



The Business School  
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## INTERNATIONAL EXCHANGE PROGRAM – FACT SHEET, AY2025-2026

### CONTACT INFORMATION

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Staff : Lina Zhou, Campus Exchange Manager  
Email : campus.exchange@insead.edu  
Website : www.insead.edu

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

### NOMINATION DATES

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

	2025		2026	
	Period 4 (Dec Class)	Period 5 (Dec Class)	Period 3 (Jul Class)	Period 5 (Jul Class)
<b>Term Dates</b>	25 Aug – 14 Oct	20 Oct – 6 Dec	5 Jan – 26 Feb	4 May – 24 Jun
<b>Elective bidding dates (tentatively)</b>	26 – 29 May 2025	15-18 Sep 2025	10 -13 Nov 2025	23 – 26 Mar 2026
<b>Release of bidding result (tentatively)</b>	11 Jun 2025	30 Sep 2025	26 Nov 2025	8 Apr 2026
<b>Nomination Dates</b>	<b>28 Apr 2025</b>	<b>18 Aug 2025</b>	<b>10 Oct 2025</b>	<b>24 Feb 2026</b>

\*Includes a final examination period.

Nominations received after these dates may still participate in the exchange program but access to INSEAD's elective information files and/or other INSEAD platforms may be delayed compared to other students.

**No new nominations will be processed four weeks prior to the start of the classes.**

### 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.

For **Asia campus**, upon arrival on campus, students are required to visit the MBA Office (located at level 4) to look for the Campus Exchange Manager for the on-boarding process.

For **Europe campus**, upon arrival on campus, students are required to collect the student ID badge from the main reception.

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## **REQUIRED DOCUMENTS FROM EXCHANGE STUDENTS**

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 program.

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## **EXCHANGE INFORMATION**

The Campus Exchange Manager will email information on email addresses, course registration and 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.

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## **INSURANCE**

All participants are required to have medical insurance during their studies at INSEAD.

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## **CLASS SIZE**

Class size typically ranges between 20 to 48 students.

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## **ACADEMIC REQUIREMENTS FOR EXCHANGE STUDENTS**

Exchange students are required to take a minimum of 2 INSEAD's in-class credit per period. If your school requires you to do more than 2 INSEAD's in-class credit per period, you may add additional electives when seats are available during add/drop. 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 Program.

English language is necessary, as all subjects are taught in English.

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## **COURSE REGISTRATION**

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.

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## **COURSES**

Elective courses offer a wide variety of different topics at either a specialized 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/master-business-administration/elective-courses>

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## 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.

INSEAD is international and its MBA Program is extremely intensive. Classes are therefore arranged in the evenings or on Saturdays when necessary and may occasionally on Sundays. Neither local, international, public nor religious holidays are observed. Schedule and amphi changes are announced by email and posted on learning platform.

## 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 based on 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>

## STUDENT SERVICES

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**Counseling:** Academic advice is provided by the MBA Program Office. In addition, psychological counselling services are available with appointment.

**Student Clubs:** There are numerous student clubs managed by MBA students.

**Lockers:** Each student is assigned 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.

**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 several other options to stay fit in town.

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## 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.

## HOUSING

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

For **Asia campus**, please contact: Student Life SG <StudentLife.SG@insead.edu>

For **Europe campus**, please contact: Student Life FB <StudentLife.FB@insead.edu>

## APPROXIMATE LIVING COSTS – for a 10-months program

This is an estimate and should only be taken as one of your reference points

	Fontainebleau	Singapore
<b>Basic expenses</b>		
Accommodation (includes utilities and charges)	€ 11,000	€ 16,000
Local Transport	€ 750	€ 1,000
Meals	€ 6,000	€ 6,700
Telephone	€ 250	€ 200
<b>Optional expenses</b>		
Car Lease	€ 3,900	not applicable
Laptop	€ 1,000	€ 1,000
Miscellaneous (i.e. books, relocation expenses, excluding leisure)	€ 1,600	€ 1,600

### Clarifications on estimated living expenses

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- Students rent apartments, studios or share houses in Fontainebleau. There are various housing options available in Singapore such as government housing (HDB), condominiums and landed property.
- In Singapore, most MBA participants use public transport. Students staying in the surrounding area of Fontainebleau may buy or lease a car. Students living in Fontainebleau use bicycles, buses or walk.
- In Fontainebleau, a monthly transportation pass (Navigo) is €74,80. Campus is within walking distance from the town centre. If you find accommodation in the town of Fontainebleau, you may not need to opt for a transport card. Many students choose to bike. In Singapore, one can buy the transportation pass (EZ-link) for €8 and top it up depending on the travel needs. It can be used for buses and the MRT (Mass Rapid Transit) which are the primary transport modes in Singapore. Taxis and other ride hailing apps such as Grab are also conveniently available and affordable.
- Both campuses offer the possibility for an inexpensive meal at the cafeteria.

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