 EUR).

SPECIAL SERVICES

[Buddy Program](#) is put in place to offer one-on-one assistance throughout the semester.

A variety of student activities: campus tour, ice-breaking party, Erasmus party, sport activities, company visit etc.

VISA / IMMIGRATION ISSUES

INSEEC Group advises students to contact their local French Embassy or Consulate for an appointment as soon as they have received their acceptance letter. Student visas fees and supporting documents vary from country to country so be sure to ask the local French Embassy or Consulate what documents they require to complete your file.

All citizens from the list of countries mentioned below must follow the [CEF online procedure](#). CEF (Center for studies in France) is a mechanism offering prospective students the benefit of guidance and support at every step in the admission process; from the application form to full enrollment into the foreign institution. It even allows applicants to apply for their visa online and track the progress of their electronic application.

Applicants open a personal account on the website of the Campus France local office in their country of residence. From there they follow a paperless procedure that enables them to submit applications for admission, speak with the local staff of Campus France as well as with representatives of the institutions from which they hope to receive an offer of admission.

Students from the following countries will have to complete an online visa application through Campus France

Algeria	Colombia	Japan	Russia
Argentina	Comoros	Lebanon	Senegal
Benin	Congo Brazzaville	Madagascar	South Korea
Brazil	Gabon	Mali	Taiwan
Burkina Faso	Guinea	Morocco	Tunisia
Cameroon	India	Maurice	Turkey
Chili	Ivory Coast	Mexico	United States of America
China	Indonesia	Peru	Vietnam

REGISTERING WITH OFII IN FRANCE

[International students with a "Visa Long Séjour" VLS/TS](#), with the following statement on their visa: "CESEDA R311-3 6°" **must register with the OFII** (Office Français de l'Immigration et de l'Intégration) as soon as they arrive in France. Registering with OFII takes about a month. Students are advised to stay in France until this process is complete. You will get more information about this process when your temporary student visa is issued to you in your home country.

The immigration process may seem long, tedious and time consuming, but if you follow all the instructions and meet the necessary deadlines you will see that it is actually very efficient.

COST OF LIVING

The budget will depend on the INSEEC location.

Estimate of general living expenses per month (Euro) as follows:

	Housing	Meal	Transport	Extra expenses
Paris	700 - 1000	200 - 400	60	200 - 400
Bordeaux	400 - 550	250 - 350	30	200 - 300
Lyon	500 - 900	200 - 400	61	200 - 300
Chambery	300 - 450	200 - 350	25	200 - 300



UNIVERSIDAD DE CÓRDOBA



Facultad de Derecho y Ciencias Económicas y Empresariales



Information sheet for exchange students 2016-17

Name of the university:	Universidad de Córdoba <i>University of Cordoba</i>
Erasmus Code	E CORDOBA01
PIC Code	999872703
Name of the faculty:	Facultad de Derecho y Ciencias Económicas y Empresariales <i>Faculty of Law and Business and Economic Sciences</i>
Faculty address:	Plaza Puerta Nueva, s/n 14002 – Córdoba (Spain)
Contact information incoming students at university level:	Erasmus+ Institutional Coordinator Prof. Dr. Antonio Raigón-Rodríguez International Relations Office Av. Medina Azahara, 5 14071 Córdoba (Spain) E-mail: ori@uco.es
Contact information outgoing students at university level:	Erasmus+ Institutional Coordinator Prof. Dr. Antonio Raigón-Rodríguez International Relations Office Av. Medina Azahara, 5 14071 Córdoba (Spain) E-mail: ori@uco.es
Contact information incoming students at faculty level:	Erasmus+ Departmental Coordinator Prof. Dr. Antonio Bueno-Armijo Facultad de Derecho y CC.EE y Empresariales Oficina de Programas de Intercambio Plaza Puerta Nueva, s/n 14002 Córdoba (Spain) E-mail: r-exteriores@uco.es Tel./Fax: +34 957218839
Contact information outgoing students at faculty level:	Erasmus+ Departmental Coordinator Prof. Dr. Antonio Bueno-Armijo Facultad de Derecho y CC.EE y Empresariales Oficina de Programas de Intercambio Plaza Puerta Nueva, s/n 14002 Córdoba (Spain) E-mail: r-exteriores@uco.es Tel./Fax: +34 957218839



UNIVERSIDAD DE CORDOBA

Academic Calendar:	LECTURES PERIOD: Fall term: 12 Sep 2016 - 21 Dic 2016 Spring term: 13 Feb 2017 – 2 Jun 2017
Application procedure and deadlines:	NOMINATION DEADLINES: Fall term/whole year students: 31 May 2016 Spring term students: 30 Nov 2016 APPLICATION DEADLINES: Fall term/whole year students: 30 Jun 2016 Spring term students: 31 Dec 2016
Course information:	Catalogue of the modules offered and programs of studies (syllabus, assessment criteria, number of credits, term of lecturing, etc.): Bachelor Degree in Law: http://www.uco.es/derechoyccee/gderecho/index_en.html Bachelor Degree in Business Management and Administration: http://www.uco.es/derechoyccee/gadmempresas/index_en.html Joint Degree in Law & Business Management and Administration: http://www.uco.es/derechoyccee/doble-grado/index_en.html Erasmus+ students are welcome to choose any of the modules offered from any of these three Degrees and to combine them as they wish. The regular course load of a Spanish student is 30 credits per term (60 credits per academic year). There is no min. or max. course load for Erasmus+ students. Erasmus+ students register for their courses in the Secretariat of the Faculty after their arrival, assisted by our mentor students (Erasmus+ <i>buddies</i>).
Exam information:	Every student is entitled to two examination opportunities per course and academic year. Students are automatically registered for exams and re-sit exams. There's no extra subscription or payment necessary. EXAMS PERIOD: Fall term: 9 Jan 2017 – 21 Jan 2017 Spring term: 5 Jun 2017 – 19 Jun 2017 RE-SIT EXAMS PERIOD: Fall term: 30 Jan 2017 – 11 Feb 2017 Spring term: 26 Jun 2017 – 8 Jul 2017



UNIVERSIDAD DE CÓRDOBA

Grading system:		Students performances are graded individually and not on a statistical basis. The University of Córdoba uses the following grading system, based on a 10 point scale:				
	Insufficient/ Failure	Sufficient	Satisfactory	Good	Very Good	Excellent
ECTS Grade	F or FX	E	D	C	B	A
Marks	0,0 to 4,9	5,0 to 5,9	6,0 to 6,9	7,0 to 7,9	8,0 to 8,9	9,0 to 10
Definition	Suspensó	Aprobado		Notable	Notable o Sobresaliente	Sobresaliente o Matrícula de Honor
Language requirements:		<p>All the modules are taught in Spanish language; however, it is expected that the following modules will offer an additional English language group (most of them in the spring term):</p> <p>DERECHO ROMANO Y UNIÓN EUROPEA. FUNDAMENTOS JURÍDICOS CLÁSICOS DE LA DEMOCRACIA (Roman Law and the European Union. Democracy's Legal Classical Foundations) DERECHO DE LA UNIÓN EUROPEA (European Union Law)</p> <p>MARKETING (Marketing) DIRECCIÓN ESTRATÉGICA (Strategic Business Management) INGLÉS COMERCIAL (Business English) ÉTICA Y RESPONSABILIDAD SOCIAL CORPORATIVA (Ethics and Corporate Social Responsibility) DESAFÍOS INTERNACIONALES DE LA POLÍTICA ECONÓMICA (International Challenges of the Economic Policy) DIRECCIÓN FINANCIERA (Financial Management)</p> <p>Erasmus+ students are not required to present a specific language certificate. They do not need to pass a specific test neither.</p>				
Accommodation:		<p>Local mentors for international students (Erasmus+ <i>buddies</i>) can help incoming international students to find accommodation in private shared flats in the city. The price is approximately EUR 200 per month (accommodation only).</p> <p>University of Córdoba has its own Residence Hall (<i>Colegios Mayores</i>), the price is aprox. EUR 650-700 per month (food, accommodation and leisure facilities included). Please note that student dormitory is a little away from Faculty of Law and Business and Economic Sciences.</p> <p>Residence Hall (<i>Colegios Mayores</i>): Phone number: (+34) 957218152 e-mail: alojamiento@uco.es website: http://www.uco.es/servicios/aloja/</p>				



