



EUROPEAN BUSINESS
SCHOOL LONDON

**MBA INTERNATIONAL BUSINESS
(MBAIB)**

Study Period Abroad Handbook



International Partnerships Office (IPO)

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Welcome to the study abroad programme!

To assist in your preparations, we ask that you carefully read the contents of this MBA Study Abroad Handbook, as well as the supplemental programme-specific material you will receive in due course.

Please keep this handbook, refer to it prior to leaving and take it along with you to your programme abroad.

The International Partnerships Office is committed to providing you with a meaningful academic and personal experience abroad. However, it is your responsibility to manage all the preparatory steps by following the guidelines provided in this handbook as well as in the orientation and pre-departure meetings organised by your Course Leader & the International Partnerships Office.

This handbook is updated annually. The International Partnerships Office welcomes any suggestions for changes or ideas on how it can be more useful to students and faculty.

RESOURCES AVAILABLE IN THE INTERNATIONAL PARTNERSHIPS OFFICE (IPO)			
Information for each partner institution: -handbooks, -campus facilities -visa information	Country and City Information -travel guides -books -maps -brochures	Intercultural Resources: -books -handouts	Student Feedback -advice from fellow students -contact with previous students

International Partnerships Office

IMPORTANT CONTACT DETAILS

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Introduction

This handbook has been designed as a guide for the Study Period Abroad (SPA) for students on the MBA International Business Programme (MBAIB). It provides information and guidance on the purpose of the SPA, how it fits into the overall MBAIB Programme, details of our partner institutions and information on the Electives you can take whilst on the SPA. It also provides further details of available resources to support the selection and application for MBAIB students. In this respect, the handbook has been laid out in the following way: first, there is an academic information section, which is followed by a practical information section to assist students with planning for their study period abroad, and finally there is a set of appendices that includes the following:

- A study abroad checklist;
- An SPA Selection Form;
- A calendar of events leading up to the SPA;
- The Embassy and Consulate contact details in London for the SPA target countries.

Academic Information

The Study Period Abroad (SPA) is an integral and core component of the MBA International Business Programme. The following section outlines the rationale, aims and objectives of the SPA together with information on academic requirements, choosing Electives and general administrative details on the management of the SPA.

Rationale for the SPA

The need to be aware of cultural diversity and the global dynamics of conducting business is becoming more and more important for both individuals and organizations. Current literature states that businesses, markets, competition and customers are becoming “global” in nature, with mergers and acquisitions now crossing international boundaries and ownership of companies being in multinational hands. This has led to a need for managers to have the necessary skills to manage such diversity. In order to acquire or enhance these skills, students wishing to work in a multinational, multicultural environment need international exposure. Thus, all students are required to undertake a Study Period Abroad (SPA) with one of our international partner institutions. This will enable them to interact with a range of diverse business issues and share experiences with other cultures.

The aims and objectives of the SPA are to provide you with:

- enrichment of the overall educational experience
- a global perspective
- knowledge and understanding of new and different working environments through possible interaction with the business community in a different country
- interaction and learning with students from another country
- diverse networking opportunities within a different culture

Learning Outcomes

In line with these aims and objectives, the following “generic” Learning Outcomes are expected to be met by the students on their SPA:

Learning Outcomes	Programme Learning Outcomes (PLOs)
knowledge and understanding of a culture, language and educational ethos of a different country	A8
A multi-cultural interpretive framework acquired through experiential learning on the study period abroad	B7
Critically engage with and manage multi-cultural situations both educational and business	C6

In addition to the above learning outcomes, there will be specific module-related outcomes that need to be fulfilled according to the Elective studied and the associated learning outcomes (or equivalent) as determined by the host institution. Details of Electives will be provided to the students at the start of the programme and additional information will be specified in the SPA Handbook.

The SPA is a core requirement of the MBAIB Programme. Students will not be able to graduate from the programme until they have completed the SPA and their chosen Electives.

