

TOULOUSE BUSINESS SCHOOL

ERASMUS CODE: F TOULOUS23

www.tbs-education.fr/en

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Bachelor in Management Program (BIM)

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**Master in Management Program
(MIM)**

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International Student Services

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www.tbs-education.fr/en/student-life-international/tbs-international-student-office

Mrs. Jessica CHAGNARD

Head of International Projects and

International Student Services

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Mailing Addresses

BACHELOR Campus

TBS Entiore

Bachelor International Mobility

Cité de l'entreprise 2 avenue de Mercure/ Ecoparc 1

31130 QUINT-FONSEGRIVES – FRANCE

MASTER Campus

TBS Lascrosses

Master International Mobility

1 place Alphonse Jourdain – CS 66810

31068 TOULOUSE Cedex 7 – FRANCE



ACADEMIC YEAR 2019/2020

The academic year is divided into semester 1 (Fall) and semester 2 (Spring)

2019-2020 Bachelor Program

- Semester 1 Fall: **Early September – end of December**
- Semester 2 Spring:
 - B3/ 3rd year: Early January – mid-April
 - B2/2nd year: Early January – mid-April

2019-2020 Master Program

- Semester 1 Fall
 - Master year 1 (M1): Early September to end of December 2019
 - Master year 2 (M2): Early September to end of December 2019
- Semester 2 Spring
 - Master year 1 (M1): Early January to end of April 2020
 - Master year 2 (M2): Management Internship from January to June 2020*
(*only for Dual Degree students)

Orientation Days

Fall Semester: Monday 2nd and Tuesday 3rd September 2019

Spring Semester: Monday 6th January 7th 2020

An Orientation Day is organized by the International Student Services and the Mobility teams of each programs at the start of every semester.

Attendance is compulsory as all academic and practical information are given to you there.

Further information will be sent by email closer to the start of each specific semester of study.



Nomination Period

Semester 1: March 10th to 31st 2019

Semester 2: September 15th to 30th 2019

Full Year (and Double Degree): March 10th to 31st 2019

Application Period

Semester 1: April 15th to 25th 2019

Semester 2: October 15th to 25th 2019

Full Year (and Double Degree): April 15th to 25th 2019

Language of Instruction

French and English in Toulouse

English in Barcelona

English in Casablanca (Bachelor only)

Language requirements and courses

Bachelor Program:

As it is possible to follow classes either in French or English, we fully trust our partner selection to be sure that the required level in the teaching language is properly assessed for non-native speakers. (We could however recommend a B2 level in English (for the English track) or a B2/C1 in French (for the French track))

Master Program:

As it is possible to follow classes either in French or English, we require a certificate of language proficiency (for English or French) for non-native speakers only. There will be a French intensive course scheduled after the Orientation Day of Semester 1 and Semester 2 for M1 classes. Further information will be available closer to the time of registration program no longer than two weeks prior to the exchange. (We could however recommend a B2 level in English (for the English track) or a B2/C1 in French (for the French track))

Bachelor academic information

All information on Exchange opportunities at TBS Bachelor can be found on TBS webpage:

<http://www.tbs-education.fr/en/programs/bachelor-program/international-opportunities/bachelor-exchange-opportunities>



Master academic information

Relevant academic information will be sent by email before nomination periods. Master in Management Information can also be found on TBS webpage:

<http://www.tbs-education.fr/en/programs/master-management/mim-exchanges-dual-degrees>



Nomination Procedure

Online Nomination process centralized for all TBS campuses

An individual email will be sent to the person designated to officially nominate the exchange students, with requested information (First Name / Family Name / Gender / Current valid E-mail Address / Date of Birth / Nationality / Type of program, specific semester of study / TBS campus).

For Bachelor students: limited number of places to Barcelona campus.

Casablanca campus offered only in Spring.

Toulouse: French or English Track

Barcelona: only English Track

Casablanca: English Track

For Master students Barcelona campus is available for the Spring semester only and the number of places is limited.

Semester of Study Exchange Program Master Students:

Semester 1 & 2 – MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum)

Semester 1- MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum) (Fall)

Semester 2 – MSc 1 Year for Master 1 students or senior Undergraduates (3rd year minimum) (Spring) with the possibility of studying either in Toulouse or in Barcelona

Semester 1 – MSc 2 Year for Master or Master 2 students (Fall)

Dual Degree Exchange Program

Semesters 1 & 2 – MSc 2 Year for Master or Master 2 students

Application Procedure

Online application done by the student.