UNIVERSIDAD DE CÓRDOBA

Disabled students:	University of Córdoba welcomes students and staff with disabilities and provides an information and assistance centre. Learn more at: http://www.uco.es/educacion/principal/servicios/uane/index.html
Cost of living:	The overall cost of living for a regular Erasmus+ student in Cordoba is around EUR 500-600 per month, including housing, food, books, study materials, transports, etc.
Insurance:	<p>It is compulsory to buy a travel & accidents insurance to enrol in the University of Córdoba. Erasmus+ students are welcome to buy the same insurance that the University of Córdoba offers to its own students, which is provided by a private company at a special price (approximately EUR 19). Nevertheless, any other travel & accidents insurance with an equivalent coverage may also be accepted.</p> <p>It is also highly recommended for all EU inhabitants getting the European Health Insurance Card (blue card) before their arrival: http://ec.europa.eu/social/main.jsp?catId=559&langId=en</p>



Erasmus+ Fact Sheet 2016/2017

Name of the institution	KARL-FRANZENS-UNIVERSITÄT GRAZ
Erasmus code	A GRAZ01
ECHE code:	28563-LA-1-2014-1-AT-E4AKA1-ECHE
PIC:	999873188
Visiting & post address	Universitätsplatz 3 A-8010 Graz Austria/Europe
Head of institution	Professor Dr. Christa Neuper, Rector
Website	http://www.uni-graz.at/

Office of International Relations	Universitätsplatz 3 A-8010 Graz- Austria/Europe fax: +43-316-380-9156
Head of office	Sabine PENDL ph: +43-316-380-2211 / e-mail: sabine.pendl@uni-graz.at
Erasmus+ Institutional Coordinator	Diana AFRASHTEH ph: +43-316-380-1247 / e-mail: diana.afrashteh@uni-graz.at
Bilateral agreements, staff mobility (for teaching/ training)	Diana AFRASHTEH ph: +43-316-380-1247 / e-mail: diana.afrashteh@uni-graz.at Blaž PLOJ (South Eastern European countries and Turkey) ph: +43-316-380-2214 / e-mail: blaz.ploj@uni-graz.at
OUTGOING students/ trainees	Karin SCHWACH ph: +43-316-380-2212 / e-mail: erasmus.outgoing@uni-graz.at
INCOMING students/ trainees	Monika OŠTIR-SCHEIN and Anja HOFFMANN ph: +43-316-380-1246 / e-mail: erasmus.incoming@uni-graz.at
Website	http://international.uni-graz.at/

<u>Academic Calendar</u>	Winter semester <u>Lecture Period:</u> beginning of Oct – end of Jan <u>Examination Period:</u> until mid-Feb	Summer semester <u>Lecture Period:</u> beginning of Mar – end of Jun <u>Examination Period:</u> until mid-July
Website for incoming students	Application for the University of Graz	
Course information	Online course guide Guidelines for course system	
English-taught courses	Search for English-taught courses	

Nomination and Application	<p>Nomination by email to erasmus.incoming@uni-graz.at!</p> <ul style="list-style-type: none"> • first and last name as it appears in the passport, • student's email address, • semester/s student is nominated for, • official name of home university, • field/s and level of study <p>Nomination deadlines: 15th May for the winter semester / whole academic year 15th October for the summer semester</p> <p>We are unable to accept nominations <u>after these deadlines!</u></p> <p>Nominated students will receive an access code for the online registration!</p> <p>Application documents of Erasmus+ students should be sent to: erasmus.incoming@uni-graz.at</p> <p>Application deadlines: 1st June for the winter semester / whole academic year 1st November for the summer semester</p> <p>After having received and processed the complete application documents, students will receive an Admission Letter and our "Welcome Guide".</p>							
Welcome Week	<p>Welcome Events are mandatory and include sessions about orientation / registration / course system:</p> <table border="1" data-bbox="550 891 1428 1093"> <thead> <tr> <th data-bbox="550 891 973 947"><u>Winter semester</u></th> <th data-bbox="973 891 1428 947"><u>Summer semester</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="550 947 973 1025"> Welcome Week I: 05.09.2016 – 09.09.2016 </td> <td data-bbox="973 947 1428 1025"> Welcome Week 16.02.2017 – 22.02.2017 </td> </tr> <tr> <td data-bbox="550 1025 973 1093"> Welcome Week II: 15.09.2016 – 21.09.2016 </td> <td data-bbox="973 1025 1428 1093"></td> </tr> </tbody> </table>		<u>Winter semester</u>	<u>Summer semester</u>	Welcome Week I: 05.09.2016 – 09.09.2016	Welcome Week 16.02.2017 – 22.02.2017	Welcome Week II: 15.09.2016 – 21.09.2016	
<u>Winter semester</u>	<u>Summer semester</u>							
Welcome Week I: 05.09.2016 – 09.09.2016	Welcome Week 16.02.2017 – 22.02.2017							
Welcome Week II: 15.09.2016 – 21.09.2016								
Housing	<p>Erasmus+ students can apply for housing either via the housing office of the Austrian Exchange Service (OeAD) or at the dorms directly.</p> <p>The deadlines for housing applications are 1st June and 1st November.</p>							
Language knowledge	<p>The University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take courses in English must have B2 English knowledge.</p>							
Language courses	<p>3-week German Intensive Language Courses (6 ECTS credits) are offered in September and February before the start of the semester. Also German courses during the semester are offered. Further information</p>							
Welcome guide Approx. rental costs	<p>Welcome Guide for students (incl. living expenses)</p> <p><u>Student dorms</u>: approx. € 200-450 / <u>Apartments</u>: € 600-1200</p>							
Mentor system	<p>Buddy program (pick up and support by Graz student) available for exchange students: http://unigraz.esnaustria.org/</p>							
Students with special needs	<p>The "Integrated Studies" Centre is the central information and contact point.</p>							
Visa requirements	<p>Further information on visa requirements</p>							
Transcripts	<p>Students can print off their transcript through their UNIGRAZonline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp.</p> <p>Transcripts printed on official University's paper, signed and stamped by the director of studies will only be issued upon email request. Please note that transcripts are issued by our Academic Affairs Office. Thus, we can only request the transcript ONCE and only send it once we receive it from this office.</p>							



**International Industrial and Business
Management Semester : Module Descriptors**



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International Industrial and
Business Management
Semester

Module Code : IIBM/BIC

**Business & Intercultural
Communication**

3 ECTS

Module Coordinator(s) : Ms. Carole Cretinon & Ms. Annette Hajzer-Goldberg

Educational Aims:

Raise students' awareness about the ways of working and interacting with people from different cultures in a professional context using a blend of workshops, case studies and problem-solving skills.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

L01 : identify the challenges involved in working in an international professional environment.

L02 : apply the tools to manage conflicts/misunderstandings due to cultural differences.

L03 : participate actively in organizing a professional project in an international context.

L04 : lead a project taking intercultural issues into account.

Assumed prerequisites :

Some experience of working with other nationalities would be an advantage.

Syllabus : (4 or 5 will be chosen, depending on the knowledge previously acquired by the students.