Selection, Monitoring and Assessment of Electives on Study Period Abroad

The Course Leader will be closely involved, in consultation with the relevant partner institutions and the students, in determining which Electives students might be allowed to undertake on their SPA.

The choice and availability of electives will be determined by EBS-L in collaboration with each partner institution. In particular, the Course Leader, working with the appropriate module leader and the external examiner will establish that electives offered at partner institutions are equivalent to MBA level or Masters’ level offered in the UK. The learning

outcomes of the electives will be mapped against the programme learning outcomes and QAA precepts and controls and the assessment strategy will be checked against the overall assessment strategy for the programme. All modules approved for inclusion in the SPA elective list will be verified by EBS-L's Quality Assurance and Enhancement Committee, its Academic Board and then communicated to the Open University Validation Services (our validators).

Students will not be permitted to undertake Electives/Modules that have a programme content which is similar, or the same as, any which have already been studied at EBS-L prior to the SPA. Likewise, students who start in February will not be permitted to take SPA Electives/Modules in "core" subjects that they are required to study in their Autumn Semester upon return to EBS-L.

A list of available Electives will be provided to students before they embark on their SPA. The list will take into account any pre or co-requisites needed for any Electives at the partner institutions, thereby ensuring that the students have the necessary knowledge and skills before they make their selection.

Students will be monitored and assessed using the assessment criteria of the partner institution for that module, which will be given to the student prior to the start of the module. The Course Leader will ensure in consultation with the partner institution that the assessment is in line with the overall assessment policy of the programme.

Elective Selection Procedure Summary:

When allocating students to an SPA partner institution, the following criteria will apply:

- Student's preferred choice of SPA institution (subject to availability);
- Available places at each institution;
- Specific requirements as defined by each of the partner institutions;
- Student's academic performance and results (overall average);
- Consultation with Course Leader on choice of Electives.

In all instances, the Course Leader's decision will be final.

The SPA will be monitored and controlled in the following ways:

- Consultation with the relevant SPA partners on choice of Electives available to MBAIB students;
- Course Leader involvement in student selection of Electives prior to the SPA;
- Visits by the Course Leader and/or other EBS-L academic staff to the partner institutions during the SPA period will monitor that students are indeed taking appropriate Electives;
- Feedback forum with students whilst or upon completion on their SPA with EBS-L staff and nominated partner institution representative;

- Feedback from partner institution of EBS-L students' performance.

Assessment of SPA Electives

The Assessment Rules, Regulations and Procedures of the SPA partner institution will apply to the assessment of all SPA Electives.

The Credits achieved on the SPA will be “imported” as a whole and no “grades” transfer will be permitted. These SPA credits will **not** count towards final classification but must be passed to achieve the total of 180 credits points needed to graduate.

Failing the Study Period Abroad

Students who do not successfully pass their SPA electives at their SPA institution will be required to repair the missing credits before progressing to the next semester in their Programme.

EBS-L does not envisage a situation where the student will be required to “repeat” the SPA in its entirety.

The primary purpose of the SPA is to enrich the learning experience of the student through exposure to an international learning and cultural environment. In the event where a student does not pass the required Electives on the SPA, the Course Leader will in consultation with the appropriate module leader set an assignment on a par in terms of learning outcomes, level and equivalent in value to the modules on the SPA. The assignment will then be sent to the appropriate external examiner for approval. The assignment will be determined from a range of possibilities as to how this may be accomplished. For example, a student may be required, where appropriate, to take an elective from a Masters level course on one of the other courses at EBS-L or a project with a substantial assessment may be set that is equivalent to the assessment taken on their SPA.

