



The Business School  
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## INTERNATIONAL EXCHANGE PROGRAMME – FACT SHEET, 2020 - 2021

### CONTACT INFORMATION

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INSEAD Europe Campus – Boulevard de Constance 77305 Fontainebleau Cedex – France  
INSEAD Asia Campus – 1 Ayer Rajah Avenue Singapore 138676

### TERM DATES 2020 - 2021

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	2020		2021		
	Period 4 Sep-Oct (Dec 20 class)	Period 5 Nov-Dec (Dec 20 class)	Period 3 Jan-Feb (July 21 class)	Period 4 Mar-Apr (July 21 class)	Period 5 May-Jun (July 21 class)
<b>Term Dates</b>	24 Aug–13 Oct*	21 Oct–9 Dec*	4 Jan–23 Feb*	3 Mar–23 Apr*	3 May–24 Jun*

*\*Includes a final examination period.*

### NOMINATION DATES

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

	2020		2021		
	Period 4 Sep-Oct (Dec 20 class)	Period 5 Nov-Dec (Dec 20 class)	Period 3 Jan-Feb (July 21 class)	Period 4 Mar-Apr (July 21 class)	Period 5 May-Jun (July 21 class)
<b>Nomination</b>	14 Apr 2020	10 Aug 2020	5 Oct 2020	7 Dec 2020	15 Feb 2021

Nominations received after these dates may still participate in the exchange programme but will not have access to INSEAD's elective information files and/or other INSEAD's platform in time with other students. No new nominations will be processed four weeks prior to the start of the classes.

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## EXPECTED ARRIVAL DATE

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We recommend that students arrive on the first day of the period or a few days before classes start.

Upon arrival on campus, students are required to visit the MBA Office to look for the Campus Exchange Manager for on-boarding process.

## REQUIRED DOCUMENTS FROM EXCHANGE STUDENTS

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The nominated students will receive an email from the Campus Exchange Manager to provide some information for creation of their INSEAD's account. Students who did not complete fully the information form by the deadline will be dropped from the exchange programme.

## EXCHANGE INFORMATION

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The Campus Exchange Manager will email information on email addresses, course registration, visas matters to those nominated students who completed fully the information form by the deadline. These messages will contain important documents for your exchange to INSEAD.

## HOUSING

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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 (includes utilities, charges, insurance)	€ 6,500 - € 11,300	€ 9,000 - € 13,000
Meals	€ 5,000 - € 5,900	€ 4,500 - € 6,000
Daily transport	€1,500 - € 5,000*	€ 500 - € 1,500**
Telephone	€ 500	€ 400
Miscellaneous (excludes leisure)	€ 1,500	€ 1,500
Hardware, software (optional)	€ 500 - € 1,000	€ 300 - € 900
Travel for exchange and job search (optional)	€ 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.

\*\* Most MBA students walk, take the MRT, or taxi

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

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## **ACADEMIC REQUIREMENTS FOR EXCHANGE STUDENTS**

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Exchange students are required to take a minimum of 2 INSEAD's in-class credit per period. If your school required you to do more than 2 INSEAD's in-class credit per period, please inform the Campus Exchange Manager in advance before selection of your electives.

Core courses are not available to exchange students.

Exchange students joining INSEAD in May/June in our Fontainebleau's campus are not allowed to take part in the following electives, "Leadership Communication Development Workshop", "Story-Telling mini elective", "Strategic Communication and Leadership mini elective", and Capstone Programme.

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 will be shared with the students by the Campus Exchange Manager.

## **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.

You may visit here for more information -> <https://www.insead.edu/master-programmes/mba/academics/elective-courses>

## **CLASS SIZE**

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Class size typically ranges between 20 to 48 students. The total number of full-time MBA students is approximately 1017.

## **SCHEDULE**

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INSEAD do not share the detailed schedule in advance during elective bidding period. The finalized schedule will be published once elective bidding results are released to students.

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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 learning platform.

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## ASSESSMENT

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.

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## GRADES & ACADEMIC POLICIES

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 mandatory 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.

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## CAREER DEVELOPMENT CENTRE

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>

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## INSURANCE

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.

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## STUDENT SERVICES

- **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. All student clubs are open to exchange 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).

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- **Computing & Info Technology:** Exchange students have access to all IT facilities, including email and internet. Wireless access is available on campus.
- **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 AND YOUR INSEAD'S EMAIL**

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

Your INSEAD's email and login will expired within 24hours from the last day of the official exchange period. INSEAD will not entertain any request for extension of your INSEAD's email and/or login.

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