After the closing and validation of the nominations, all nominated exchange students will receive a login/password and the procedure to access the online application process.

After the closing of the registration period, exchange students will be able to download their letter of Admission from TBS intranet, with their academic contacts in the allocated campus, provided their file is complete. No late application will be accepted.

The course registration will also be done during the application process.



Students must upload the following supporting documents online:

For Bachelor Students:

Latest grade transcript.
Copy of passport or Identity proof.

For Master Students:

Latest grade transcript
A language proficiency certificate (English or French) for non-native speakers only
Copy of their passport (ID section).

Note: upon arrival, for French Social Health Security registration, students should be prepared to give a copy of their European Health Insurance Card (European students) or a copy of Birth Certificate for non-European students (translated into French or English)

Grading System and Grade transcripts

BACHELOR IN MANAGEMENT PROGRAM

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

TBS Bachelor Program	ECTS
<i>Très Bien</i>	Excellent
16-20	A
<i>Bien</i>	Very Good
14-15,99	B
<i>Assez Bien</i>	Good
12-13,99	C
<i>Sans Mention</i>	Satisfactory
10-11.99	D
<i>Sans Mention</i>	Sufficient or Pass
8-9.99	E
<i>Insuffisant</i>	Failed
0-7.99	F

MASTER IN MANAGEMENT PROGRAM

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

<i>Master 1 year</i>	ECTS
<i>Excellent</i> 16-20	Excellent A
<i>Bien</i> 14-15.99	Very Good B
<i>Assez Bien</i> 12-13.99	Good C
<i>Sans Mention</i> 11-11.99	Satisfactory D
<i>Sans Mention</i> 10-10.99	Sufficient or Pass E
<i>Insuffisant</i> 0-9.99	Failed F

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

<i>Master 2 year</i>	ECTS
<i>Très Bien</i> 16-20	Excellent A
<i>Bien</i> 14-15.99	Very Good B
<i>Assez Bien</i> 12-13.99	Good C
<i>Sans Mention</i> 10-11.99	Satisfactory D
<i>Sans Mention</i> 8-9.99	Sufficient or Pass E
<i>Insuffisant</i> 0-7.99	Failed F

For Dual Degree students, the passing grade is 8/20 for each course, but the average grade on the Master 2 year is 10/20 minimum.

Dual Degree students will be required to validate a TOEIC of 850 to be awarded the TBS Master in Management Degree.

For both programs, Bachelor and Master, students will be able to download their Grade transcripts on TBS intranet – C@mpus- between 5 or 6 weeks after the end of each semester. Transcripts will have to be sent by the students to their home University. Certified copy of transcript sent only upon request from home universities.



Student Support Services

Contact: international.studentservices@tbs-education.fr

<http://www.tbs-education.fr/en/student-life-international/tbs-international-student-office>

Welcome Team

Each year, a group of TBS students is dedicated to welcome our international exchange students and help them settle in Toulouse on their arrival. The Welcome Team organizes an orientation weekend for all our international exchange students and special events throughout the year.

The Welcome Teams, dedicated to each program, can be contacted by email at the following addresses:

For Bachelor Students: welcometeambach@tbs-education.org

For Master Students: welcome-team@tbs-education.org

Estimated Cost of Living

Below is an approximate calculation of monthly living expenses for a student in Toulouse. This of course can vary depending on personal living choices.

Expense	Approximate Cost
Rent	550€
Food	300€
Electricity/Gas	50€
Public Transport	10€
Telephone/internet	35€
Other	150€
Total	1095€

Accommodation

Finding accommodation in Toulouse may be challenging. We therefore advise all our exchange students to start looking for accommodation as early as possible. The TBS International Student Services will try and help International Exchange Students find appropriate housing.

TBS International Student Services
(International Student Services is located on the 3rd floor of the SEBASTOPOL building on TBS's downtown Toulouse campus)
Email Contact : international.studentservices@tbs-education.fr

Website: <http://www.tbs-education.fr/en/student-life-international/tbs-international-student-office>

Full information on accommodation will be sent to you by the TBS International Student Services **only after application**.

Social Security, Health Insurance, Visa and Other practical issues

For detailed information on Health Insurance requirements, visa and other practical issues please refer on our TBS website to the "Survival Guide" from TBS International Student Services

Email: international.studentservices@tbs-education.fr

Website: <http://www.tbs-education.fr/en/student-life-international/student-survival-guide>

*We value our partner universities.
Thank you all for your fruitful collaboration!*