Inability to undertake the SPA

In the event where a student is unable to undertake the SPA at one of our partner institutions for reasons beyond his/her control (for example, serious illness, refusal of visa, etc.), then a “deferral” may be granted until such time as the student is able to travel. In such cases, the student will be required to undertake the SPA at the next available opportunity. In exceptional circumstances, the student may be allowed to undertake the relevant “Electives” from either the MSc in Global Banking and Finance or the MA in Entrepreneurial Management degrees offered by EBS-L, as determined by the Course Team and relevant external examiners.

All results and matters pertaining to the SPA will be reported to the Subject Assessment Board and subsequent Assessment Boards for recommendations and/or actions.

The following pages give a brief overview of the partner institutions and an **indicative** list of currently available Electives at each of the partner institutions as approved by the

MBA Course Leader, External Examiners, EBS-L's Quality Assurance and Enhancement Committee, its Academic Board and the Open University Validation Services.

Important Note: ***The list of Electives will be subject to change depending on partner institution requirements.*** A more detailed list of Electives will be made available in preparation of your SPA.

Transcripts:

Official transcripts will be sent directly to Regent's College International Partnerships Office with the **exception of transcripts from Suffolk University, Boston, USA**, where students have to apply to have the official transcripts sent directly to them. Students must request the transcripts with the Suffolk University International Office at Suffolk upon completion of the last module, prior to their departure from Boston. Students must then contact the IPO and bring a copy of their transcripts so it can be recorded in student's file.

Please be aware that institutions will often hold a transcript if a student has any outstanding debts such as library books.

Current MBA Partner Institutions:

Copenhagen Business School, Denmark



CBS was established in 1917 by the Danish Society for the Advancement of Business Education (now known as FUHU), which is a private educational institution. In 1965 the business school became integrated as an institution of higher education in the Danish education system and today is regulated by the Danish Universities Act 2003. Copenhagen Business School (CBS) has around 14,000 students and an annual intake of around 1,000 exchange students. With this number of students as well as around 400 full-time researchers and around 500 administrative employees, CBS is the one of the 3 largest business schools in Northern Europe. Research and study programmes at CBS are organised in the Faculty of Economics and Business Administration and the Faculty of Language, Communication and Cultural Studies. CBS offers a range of study programmes at both faculties, including 11 Bachelor programmes, 10 Master's programmes, 9 Executive Master's programmes and PhD programmes. In addition, CBS runs a series of study programmes through Open University as well as a Summer University Programme." CBS is accredited by EQUIS. The above information is from CBS' website (<http://uk.cbs.dk>) and additional information about the school, programmes and modules can also be found through this link.

Typical range of courses available at CBS:

- Sustainable Performance Evaluation and Reporting Systems
- Negotiation and Conflict Resolution
- International Monetary Economics
- International Finance
- Topics of Finance (Intensive)
- Strategic Brand Management
- Leadership Development
- Integrated Marketing Communications
- Governance and Corporate Social Responsibility

Solvay Business School , Brussels, Belgium



Solvay Brussels School of Economics and Management (SBS-EM) is the leading school of economics and management located in Brussels, capital of Europe. Known for many years as Solvay Business School, SBS-EM was born out of the merging with the Economics department of the University of Brussels. The new entity's key mission is to provide high quality education and research in these two very specialised fields that are economics and management at an international level.

EQUIS and AMBA (Association of MBAs) accredited, the SBS-EM counts more than 3700 students (bachelors and masters) split almost equally between postgraduates and undergraduates. It is composed of 5 research centers and offers a broad range of educational programmes. The state-of-the-art new Central Headquarters building is located not far from the historical grounds of the school, 15 minutes from the city center in Brussels, capital of Europe.

Typical range of courses available at Solvay:

- Accounting for Competitive Advantage
- Branding and Strategic Marketing Management
- Business in Asia
- Business in the EU
- International Business Strategy
- Corporate Social Responsibility
- International Business Strategy
- Risk Management and Investments
- Managing Innovation

Fundacao Getulio Vargas (FGV-EAESP), São Paulo, Brazil



FGV-EAESP was elected for the second consecutive year the best business school in the country. It is one of the only business schools in Latin America and the only one in Brazil to have triple accreditation: EQUIS, AMBA and AACSB.

