

## INTERNATIONAL EXCHANGE PROGRAMME – FACT SHEET, 2016-2017

### CONTACT INFORMATION

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### TERM DATES 2016-2017

	2016		2017		
	Period 4 – Sep-Oct (December 16 class)	Period 5 – Nov-Dec (December 16 class)	Period 3 – Jan-Feb (July 17 class)	Period 4 – Mar-Apr (July 17 class)	Period 5 - May-Jun (July 17 class)
<b>Term Dates</b>	29 Aug – 19 Oct*	26 Oct – 13 Dec *	9 Jan – 28 Feb*	08 Mar – 28 Apr*	08 May – 28 Jun*

\*Includes a final examination period.

### NOMINATION DATES

In order to meet the requirements of the on-line course registration system, nominations must be received by the following dates:

	2016		2017		
	Period 4 – Sep-Oct (December 16 class)	Period 5 – Oct -Dec (December 16 class)	Period 3 – Jan-Feb (July 17 class)	Period 4 – Mar-Apr (July 17 class)	Period 5 - May-Jun (July 17 class)
<b>Nomination Dates</b>	09 May 2016	05 Sep 2016	31 Oct 2016	09 Jan 2017	13 Mar 2017

Nominations received after these dates may still participate in the exchange programme, but may not have access to INSEAD bidding course selection.

### EXPECTED ARRIVAL DATE

We recommend that students arrive on the first day of the period or a few days before classes start. The welcome session is held usually on the first day.

### EXCHANGE INFORMATION

The MBA programme staff will email information on course registration, email addresses, visas and housing to students nominated to attend INSEAD. You will be required to provide an electronic copy of your photo.

### HOUSING

While INSEAD does not arrange housing directly, you will be given some contact information and tips to help you find accommodation.

### APPROXIMATE LIVING COSTS – for a 10-months programme\*\*

	Fontainebleau	Singapore
Accommodation ( <i>includes utilities, charges, insurance</i> )	€ 10,000	€11,900
Meals	€ 5,400	€ 5,600
Daily transport	€ 1,500-5,000 *	€ 700
Telephone	€ 500	€ 400
Miscellaneous ( <i>excludes leisure</i> )	€ 1,500	€ 1,500
Hardware, software ( <i>optional</i> )	€ 900	€ 800
Travel for exchange and job search ( <i>optional</i> )	€ 2,000	€ 2,000

\* Options include buying a second-hand car, leasing one for a year (approx. € 3,500) or getting about by bicycle or bus etc.

\*\*Allow an increase of 25% for a partner

### ACADEMIC REQUIREMENTS FOR EXCHANGE STUDENTS

- Exchange participants must take the equivalent of 3 full credits minimum.
- English language is necessary, as all subjects are taught in English.

## COURSE REGISTRATION

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INSEAD uses a one round on-line bidding system for registration to elective courses. Exchange participants are issued bidding points on par with INSEAD students. These points are used to make bids for seats in an online bidding. Students must distribute their points among the various elective courses they wish to take. A copy of the bidding rules are attached to the system.

## COURSES

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Elective courses offer a wide variety of different topics at either a specialised or general level. Many electives are revised each year to integrate the faculty's current research, which reflects trends in the business world.

## CLASS SIZE

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Class size typically ranges between 15 and 60 students. The total number of full-time MBA students is approximately 1017.

## SCHEDULE

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A schedule is prepared for every period showing the start and finish times of each class and the amphi in which it will be held. Details of the final exams are also included. Classes are usually scheduled in timeslots running from 08:30 to 19:00, Monday through Friday. Each session lasts an hour and a half with a 15-minute break between sessions and a 30-minute break at lunchtime. INSEAD is international and its MBA programme is extremely intensive. Classes are therefore arranged in the evenings or on Saturdays when necessary and may occasionally run on Sundays. Neither local, international, public nor religious holidays are observed. Schedule and amphi changes are announced by email and posted on our social media platform, Yammer two weeks before the beginning of the next period and also displayed at the MBA reception desk/MBA notice boards.

## ASSESSMENT

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Courses include different forms of assessment, such as exercises, assignments, in-class participation, research papers, quizzes, tests or examinations. Each student is responsible for individually meeting all course requirements.

## GRADES & ACADEMIC POLICIES

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Elective courses may be graded on the basis of the z-statistic (which measures the number of standard deviations a participant's performance is from the mean of the class), or they may be graded on the basis of single digit numbers from 1 to 4 where 1 is the lowest grade and 4 is the highest.

Class attendance is required and class participation is often an important part of the assessment process in a course. Unauthorized absences from class may lead to failure on the course. Only the professor teaching a course is authorized to allow you to miss a class.

## CAREER DEVELOPMENT CENTRE

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Career services are available to exchange students during the period of exchange. These services are coordinated by INSEAD Career Development Centre (CDC). For more information, please visit our CDC website: <http://mba.insead.edu/careers/services.cfm>

## INSURANCE

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All participants are required to have medical insurance during their studies at INSEAD. You will be asked for a proof of your coverage on arrival on campus.

## STUDENT SERVICES

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- **Counseling:** Academic advice is provided by the MBA Programme Office. In addition, psychological counselling services are available with appointment
- **Student Clubs:** There are numerous student clubs managed by MBA students.
- **Pigeon holes & Lockers:** Each student is assigned a pigeon hole (for physical mails) and a locker (free of charge – students will, however, be required to purchase their own padlock for the locker).
- **Computing & Info Technology:** Exchange students have access to all IT facilities, including email and internet. Wireless access is available on campus (except classrooms)
- **Library:** the Library is located on campus. Information on library services can be found via the INSEAD Library website: <http://www.insead.edu/library/>
- **Gym Facilities:** A fitness centre is located on campus as well as a squash court (in Fontainebleau only). In addition to the on-campus facilities, there are a number of other options to stay fit in town.

## ALUMNI SERVICES

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Exchange students are not considered INSEAD alumni and therefore are not eligible for alumni services after the exchange period.

## BUDDY SYSTEM

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Each exchange student is paired with an INSEAD MBA student before arrival. This "buddy" helps the visiting student navigate the INSEAD experience, including academics, career management, logistics and social life.