- Getting to know the team - building rapport and understanding.
- Direction - working to common goals.
- Organization - structuring team work.
- Roles - expectations of individual team members.
- Coaching - developing individual team members.
- Feedback – motivating.
- Representing - managing the interface between the team and the outside.
- Conflict - handling conflict between team members.
- Cooperation - working together.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
Oral presentations	50	Participation in class	50

Bibliography / Main Text Books:

Interesting to read :

Comfort, J. & Franklin, P *The Mindful International Manager*

Boothman, N. *Convince in less than 90 seconds*

Date of Last Modifications : January 8, 2016



International Industrial and
Business Management Semester

Module Code : IIBM/IM

**International Issues in
Management**

3 ECTS

Module Coordinator(s) : Dr. Jean-Paul Favre

Educational Aims:

This module aims to enable the student to acquire a structured overview of international management in order to understand the key issues of each business function as well as to prepare relevant decisions.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

- L01** : Embrace both the complexity and unity of international management.
- L02** : Master and analyze the key factors to develop a policy for each business function.
- L03** : Identify reliable sources and obtain useful data.
- L04** : Prepare relevant decisions.
- L05** : Set appropriate and effective operational processes.

Assumed prerequisites :

The student should have a basic knowledge of management, organization structure, marketing, finance, and international environment.

Syllabus :

- Why and how to go international for a company.
- Key issues of the contemporary international environment.
- International organization design and challenges.
- Risks and opportunities of international finance management for a company.
- International HR management.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1 two-hour written exam	50	1 business case + 1 group oral presentation	50

Bibliography / Main Text Books:

Date of Last Modifications : January 8, 2016



International Industrial and
Business Management Semester

Module Code : IIBM/EM

Export Management

3 ECTS

Module Coordinator(s) : Ms. Sophie Oblette

Educational Aims:

This module aims to enable the student to acquire an awareness of the activities of companies in their international business development and an understanding of strategic business models and their practical application in different international contexts, as well as developing appropriate strategies to manage a customer portfolio.

Students will have the opportunity to develop their skills on a range of techniques that will allow them to understand the complexity of relationship management.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

L01 : Demonstrate an understanding of the link between export capability and export opportunity, and market selection.

L02 : Outline a step-by-step approach to identify, screen and select export markets.

L03 : Identify cross-cultural issues that influence export strategy planning and implementation.

L04 : Map and analyze customer relationships.

L05 : Formulate a monitoring plan for customer satisfaction and customer defections.

L06 : Evaluate different options for business development and various techniques to generate customer loyalty in an international context.

Assumed prerequisites :

Some knowledge of basic marketing planning concepts and know how to interpret them.

Syllabus :

- Business environment
- Strategic options versus company objectives
- Environment appraisal (product development, pricing and distribution context)
- Competition & risks mapping
- Planning and key milestones (timelines and targets)
- Key performance indicators and scorecard (sales, customer satisfaction, claims, etc)
- Critical thinking and adaptation skills in business situations

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1 two-hour written exam	50	1 group oral presentation	50

Bibliography / Main Text Books:

Date of Last Modifications : January 8, 2016



International Industrial and
Business Management Semester

Module Code : IIBM/SIM

**Strategic Innovation
Management**

3 ECTS

Module Coordinator(s): Dr. Anne Berthinier-Poncet

Educational Aims:

This module aims to enable students to understand the main issues of the management of innovation and to appreciate the relevant skills needed to manage innovation at both strategic and operational levels.

The management of innovation is one of the most important and challenging aspects of modern organization. Innovation is a fundamental driver of competitiveness and it plays a large part in improving quality of life. Given this, it is essential that students understand the strategies, tools and techniques for managing innovation, which often requires a different set of management knowledge and skills from those employed in everyday business administration.

Learning Outcomes:

On completion of the module, the student is expected to be able to:

- L01:** Understand the definitions and concepts of innovation, invention and research and development.
- L02:** Explore main models of innovation.
- L03:** Identify opportunities and possibilities for competitive advantage through innovation.
- L04:** Utilise innovation management tools to map and measure innovative activities.
- L05:** Understand how to capture value from innovation.
- L06:** Understand how to nurture innovative capacity in the firm and how to build a creative organization.
- L07:** Assess the benefits of collaboration for innovation.

Assumed prerequisites:

The student should have some knowledge of business administration and management tools. Basic knowledge of innovation and strategy would be an advantage.

Syllabus :

PART 1 – MANAGING INNOVATION

- 1.1. What is innovation and why does it matter?
- 1.2. Innovation strategy
- 1.3. Leadership and organisation of innovation
- 1.4. Innovation as a core business process

PART 2 – SEARCHING FOR INNOVATION

- 2.1. Sources of innovation
- 2.2. Innovation networks and communities of innovators
- 2.3. Open innovation and collaboration for innovation

PART 3 – CAPTURING VALUE FROM INNOVATION

- 3.1. Developing new products and services
- 3.2. Commercialization and diffusion of innovation
- 3.3. Exploiting Knowledge and Intellectual Property

In each session, there will be an in-class, case-based exercise. All students are expected to participate in the exercises.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1 two-hour written exam	50	1 group oral presentation	50

Bibliography / Main Text Books:

Tidd & Bessant, *Strategic Innovation Management*, Wiley, 2014. (required reading)

Dodgson, M., Gann, D. and Salter A. *The management of technological innovation: strategy and practice*, Oxford University Press, 2008.

Tidd & Bessant, *Managing Innovation, Integrating technological, market and organizational change*, 5th edition, Wiley, 2014.

Date of Last Modifications: January 8, 2016



International Industrial and Business Management Semester

Module Code : IIBM/PM

Managing and Monitoring Projects

3 ECTS

Module Coordinator(s) : Mr. Philippe Helf

Educational Aims:

The goal of this module is to enable students to identify and describe main processes with the relevant tools & techniques to conduct projects.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

- L01** : Develop a project management plan.
- L02** : Communicate around a project.
- L03** : Manage stakeholders.
- L04** : Develop the project schedule.
- L05** : Create the cost management plan.
- L06** : Create the risk register.

Assumed prerequisites :

A general overview of project management would be an asset to handle the in-depth analysis of the most common processes used in project management that will be covered in this module.

Syllabus :

- Initiating/ Planning/Executing/Monitoring and controlling/ Closing phases.
- Project management plan.
- Stakeholders analysis.
- Work Breakdown Structure (WBS).
- Communication methods and technologies.
- Probability & impact matrix.
- Project acceptance.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Type & duration</i>	<i>% of Module mark</i>
Two-hour exam	50	Practical case assignment	50

Bibliography / Main Text Books:

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition
ISO 21500:2012 Guidance on project management

Date of Last Modifications : January 8, 2016



International Industrial and Business Management Semester

Module Code : IIBM/QM

Management and Improvement using Quality

3 ECTS

Module Coordinator(s) : Dr. Stéphane Tichadou, Mr. Paul Jones

Educational Aims:

This module aims to enable the student to identify and describe the processes and the objectives of a Quality Management system as well as participate in its construction and improve the processes.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

- L01** : Make the personnel aware and accompany them in activities linked to quality (approach, processes, procedures, tools...).
- L02** : Know how to map a process.
- L03** : Use continuous improvement methods.
- L04** : Analyze the company's quality management system (current state, approach and deployment, possible improvements and future objectives).

Assumed prerequisites :

The student should have some knowledge of different quality standards and know how to interpret them.

Basic knowledge of company organization would be an advantage.

Syllabus :

- Seven basic quality tools
- Quality vs. customer satisfaction
- Continuous improvement : PDCA and DMAIC
- Process mapping
- Auditing, Assessment
- ISO 9001 requirements
- Quality management case studies

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
Type & duration	% of Module mark	Number & form	% of Module mark
1-hour written exam	20	1 group work (process approach)	40
		1 group work (quality tools)	20
		1 company analysis report	20

Bibliography / Main Text Books:

ISO 9000 family of standards

Date of Last Modifications : January 8, 2016



International Industrial and
Business Management
Semester

Module Code : IIBM/SCM

Supply Chain Management

3 ECTS

Module Coordinator(s) : Dr. Julien Boissière and Mrs. Chantal Bonnefous

Educational Aims:

This module aims to enable the student to understand the cross-functional integration in a supply chain, the strategy, the planning, the operation and the extension of logistics.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

- L01:** Understand the global supply chain of a company.
- L02:** Identify key features and stakes of a given supply chain.
- L03:** Drive a procurement strategy.
- L04:** Propose and implement solutions for supply chain performance.