Created in 1954 through a joint effort by the Brazilian government and Brazilian companies, as well as the collaboration of Michigan State University, the São Paulo Business Administration School of Fundação Getulio Vargas (FGV-EAESP) was founded with the objective to train people to face the challenges that were arising during Brazil's period of development at that time.

With headquarters on Avenida 9 de Julho, Bela Vista, São Paulo, FGV-EAESP is made up of its 12-floor headquarters building, the Karl A. Boedecker Library building and the Getulio Vargas Auditorium, in addition to a multipurpose sports court and two adjacent buildings located at Rua Itapeva, 432. The classrooms, videoconference rooms, computer laboratories and integrated systems, all sponsored, are located in several FGVSP buildings.

Typical range of courses available at FGV-EAESP:

During the summer programme visiting exchange students must take three electives. Examples include:

- Marketing in Latin America
- Corporate Social Responsibility
- Development and Sustainability
- Legal Frameworks for International Business
- Managerial Economics
- Making Decisions in the Absence of Clear Facts

Escuela de Caixanova , Spain



The Caixavigo Business School was founded in 1987, with the objective of meeting the management training needs of Galician businesses. Caixanova's MIB ranks fourth position in International Management, according to the most prestigious Spanish rank that analyses 250 Masters in our country. The MBA has been operating for 22 years now.

The aim of Caixanova Business School is to contribute to the modernisation of the employing institutions and associated networks of Galicia and its surrounding area through research, training and provision of services based on management knowledge derived from research and training.

The Caixanova Business School operates throughout the Galician- northern Portuguese geographic area, having premises in all Galician provinces and in Porto (Portugal). Since its foundation, our centre has provided training to more than 35,000 students that today hold leading management positions in major companies, providing the school with a wide and strong corporate network in our area of influence.

Typical range of courses available at Escuela de Caixanova:

- European Opportunities
- International Finance
- E-business
- Brand Positioning
- International Logistics
- Offshoring
- New Economic Players
- New Products Launch
- Distribution Channels
- Advanced Internationalisation Strategies

John Molson School of Business, Concordia University, Canada



Concordia is a large, urban university, in Montreal, Quebec, Canada. The university has two campuses, set approximately 7 km apart: Sir George Williams Campus is in the downtown core of Montreal, and Loyola Campus is in the residential west-end of Montreal. They are connected by a free shuttle-bus service for students, faculty and staff.

Although founded in 1974, the university traces its academic roots back to the early 20th century, with the development of the Jesuit-run Loyola College and the YMCA-based Sir George Williams University.

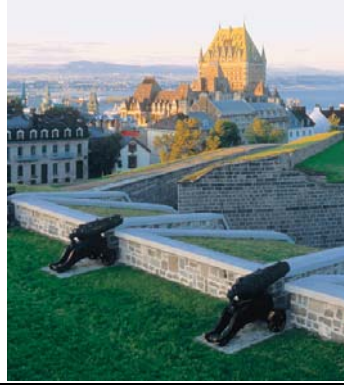
The quality of education we provide ranks JMSB among the best business schools. Ours was the first in Montreal to receive accreditation from the (AACSB), thus ranking it among other leading business schools such as Harvard, Wharton, and Northwestern. JMSB was the fourth business school in Canada to receive this prestigious seal of excellence.

The AACSB also accredited our Accountancy program, making it the first recognized Canadian business school Accountancy program.

Typical range of courses available at John Molson School of Business

- Managerial Statistics
- Organisational Behaviour
- Managerial Economics
- National and International Economics
- Project Management
- Integrated Marketing Communications

Laval University, Quebec, Canada



Université Laval's MBA is a 45-credit program offering an excellent professional training in business administration with 17 different concentrations. It is double accredited by both EQUIS and AACSB. Flexible, international in scope, and highly practical, this program is designed to train top business leaders.

For over five years, dozens of students from all over North America have attended the Université Laval Summer Business School program to experience international trade in the context of the North American Free Trade Agreement (NAFTA). These intensive weeks have been described by some as the most fulfilling experience of their university careers.

The program is divided equally between seminars given by professors or guest speakers (60 hours) and field trips to various commercial and governmental organizations. Twenty classes of three hours each are taught in English. Most classes are followed by field trips, which include meetings with managers to give students a practical understanding of what they have learned in the classroom. Examples include the Québec National Assembly, Alcoa, and Desjardins Investment Bank.

On top of the outstanding academic programme, you will be in awe of Québec City. This fun, safe, vibrant city offers the modern conveniences of North America, all with a European twist! You will discover its 400 year-old walled city, its cultural, institutional and geographical differences - all of which combine to provide a real life experience of the challenges of international business.

Typical range of courses available at Laval University

Graduate Microprogramme in Financial Trading (Front Office, Middle Office, Back Office with optional Online Course to earn the Microprogramme certificate):

- History and structure of financial markets
- Financial Information
- Market Liquidity and Quality

- Price-driven Markets
- Market Stress
- Institutional Investors
- Risk Management
- Derivatives
- Summer Business School - Doing Business in North America

Korea University Business School, Seoul, South Korea



Marking its 100-year anniversary in May 2005, KUBS has spearheaded the development and innovation of management education in Korea and thus, has become undisputedly the country's best business school. KUBS graduates now account for the largest number of the nation's top business executives and certified public accountants (CPAs), a Hallmark of the school's excellent education in management theories and practices. KUBS is double accredited by EQUIS and AACSB.

In addition to the excellent academic and recreational facilities offered at KUBS, there are many social and recreational student clubs available, and international students are encouraged to get involved. Daehangno, meaning "the street of youth," is found in the heart of the city and offers many affordable restaurants, shops, and clubs for young people to enjoy. The nightlife in Seoul is vibrant and many cultural festivals are offered in the city throughout the year. Another hip and happening spot is Hongdae-ap, where clubbers of all tastes, whether it is hiphop, jazz, reggae, Latin, convene to throw parties year-round. Insa-Dong, on the other hand, boasts a traditional Korean milieu with exotic Korean tea cafes and handmade souvenir shops. Seoul is a very large city and there are innumerable historic, cultural, and social activities for students to explore during their free time.

Why KUBS?

- The first and best business school in Korea
- The only business school accredited both by AACSB & EQUIS in Korea
- #1 in Korea and #7 in Asia: Research rankings of business schools (UT Dallas)
- Finance research ranked #35 in the World (Arizona State Finance Research)

- MBA ranked #1 in Korea for four consecutive years
- 12 full-time foreign faculty and 30 visiting faculty annually, largest in Korea
- 65% of classes offered in English (Asia MBA, Global MBA: 100%)
- State-of-the-art academic facilities, finest in Korea
- 406 international students from all around world annually
- 79 partner business schools in 25 countries
- 36,000+ Alumni: the largest number of CEOs and CPAs in Korea from undergraduates (Myung-bak Lee, President, Republic of Korea)
- Located in the center of Seoul with exciting surroundings

Typical range of courses available at Korea University

- International Marketing
- Business Culture and Practices of Korea
- Korean Economy and Business
- Global Leadership and Management
- Services Marketing
- Investment Analysis

Suffolk University, Boston, USA



The Sawyer Business School is internationally accredited in business and accounting by AACSB International. At the Business School, we do more than just talk about the global economy as a remote business model. Our curriculum embraces evolving business practices. Our faculty and students hail from all parts of the globe and bring a unique outlook to the classroom.