Assumed prerequisites :

The student should have some knowledge about Materials and Operations Management.

Syllabus :

- General facts and concepts about Supply Chain Management.
- Introduction to flow management and issues (Lean & MRPII).
- Modelling and understanding the Supply Chain (SCOR model, KPI, maturity of SC and organization).
- Procurement (strategy & supplier selection).
- Practical solutions (EDI/VMI/Multipick/MultiDrop/Cross docking/Functional Spinoff).

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1-hour written exam	50	Project	50

Bibliography / Main Text Books:

Chopra, S., Meindl, P. *Supply Chain Management : Strategy, Planning and Operation*, 2015
 Lundesjo, G. *Supply Chain Management and Logistics in construction*, 2015
 Mau, M. *Supply Chain Management*, 2016

Date of Last Modifications : January 8, 2016



International Industrial and Business Management Semester

Module Code : IIBM/BIM

Business Information Systems

3 ECTS

Module Coordinator(s) : Dr. Vincent COUTURIER

Educational Aims:

This module aims to enable the student to use and customize an ERP system (manufacturing modules) as well as generate business analytics (dashboards & reports) from this system.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

- L01** : Use some ERP manufacturing modules (Odoo v8)
- L02** : Customize the process and features of manufacturing modules (Odoo v8)
- L03** : Configure supply chain routes (Odoo v8)
- L04** : Create reports and dashboards on manufacturing data with Microsoft Excel (pivot tables) and Powerpivot
- L05** : Apply skills to new requirements (new company)

Assumed prerequisites :

The student should have some knowledge of manufacturing principles (manufacturing order, MRP, etc.). Basic knowledge of Microsoft Excel would be an advantage.

Syllabus :

- Introduction to Enterprise Resource Planning systems
- ERP manufacturing modules (use and customization)
- Performance key indicators
- Business analytics with Microsoft Excel and PowerPivot

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1 two-hour practice exam	50	1 group report	50

Bibliography / Main Text Books:

Bradford, M. *Modern ERP: Select, Implement, and Use Today's Advanced Business Systems*, 2015.
 Moss, G. *Working with Odoo*, Packt Publishing, 2015.
 Pinckaers, F., Gardiner, G. *Open ERP for Retail and Industrial Management*, Tiny SPRL, 2009.

Date of Last Modifications : January 8, 2016



International Industrial and
Business Management
Semester

Module Code : IIBM/FLC

**French Language and
Culture**

3 ECTS

Module Coordinator(s) : Ms. Maïté Houx-Lillis

Educational Aims:

Université Savoie Mont Blanc has 3 locations. This module will be organized on the Annecy site so as to include all the other international students present in the different faculties during the autumn semester. The students will be offered the possibility of following one French language and culture course, depending on the knowledge the student has already acquired. Which course the student attends (levels A1, A2, B1 or B2 : Common European Framework for Languages) will depend upon the student's knowledge of the French language.

Learning Outcomes :

On completion of the appropriate module, the student is expected to be able to :

- L01** : communicate better in the French language;
- L02** : have a better understanding of the way French society works in everyday life;
- L03** : explain the specific values that underpin French society.

Assumed prerequisites :

It will depend on the student's knowledge.

Syllabus :

This will be communicated soon, and will depend on the level followed.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
<u>To be determined</u>			

Bibliography / Main Text Books:

Date of Last Modifications : January 8th, 2016



International Industrial and
Business Management Semester

Module Code :

Group Project

3 ECTS

Module Coordinator(s) : Ms. Juliette Valentin, Mr. Paul Jones

Educational Aims:

The student works in a group project that aims at solving a specific managerial or business issue for an industrial company.

This module aims to enable the student to solve effective managerial problems by using relevant study methods and techniques, and to report on steps and the results of the study.

Learning Outcomes :

On completion of the module, the student is expected to be able to :

L01 : Have & build a general personal culture about industrial business issues.

L02 : Know how to lead a research study to solve managerial problems.

L03 : Construct and implement a study research plan.

L04 : Make managerial recommendations.

L05 : Create a professional written report & a convincing oral presentation to report on the conduct of and the results of a study.

L06 : Work as part of a team on a project.

Assumed prerequisites :

The student should have some knowledge of problem-solving and experience of working in teams.

Syllabus :

- Developing « business culture »- company visits & conferences.
- Defining managerial problems & relevant methods to solve it.
- Implementing a study research plan.
- Presenting results – professional report & oral presentation.

Assessment Method(s) (including percentage breakdown and duration of exams):

Examinations		Coursework	
<i>Type & duration</i>	<i>% of Module mark</i>	<i>Number & form</i>	<i>% of Module mark</i>
1 group written report	50	1 group oral presentation	50

Bibliography / Main Text Books:

Date of Last Modifications : January 6, 2016

Application Form 2016 for the International Industrial & Business Management Semester

photo

FOR OFFICE USE ONLY

Date received:/...../.....

1. Personal details

First Name : Surname :

Date of Birth (dd/mm/yy)..... Male/Female * (delete as appropriate)

Address.....

.....

Postcode City.....StateCountry.....

Mobile phone (including international code)

Home phone (including international code)

E-mail

Nationality :

Passport number:..... Date of expiry :

Country of Birth :

Country of permanent residence :

Date of first entry in France :

2. Special needs

Do you have a disability or any special needs?

Yes : No : *If yes, please provide full details in a separate document.***3. Academic Qualifications**

The applicant should chronologically list all subjects taken with the corresponding results/grades. If you are waiting for the results, please write "pending" in the result column.

Level	Program of study	Date(mm/yy)	Name of institution	Result

4. English Language Requirements

Do you have any of the following English Language Qualifications?

TOEFL : TOEIC : IELTS : CAMBRIDGE : PEARSON TEST : WELT :

Other :

Grade/score :

Date of issue :

5. Work experience

Please give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job title, Nature of work/training	Name of organization	From (mm/yy)	To (mm/yy)	Full or part-time

6. Personal statement

In a separate cover letter, please state your reasons for choosing the course, relevant experience, career plans and then attach it to this application form.

Please also enclose / attach your resume / CV.

7. How did you find out about this Bachelor?

Internet : University: Press : Friends: Parents : Company :

Other :

8. References

References (from University or Company) can be sent with the application form.

They should be sent on official headed paper and in a separate sealed envelope.

9. Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete.

Applicant's signature..... **Date** :

<p>Attached / enclosed documents :</p> <ul style="list-style-type: none">• 1 photo (passport type)• Copy of your diploma• Copy of all your transcripts of records• Copy of your passport• Resume / CV• Cover letter (application letter)• References• (Special needs, if applicable)	<p>Submit your form to :</p> <p>IUT d'Annecy International Office BP 240 74942 Annecy le Vieux cedex – France</p> <p>+33 4 50 09 22 10 / 23 13 relations-internationales.iut-acy@univ-savoie.fr www.iut-annecy.fr</p>
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The form must be filled in legibly.