Home to over 200,000 college students, Boston has always been the higher education center in the US. Located on Beacon Hill, a cobble stoned urban oasis on the most prominent hill in the city, the Sawyer Business School stands tall as a leading business institution with innovative programs designed to prepare students to adapt to the rapidly evolving global economy.

The MBA offers 11 specialization areas and over 100 electives. It was also named among the Top 15 U.S. Graduate Programs in Global Management by Princeton Review, 2009.

Typical range of courses available at Suffolk University

- Multinational Financial Analysis
- International Legal Environments
- Global Economy
- Global Supply Chain Management
- Global Investment Analysis
- Business in China
- International Strategy
- International Marketing
- Global Brand Marketing
- International Taxation I and II

EDHEC Business School, Nice and Lille, France

EDHEC for Ecole Des Hautes Etudes Commerciales du Nord is one of the main business schools and grandes écoles of France and Europe. It is a highly selective and top-ranking business school, among only 50 institutions worldwide (i.e. less than 1% of business schools globally) to be granted Triple accreditation: EQUIS by the EFMD, AMBA and the AACSB. EDHEC Business School's goal is to train current and future executives via teaching and research programmes geared to the needs of the economy and businesses.





The EDHEC Summer School 2012 : **GLOBALIZING EUROPE :**

Studying Europe as it shifts from a continent of old nation states to an economic powerhouse at the forefront of technology, innovation, and sustainability allows participants to delve into a fascinating socio-economic past, present and future case study.

Unlike any other program on Europe, *Globalizing Europe* combines a hands-on business perspective with historical, cultural and economic analysis to take students on an intriguing journey through the spaces of European excellence and the global markets it serves.

2 modules: each 2 weeks, 3 international credits

Module 1 – Lille

*Key Perspectives on Europe –
Community
History, Culture and Legal Framework*

Module 2 – Nice

*Europeans in Global Perspective -
Institutions, Economic Development and the
Case of Luxury Goods*

May 21st - June 1st 2012

June 4th - June 15th, 2012

3 courses :

Post –national Cultures and Diversities
Organization
European Legal Edge
Europe
Great Family Businesses Lessons Learned

3 courses:

European Institutions & Community
The New Knowledge Economies of
A Panorama of European Luxury

Company visits : Decathlon, Auchan,
Arc International crystal, Möet & Chandon

Company visits : IBM, MANE, Amadeus
Galeries Lafayette, Château Crémant

Cultural visit : Lille, Paris, Brussels &
European Commission

Cultural visits : Nice, Cannes (Film festival,
Monaco (Grand Prix)

Social program : Welcome and Farewell Events, Get-together lunches, Wine and Cheese Tasting, “Apéro en ville”, Survival French.

ISCTE Business School, Lisbon University Institute (ISCTE-IUL)



ISCTE - Lisbon University Institute (ISCTE-IUL) is a public institution directed towards teaching and research. ISCTE-IUL was established in 1972 and has today, around 7000 students (over 40% postgraduates), 450 academic staff and 200 administrative and technical staff. ISCTE-IUL scientific and pedagogical expertise covers a wide range of areas: Accounting, Anthropology, Architecture, Computer Sciences, Economics, Finance, History, Law, Management, Marketing, Psychology, Quantitative Methods, Sociology and Public Policy. ISCTE-IUL offers bachelor, master and doctoral programmes in all these areas. At present the Institute offers 15 undergraduate degrees, 9 doctoral programmes, more than 60 master programmes and more than 40 post-graduate/executive master programmes.

The Business School of ISCTE - Lisbon University Institute is a leading Portuguese business school with a growing international reputation. Its goal is to contribute to the advancement of management by offering high quality education, provided by a faculty recognized for its dedication to teaching and research. With articles published in the most distinguished journals and a large number of books published, our faculty has made significant contributions to the field of management.