ACCOMMODATION REQUEST

Annecy + Annecy-le-Vieux

1. Name and surname : _____
2. Gender : female / male
3. Nationality : _____
4. E-mail : _____
5. Home institution and country : _____

6. Estimated date of arrival : _____
** Regardless of your arrival date (even if you arrive on the 30th!), the whole month's rent must be paid.*
7. Please tick A or B :
 A I need help from the Université Savoie Mont Blanc in searching for accommodation, however, I know that the **Université Savoie Mont Blanc can't guarantee that I will even get any.**
 B I'll make my own arrangements for accommodation.
8. What is the maximum amount you are ready to spend for accommodation, per month, without deduction of a housing grant?
 400 euros 450 euros 500 euros 550 euros 600 euros 650 euros 700 euros
9. Do you have a disability? : _____

10. Are you open to flat-sharing? : yes / no
11. Notes : _____

You must return your accommodation request as well as your application form **by e-mail and by post before May 15th, 2016.**

You will receive the answer (yes or no) no later than one month before your arrival.

BOOKING OF ACCOMMODATION

If we have a room for you in a Student Dormitory (you will know it no later than one month before your arrival), you must book by paying a deposit to the Student Dormitory's bank account. You will only have **a week to pay this deposit**; otherwise, the room will be allocated to another student.

** A deposit is an amount of money, generally equivalent to the cost of one month's rent that you must pay before your arrival to book the room; Student Dormitory will refund it to you at the end of your stay (provided there has been no damage reported on the survey).*

We draw your attention to the fact that once the deposit paid, there is no possible cancellation except in case of unavoidable situation (death, illness, accident, visa refusal...).

HOUSING GRANT

The French Government allocates a housing grant (a reimbursement of approximately 40% of a month's rent) to which you may be eligible if your accommodation matches the criteria stated by the «Caisse d'Allocations Familiales» (CAF), which applies to Student Dormitories. This grant is not paid during the first month of renting. To gain this benefit, you must contact the CAF immediately upon your arrival in France, fill in a special form and provide the required documents, specifically:

- your Identity Card;
- Birth Certificate translated in French (an official translation in French is required for outside European countries)
- Bank Account Details (RIB) given by the bank at the opening of an account in France.

If you have any question about accommodation and enrollment, please contact us by e-mail:

relations-internationales.iut-acy@univ-savoie.fr

As you asked Université Savoie Mont Blanc to help you in searching for accommodation, you are committed to respect Student Dormitory's rules and to not change the accommodation without obtaining a prior consent of the Université Savoie Mont Blanc and the concerned Student Dormitory.

« Read and approved »

Student's signature

Date



Institutional Data Sheet

GENERAL INFORMATION

Institution	Leipzig University - D LEIPZIG01
General website	www.uni-leipzig.de
Website for credit mobility students	www.zv.uni-leipzig.de/erasmus/in
International Centre - address	Leipzig University - International Centre Goethestr. 6 04109 Leipzig, Germany
International Centre - director	Dr. Svend Poller phone: +49 341 97 32020 fax: +49 341 97 32049 email: aaa@uni-leipzig.de
International Centre - contact Inter-Institutional Agreements	Anne Vorpapel phone: + 49 341 97 32031 email: anne.vorpapel@zv.uni-leipzig.de erasmus.agreements@zv.uni-leipzig.de
International Centre – contact incoming students	Christiane Schmidt phone: + 49 341 97 32023 email: christiane.schmidt@zv.uni-leipzig.de
International Centre – contact outgoing students	Ines Remer phone: + 49 341 97 32022 email: ines.remer@zv.uni-leipzig.de
Departmental coordinators	Via database - www.uni-leipzig.de/kiss

DATES

Academic calendar	Winter semester: 01/10 – 31/03 Summer semester 01/04 – 30/09
Academic calendar per year	www.zv.uni-leipzig.de/en/study/organising-your-studies/academic-calendar.html
Applications deadline for nominated exchange students:	
For winter semester [dd/mm]	15/07
For summer semester [dd/mm]	15/01
Transcript of Records procedure:	Students need to contact the departmental coordinator. Information on departmental coordinators at Leipzig University: www.uni-leipzig.de/kiss

LOCAL GRADING SYSTEM OF THE INSTITUTION

Local Grade	German Description	English Description
1,0 – 1,5	sehr gut - eine hervorragende Leistung	very good – an excellent performance
1,6 – 2,5	gut - eine Leistung, die erheblich über den durchschnittlichen Anforderungen liegt	good – a performance above average
2,6 – 3,5	befriedigend – eine Leistung, die durchschnittlichen Anforderungen entspricht	satisfied – a performance according to average requirements
3,6 – 4,0	Ausreichend – eine Leistung, die trotz ihrer Mängel noch den Anforderungen genügt	passed – a sufficient performance despite mistakes
> 4,0	nicht ausreichend – eine Leistung, die wegen erheblicher Mängel den Anforderungen nicht mehr genügt	failed – an insufficient performance

INCOMING STUDENT INFO

Study as an exchange student, incl. application procedure	www.uni-leipzig.de/erasmus/in
Course catalogues	http://service.uni-leipzig.de/vvz/
Study fields for exchange	according to the nomination that corresponds to the fields of studying as agreed in the inter-institutional agreements information available via www.uni-leipzig.de/kiss
Study guides	www.uni-leipzig.de/studyprogrammes
German language courses, e.g.	www.uni-leipzig.de/en/learninggerman/ The Preparatory German Language and Orientation Course starts three weeks prior to the semester with German language instruction, interactive tasks, exploring university related issues, cultural events and field trips. Costs (subject to change): approx. 105 EUR
Required language skills in teaching language	B1 (CEFR)
Insurance	www.uni-leipzig.de/erasmus/in -> Health Insurance
Visa	www.uni-leipzig.de/erasmus/in -> Visa

HOUSING

Is housing guaranteed?	Housing is not guaranteed but there is a wide range of reasonably-priced apartments and rooms in Leipzig.
Student Accommodation	Studentenwerk Leipzig lets ready-furnished rooms to students of Leipzig University. Please, check out their website for detailed information on rents and applications procedure etc.: http://www.studentenwerk-leipzig.de/en/housing Additionally, the International Centre provides a service to find rooms in student-shared-apartments. www.uni-leipzig.de/erasmus/in -> Living in Leipzig

COSTS:

Cost of living	about 650 EUR per month - this figure is only an estimate and may vary Rent for apartment/room: around 150 EUR - 250 EUR Health insurance: around 80 EUR Study materials: around 50 EUR Food, clothing, miscellaneous requirements: around 250 EUR
Semester contribution (Student ID and semester ticket for public transport)	-semester contribution (due each semester): 197,50 EUR (may vary) -student ID "UniCard" deposit (due once): 10,-EUR www.uni-leipzig.de/erasmus/in -> semester fee

FACT SHEET 2016-2017



LISBON
SCHOOL OF
ECONOMICS &
MANAGEMENT
UNIVERSIDADE DE LISBOA



LISBOA
UNIVERSIDADE
DE LISBOA



ACCREDITATION



MEMBER



RANKING



CERTIFICATION



WELCOME MESSAGE

Welcome to ISEG, the School of Economics and Management of the Universidade de Lisboa (ULisboa).

At ISEG you will find a culture of excellence and achievement alongside a climate of inclusiveness and cooperation. This is made possible by the mutual collaboration of students, faculty and support staff. It is this environment that has enabled our school to educate a large number of business and political leaders and also to develop a strong academic reputation over its more than 100-year history.

Served by a faculty of recognized merit, ISEG has followed a strategy of internationalization, both in terms of research and teaching and it is well represented in international research networks. Two of our Bachelor degrees, five Masters Degrees and two Doctoral programmes are entirely taught in English. Exchange agreements with more than 140 universities exist for both faculty and students alike. We also provide several joint degrees with internationally-renowned universities and we are proud to possess relevant international accreditations.

For all these reasons, ISEG is one of the most sought-after destinations in Portugal for international university exchange programmes and it currently hosts more than 500 foreign students. The number of international students attending full degree programmes has grown year after year, and we expect to maintain this trend.

See you soon!



Professor Mário Caldeira
Dean



Professor Rosa Borges
Vice-Dean
for International Relations

Universidade de Lisboa



Schools



Students



Programs



Outgoing



Incoming

ISEG-School Facts



Students



International Students



Incoming



170 Partners
in 34 Countries

International Mobility Office Contacts



Ms. Sónia Domingues
Institutional Coordinator



Ms. Rita Jordão
Coordinator and Responsible for
Incoming Mobility



Ms. Cláudia Sousa
Responsible for Outgoing Mobility



Mr. Luis Perez
International Mobility Assistant

ACADEMIC CALENDAR 2016-2017

1st Semester (Fall)

Welcome Day: 09th September 2016

Lectures: 12th^A / 19th^B September to 16th December 2016

Assessment Periods: 3rd January to 4th February 2017

2nd Semester (Spring)

Welcome Day: 10th February 2017

Lectures: 13th^A / 20th^B February to 26th May 2017

Assessment Periods: 05th June to 08th July 2017

- A** Undergraduate Courses
- B** Master Courses

Academic Information

Academic Information

All the information regarding courses offered in English Language, Academic Calendar, Assessment and other useful information may be consult through the following link: <http://goo.gl/g0rups>

Nomination/Application Deadline

Fall semester/Academic Year: May, 30th 2016
Spring semester: October, 30th 2016

Recommend Language Skills

Language of instruction English: B1 level*
Language of instruction Portuguese: B2 level*

Workload

The normal workload is 30 ECTS per semester.

Official Transcripts

Transcripts are available for all students to download directly from the Faculty's portal "AQUILA" by the end of each semester.

Grading System

For further information about Portugal National Grading System and ECTS grading conversion, please follow the next link: <https://goo.gl/MvIk2g>

*Common European Framework of Reference for Languages

Useful Information

Cost of Living Expenses

The cost of living in Portugal is lower than in most EU countries. Below you can find an average monthly budget:

Expenses	Price (average)
Accommodation	300€ / 350
Meals	200€ / 250€
Transports	35€ / 40€
Leisure	100€ / 120€
University (books, etc.)	50€
Total	685€ / 810€

Entry Procedures/Visa

To live in Portugal all students must have a travel document, such as a valid passport or a national ID card. Nationals of non-EEA countries must apply for a Study Visa.

This is a special permit for foreign students coming to Portugal (unless the country and Portugal have an agreement which provides exemption from visas). The Visa has to be obtained from the Portuguese diplomatic representative of the home country. This document may be granted on various entry bases

Accommodation

There is no on-campus accommodation at ISEG, but students may find private accommodation either in private student's residences, studios, rooms with a family or shared flats in central Lisbon



UNIVERSITY OF MANNHEIM
Schloss
68131 Mannheim
Germany
www.uni-mannheim.de
ERASMUS CODE: D Mannhei01
PIC: 999878135

INTERNATIONAL OFFICE
University of Mannheim
68131 Mannheim
Phone: +49 (0) 621 181 1151
Fax: +49 (0) 621 181 1161
E-mail: aaa@verwaltung.uni-mannheim.de
www.uni-mannheim.de/aaa
Please see our contact information sheet for more details.

ACADEMIC CALENDAR

Fall Semester 2016

Term period: August 1 - January 31
Lecture period: September 5 - December 12
Exam period: December 9 - 22

Spring Semester 2017

Term period: February 1 - July 31
Lecture period: February 13 - June 2
Easter Holidays: April 10 - April 22
Exam period: June 3 - 19

STUDENT NOMINATIONS

Period for Student Nominations

For the fall semester 2016: already passed
For the spring semester 2017: **September 15 - October 15, 2016**

Unfortunately we cannot accept late nominations. We ask you to distribute the number of students evenly in the fall and spring semester.

New Nomination Procedure (starting Spring Semester 2017)

From now on, nominations have to be entered directly into our new **online nomination portal**. The link to the portal will be sent to all partners before the beginning of the nomination period. **Nominations via e-mail can no longer be accepted.**

Student Application

If you have already sent us your nominations for the Spring semester 2017, please nominate the students **again via our application portal**. After the nominations have been submitted, we will contact the students with instructions about

**Required Application Documents
Deadline for Online Application**

completing the online application.
online application (no hardcopies required)
Students must complete our online application
by:

Deadline for extension requests

May 10 for the fall semester at the latest
October 31 for the spring semester at the latest
Should your student wish to extend his exchange
semester, please send a request to Ms Gabriele
Vath (vath@verwaltung.uni-mannheim.de)
before the respective deadline: **May 1** for the fall
semester

October 15 for the spring semester
We will then contact the respective Mannheim
School for approval.

ARRIVAL AND ORIENTATIONS

Arrival and Orientations

We request that students arrive one week before
the start of lectures in order to enrol and attend
the Welcome Week.

The Welcome Week is mandatory and includes:

- an introduction to the study system
- campus tour and welcome reception
- faculty-specific sessions

COURSES

Course Catalogue

The course list will be published on www.uni-mannheim.de/aaa/courses. Exchange students must take the majority of courses from the school to which they are coming on exchange. However, they can choose 1-2 courses from the university-wide elective courses of other schools.

**Required Course Load
Exam Period**

depends on home institution
Generally there will be final exams in December
and June, respectively. Students are responsible
for exam registration.

Grading System

1,0 - 1,5	excellent
1,6 - 2,0	very good
2,1 - 2,5	good
2,6 - 3,5	satisfactory
3,6 - 4,0	sufficient
4,1 - 5,0	non-sufficient / fail
(mit Erfolg) bestanden	passed (successfully)
(regelmäßig) besucht	attended (regularly)

Transcript of Records

A Transcript of Records will be issued no later
than 8-12 weeks after the exam period.

Language of Instruction

German and English– depending on the school,
students can also choose from a wide range of
classes in English.

RECOMMENDED LANGUAGE SKILLS

It is required that students have either good German language skills OR a good level of English (at least B2 according to the Common European Framework of Reference for Languages). The University of Mannheim reserves the right to deny admission into courses for students who do not have the requested level. We expect the home university to make sure that the students possess the required language competence.

LANGUAGE SUPPORT

Preparatory German Language Courses

➤ Before the Semester

International Winter Academy:

January 9 – February 3, 2017

International Summer Academy:

August 1-29, 2016

The International Summer/Winter Academy is a four-week intensive language course including seminars about German culture and society.

Costs

~ € 570 (this is a special price for our partner universities)

Registration Deadline

June 15 and November 30, respectively

German Language and Terminology Courses

➤ During the Semester

German language and terminology courses are offered by the International Office during the semester for a small administrative fee (€ 15 per course). There are a range of German classes, including general language courses at different levels and specific German courses (e.g. Business German, European Union, Cultural Studies, etc.). As a rule, students can take a maximum of 3 courses per semester.

FACILITIES AND STUDENT SERVICES

In order to cover the costs of the student services, by law, every student enrolled in a German university - including exchange students - has to pay a semester contribution. The contribution is currently **€ 73.50** per semester.

Campus Facilities

- Access to computer facilities including wireless internet access and university e-mail account
- Student tutors
- Academic advisors
- Access to University sports facilities
- Career counselling
- University cafeterias
- University libraries
- Student housing

Special needs and Disability Support

The Counsellor for disabled students provides support for students with disabilities and ongoing illnesses. Please inform the International Office in advance when nominating the student(s) so we can ensure your student will be offered the appropriate support.

Excursions and Trips

Excursions organized by the International Office and student organizations, e.g.:

- City trips to Frankfurt, Strasbourg, Bonn
- International Dinner
- Company visits

Buddy Program

Students have the opportunity to be matched with a local student for support.

HOUSING

Pick-up Service

Students can arrange an individual pick-up with their buddy. The International Office is only a short walk from the main train station.

Student Housing

Students can apply for student residences or look for a room on the private market. For exchange students from overseas, we offer a very limited number of places in our off-campus student residences: single bedrooms in student dormitories for € 280* - 320*, apartments € 330* - € 390*. Rooms on the private market start at € 280. There are furnished rooms (shared kitchen and bathroom) in several dormitories in different areas of Mannheim. After being accepted by the University of Mannheim, the student will receive the link and personal password for our online portal myUniMA, along with detailed information on the private housing market. *Please note that the housing situation in Mannheim is a lot more relaxed in the spring semester. Thus, if students have the option between fall and spring, we recommend students to come during the spring semester.*

*subject to change

Contact

Accommodation Office at the International Office

Tel: +49 (0) 621 181 1158

housing@uni-mannheim.de

HEALTH INSURANCE

EU members: are exempted from having to purchase German health insurance if they present the EHIC (European Health Insurance Card) during enrolment. Non-EU members: **we strongly recommend all our exchange students from non-EU countries to purchase a statutory German health insurance.** Students will have the opportunity to buy German health insurance after their arrival in Mannheim. It costs about € 85 per month (standard price for students from all health insurance companies).

VISA REQUIREMENTS

Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa. Members of the following countries do not need an entrance visa/ student visa either, but will have to register at the foreign residence office and apply for a residence permit after their arrival in Germany: Australia, Brazil, El Salvador, Israel, Japan, Canada, New Zealand, South Korea, USA. Students of all other countries should obtain a visa as soon as they have received their letter of acceptance.

PRACTICAL INFORMATION

Estimated Costs of Living Public Transport

Approx. € 700 - 750 per month (including rent)
Students can buy a semester ticket at the current price of € 155 for unlimited public transportation in the greater Mannheim area.

THE CITY OF MANNHEIM AND ITS SURROUNDINGS



- Modern city located in a beautiful region in the North-western corner of the state of Baden-Württemberg
- Only 35 min away from Frankfurt International Airport
- 320,000 inhabitants
- Heart of the Rhine-Neckar Metropolitan Region with about 2.4 million people: one of the most important business locations in Germany, with renowned scientific research institutions and a very high quality of life
- Perfect starting point to explore Germany and the rest of Europe

Updated: July 2016

NAME OF THE INSTITUTION	University of Pardubice (CZ PARDUB01)
Postal address	Studentská 95, 532 10 Pardubice Czech Republic
University website	www.uni-pardubice.eu
Exchange students webpage	http://www.upce.cz/english/study/exchange-programmes.html
Contact for incoming students	Ing. Kateřina Koubová +420 466 036 725 Katerina.koubova@upce.cz
Contact for outgoing students	Mgr. Jana Voltrová +420 466 036 496 jana.voltrova@upce.cz
Contact for cooperation agreement	Mgr. Věra Albrechtová +420 466 036 350 vera.albrechtova@upce.cz

INFORMATION FOR INCOMING STUDENTS

LANGUAGE OF INSTRUCTION AND COURSES	Language of instruction 1:		English
	Requirements for EU students and non-EU students (TOEFL, IELTS, university certificate, etc):		B1 English Proficiency Level (any certificate or confirmation)
	Courses offered to incoming exchange students in the language of instruction 1		www.upce.cz/english/study/exchange-programmes/ects-catalogue.html
	Language of instruction 2:		Czech
	Requirements for UE students and non-EU students (TOEFL, IELTS, university certificate, etc):		B2 Proficiency Level
	Courses offered to incoming students in the language of instruction 1	http://ects.upce.cz/search?lang=en	
Assessment and grading :	Grade	Grade in words (English/Czech)	
	1	excellent	výborně
	1,5	excellent minus	výborně mínus
	2	very good	velmi dobře
	2,5	very good minus	velmi dobře mínus
	3	good	dobře
	4	fail	nevyhověl
	R*	course completed - no grade	předmět splněn
	absolvoval s vyznamenáním	passed with honours	
absolvoval	passed		

Application deadline	Fall Semester : 15.5.2016 (students who need visa) and 30.6.2016 (other EU students) Spring Semester : 15.10.2016 (students who need visa) and 30.11.2016 (other EU students)
Nomination/application instructions	www.upce.cz/english/study/exchange-programmes/application-procedure.html
Academic calendar	http://www.upce.cz/english/study/exchange-programmes/academic-calendar.html
Accommodation :	www.upce.cz/english/study/ects-information/accommodation.html
Immigration (visa) :	<p>Students coming from EU countries do not need visa. Other international students can get information about visa application procedure at the Czech embassies or consulates in their home countries or they can consult the website of the Ministry of Foreign Affairs of the Czech Republic. To be able to get the visa confirmed after your arrival at Immigration department, you must be insured for the whole period of your stay. We recommend you to administrate the health insurance in your country before departure.</p> <p>If you need VISA, ask at the Czech Embassy/Consulate in your home country about procedure; remember than you need the forms from us and Visa applications should be submitted to the Embassy at least 60 days before the planned date of departure. It is not possible to apply for the visa in the Czech Republic.</p>
Health insurance :	www.upce.cz/english/study/ects-information/insurance.html
Other useful information :	http://www.upce.cz/english/study/ects-information.html

ERASMUS+ Key Data Sheet

2016/2017 Academic Year



Legal name of Institution: **University of Finance and Administration**
Rector: Dr. Bohuslava Šenkýřová
Erasmus Code: CZ PRAHA13
Address: Estonská 500, 101 00 Prague 10, Czech Republic
Phone | Fax: +420 210 088 819 | +420 210 088 851
Web page: www.vsfs.cz/en
E-mail: erasmus@vsfs.cz

INTERNATIONAL CONTACTS

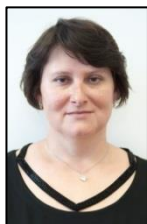
Vice-rector for Education and External Relations



Institutional Coordinator

Doc. RNDr. Petr Budinský, CSc.
mobile: +420 602 228 025
phone: +420 210 088 821
petr.budinsky@vsfs.cz

Team of International Communication



Incoming students

Ing. Martina Šudřichová, Ph.D.
mobile: +420 724 126 138
phone: +420 210 088 819
erasmus@vsfs.cz



Outgoing students

Jitka Vlčková, DiS.
mobile: +420 724 126 138
phone: +420 210 088 819
erasmus@vsfs.cz

ECTS Departmental Coordinator



Faculty of Economic Studies

doc. Mgr. Ondřej Roubal, Ph.D.
mobile: +420 724 681 765
phone: +420 210 088 823
ondrej.roubal@vsfs.cz

ACADEMIC CALENDAR 2016/2017

Winter Semester

Orientation week: 26th September
Semester Commences: 3rd October
Christmas Holidays: 22st Dec – 1st Jan
Semester Ends: 21st December
Examination period: 2nd Jan – 4th Feb

Summer Semester

Orientation week: 30th January
Semester Commences: 6th of February
Good Friday: 25th March
Easter Monday: 28th March
Semester Ends: 27th April
Examination period: 2nd May – 3rd June

Application Deadline for ERASMUS Students

- **31 May 2016** for Winter Semester 2016
- **30 November 2016** for Summer Semester 2017

Please look at our webpage:

<http://www.vsfs.cz/en/?id=1515-erasmus>

<http://www.vsfs.cz/en/?id=2084-application-form>

**INFORMATION SHEET
FOR EXCHANGE STUDENTS
AUTUMN 2016**

INSTITUTIONAL INFORMATION			
University	Lapland University of Applied Sciences (Lapland UAS)		
Address	<table border="0"> <tr> <td>Rovaniemi: International Relations Office Jokiväylä 11 C 96300 ROVANIEMI FINLAND</td> <td>Kemi and Tornio: International Relations Office Lumikontie 2 96400 KEMI FINLAND</td> </tr> </table>	Rovaniemi: International Relations Office Jokiväylä 11 C 96300 ROVANIEMI FINLAND	Kemi and Tornio: International Relations Office Lumikontie 2 96400 KEMI FINLAND
Rovaniemi: International Relations Office Jokiväylä 11 C 96300 ROVANIEMI FINLAND	Kemi and Tornio: International Relations Office Lumikontie 2 96400 KEMI FINLAND		
Contact persons for incoming students	<table border="0"> <tr> <td>Rovaniemi: Kirsi Pulkka kirsi.pulkka@lapinamk.fi</td> <td>Kemi and Tornio: Kati Kehusmaa kati.kehusmaa@lapinamk.fi</td> </tr> </table>	Rovaniemi: Kirsi Pulkka kirsi.pulkka@lapinamk.fi	Kemi and Tornio: Kati Kehusmaa kati.kehusmaa@lapinamk.fi
Rovaniemi: Kirsi Pulkka kirsi.pulkka@lapinamk.fi	Kemi and Tornio: Kati Kehusmaa kati.kehusmaa@lapinamk.fi		
E-mail International Office	international@lapinamk.fi		
Internet	www.lapinamk.fi/en		
Erasmus code	SF ROVANIE11		

ACADEMIC INFORMATION	
Academic Calendar	Academic year: 5 September – 31 May Autumn semester: 5 September – 16 December 2016
Orientation week	6 September – 9 September Compulsory for all exchange students.
Pick up service	5 September (Rovaniemi, Kemi and Tornio) A pick-up service from airport, railway station or bus station is offered during this day.

APPLICATION PROCEDURE	
Lapland UAS has an online application system, SoleMOVE. The international office of Lapland UAS will create the usernames for the applicants after the partner school has nominated them. Your coordinator needs to contact Lapland UAS international relations office by email for the nominations.	
Application enclosures / study	Application enclosures / placement
<ul style="list-style-type: none"> Learning Agreement (preliminary) with signatures from home institution Transcript of Records Passport size photo 	<ul style="list-style-type: none"> Learning Agreement for Traineeships (preliminary) with signatures from home institution Transcript of Records CV Passport size photo
Application forms available	lapinamk.fi/en/Applicants/Exchange-Students/Application-process
Please note that the application is only valid when all the previously mentioned documents are included to the SoleMOVE application enclosures in pdf/jpg format.	
Deadline for applications	3 May for autumn semester

ACCOMMODATION IN ROVANIEMI	
Types of accommodation Apartments of 2-3 furnished rooms, kitchen and a bathroom. Note: no kitchen utensils or blankets and bedlinen in the room)	Location Kuntotie (Ounasvaara) (4 km to Rantavitikka campus and 3,5 km to MTI campus)
Type of room <ul style="list-style-type: none"> • Double rooms (two people share a room) • Single rooms (for exchange students in clinical placement) 	Costs for accommodation Depends on the type and area of the accommodation, in shared apartments usually between 140 € - 260 €/ month. Lapland UAS is not responsible for possible changes.
Other information Internet connection available in the apartments, offered by Lapland UAS.	Detailed Information www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation
Deadline for application	June 2016 (exact day will be informed later) Online application: www.das.fi/English/Home

ACCOMMODATION IN KEMI	
Types of accommodation Apartments of 2-3 furnished rooms, shared kitchen and a bathroom (kitchen utensils and blankets in the room, nobedlinen). The apartments are rented by housing companies and private sector.	Location <ul style="list-style-type: none"> • Kyllikinraitti (1 km from Technical and Social campus Kosmos) • In different locations in the Kemi city area
Type of room <ul style="list-style-type: none"> • double rooms (two people share a room) • single rooms 	Costs for accommodation Depends on the type and area of the accommodation, in shared apartments usually between 200 €- 260 €/month
Other information There is no Internet connection available in the apartments; student can purchase the connection him/herself.	Detailed information www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation
Deadline for application	Application for accommodation must be uploaded to SoleMOVE.

ACCOMMODATION IN TORNIO	
Types of accommodation Apartments of 2-3 furnished rooms, shared kitchen and a bathroom (kitchen utensils and blankets in the room, no bedlinen)	Location Kirkkokatu (500 metres from the Business and Culture Minervacampus)
Type of room <ul style="list-style-type: none"> • double rooms (two people share a room) • single rooms 	Costs for accommodation Approx. 280 € / month
Other information Internet connection and free use of laundry room is included to the rent.	Detailed information www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation
Deadline for application	Application for accommodation must be uploaded to SoleMOVE.

AVERAGE COURSE LOAD PER SEMESTER

30 ECTS	Exchange students are recommended to choose minimum of 30 credit units for one semester.
15 ECTS	Students coming for placement have to choose (marked to learning agreement) minimum of 15 credit units for placement of three months.

COURSES OFFERED IN ENGLISH

The course list and detailed course descriptions can be found here:
lapinamk.fi/en/Applicants/Exchange-Students/Semesters-and-courses

In addition to following study field courses Lapland UAS offers free choice and language courses for all exchange students.

ROVANIEMI – RANTAVITIKKA CAMPUS

Civil Engineering and Surveying	Studies, projects and training in laboratories
Forestry	Studies
Information Technology	Studies, projects and training in laboratories
International Business	Studies
Nursing	Studies and practical training
Physiotherapy	Practical training
Sports and leisure	Studies

Please note that students can choose courses from one studyfield only.

ROVANIEMI - VIIRINKANGAS CAMPUS (MULTIDIMENSIONAL TOURISM INSTITUTE, MTI)

Tourism	Studies
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Please note that students can choose courses from one studyfield only.

KEMI CAMPUS

Electrical Engineering	Studies and training in laboratories
Mechanical Engineering	Studies and training in laboratories
Nursing	Studies and practical training
Social Services	Studies and practical training

Please note that students can choose courses from one studyfield only.

TORNIO CAMPUS

Business Information Technology	Studies
Business Management	Studies
Culture	Studies
Business Management Master's	Studies

Exchange students in Tornio can choose both Business Information Technology and Business Management courses, but the timetables may overlap. Master's degree courses are meant for master level students only.

PLACEMENTS IN ROVANIEMI, KEMI AND TORNIO

Placements are agreed separately. Please contact the international coordinator or international relations office.

INTERNATIONAL RELATIONS OFFICE – STAFF IN ROVANIEMI		
Katja Kuisma-Sandgren <i>Coordinator of International Relations</i> katja.kuisma-sandgren@lapinamk.fi	Kirsi Pulkka <i>Coordinator of International Relations</i> kirsi.pulkka@lapinamk.fi	
INTERNATIONAL COORDINATORS IN ROVANIEMI		
School of Social Services, Health and Sports, Industry and Natural Resources Hellevi Leppiaho <i>International Coordinator, Senior lecturer</i> hellevi.leppiaho@lapinamk.fi	School of Tourism Paula Heikkilä <i>International Coordinator</i> paula.heikkila@lapinamk.fi	School of Business Teresa Chen <i>International Coordinator, Senior lecturer</i> teresa.chen@lapinamk.fi

INTERNATIONAL RELATIONS OFFICE – STAFF IN KEMI & TORNIO	
On a leave until 6 March Kati Kehusmaa <i>Coordinator of International Relations</i> kati.kehusmaa@lapinamk.fi	Until 6 March Jenni Siivola <i>Coordinator of International Relations</i> jenni.siivola@lapinamk.fi
INTERNATIONAL COORDINATORS IN KEMI	
School of Industry and Natural Resources Martta Ruottu <i>International Coordinator, Senior Lecturer</i> martta.ruottu@lapinamk.fi	School of Social Services, Health and Sports Eliisa Kursula <i>International Coordinator, Senior Lecturer</i> eliisa.kursula@lapinamk.fi Kaisu Vinkki <i>International Coordinator, Senior Lecturer</i> kaisu.vinkki@lapinamk.fi
INTERNATIONAL COORDINATOR IN TORNIO	
School of Business and Culture Teresa Chen <i>International Coordinator, Senior Lecturer</i> teresa.chen@lapinamk.fi	