The distinguished faculty and programmes are the most visible components of ISCTE Business School value proposition. Its reputation, for being the Portuguese Business School of reference is continuously reinforced by awards, prizes and international accreditations. IBS is also the most international Portuguese Business School, due to innumerable partnerships and protocols with universities all over the world. Its student centric philosophy is built upon a close relationship between student and professor and a strong emphasis on student's personal competencies. The School's recognized practical approach and the strong relation with the corporate world has been responsible for a strong demand for its students in the job market and unique employment ratios.

ISCTE Business School programs reflect a lifetime's worth of experience in which the School has been closely connected to the business world. They also reflect its ability to offer the latest tools, an in-depth understanding of the various management areas. IBS has a vast network of international connections, runs several double degree programs

and has exchange agreements with a significant number of intuitions. ISCTE Business School also participates in several international networks and in the main business education associations such as EFMD, AACSB and EABIS, in addition to having the accreditation by AMBA – Association of MBA’s.

ISCTE Business School is strategically located in the centre of Lisbon, a ten minute drive away from the airport. It is directly served by a subway station and a number of convenient city buses that provide fast and easy access to almost everywhere in the city. There are a number of hotels within walking distance as well as restaurants, shops and one of Lisbon's largest sports and recreational facilities.

Although it is located in the centre of Lisbon, the ISCTE campus offers a peaceful atmosphere with plenty of fresh air and open space. The facilities include four buildings (45,000 m2), the most recent of which was awarded the Valmor Prize, Portugal's most prestigious architectural award.

Typical range of courses available at ISCTE

- Consumer Behaviour
- Consumer Relationship Management
- Entrepreneurship
- Futures and Options
- Marketing Simulation Game
- Project Management
- Technology Strategy

Monmouth University, New Jersey, USA



Monmouth University is a dynamic, first-tier, private university that empowers students to reach their full potential as leaders able to make significant contributions to their community and society. Monmouth University continues to be ranked in the top 50 in their category of the *U.S. News & World Report's* annual list of America's Best Colleges. The magazine ranks Monmouth University 41 in the Regional Universities-North category, which includes Northeast institutions providing a full range of undergraduate and master's programs. This is the fifth consecutive year the University has been ranked in the top 50. Monmouth is also included in two other listings, “A+ Schools for B Students” and “Most Merit Aid.”

The School of Business Administration is accredited by the AACSB -The Association to Advance Collegiate Schools of Business. Alumni include more than 3,300 successful entrepreneurs, managers, and executives from a broad spectrum of the business world. Monmouth's MBA program includes courses in the key business disciplines of

accounting, finance, economics, marketing, management, and business law. The program is constantly improved to reflect evolving business practices and theories. Strong emphases are placed on international, ethical, and technological perspectives within a broad strategic framework.

Approximately 6,000 undergraduate and graduate students are members of the Monmouth University community. Graduate students are a blend of working professionals, and recent graduates of undergraduate programs who have chosen to move directly into graduate study.

The primary aim of the Leon Hess Business School is to provide an education that qualifies its graduates for positions of leadership in both the private and public sectors. Curricula are developed, taught, and regularly updated by a faculty with strong academic and business experience. They stress the development of critical thinking, sophisticated communication skills, and a flexible managerial perspective. The undergraduate program in Business Administration is grounded in a broad-gauged education in the liberal arts and sciences designed to prepare the student for responsible judgment in a wide variety of cultural and social settings.

The graduate program in Business Administration develops a comprehensive background in the theory and practice of management and concentrates on contemporary managerial responsibilities. Its curriculum underscores the complexity and diversity of managerial decisions in both the national and international economy. Instruction is primarily in small classes that stress close contact with instructors and special contributions by visiting lecturers.

Typical range of courses available at Monmouth University:

- Business Statistics
- Ethics, Law, and Social Responsibility
- International Business
- Advertising and Media Management

*Partners marked with * currently do not offer suitable MBA programmes in Summer 2012.*

***University of Stellenbosch Business School, South Africa**



As part of the more than century old University of Stellenbosch, the University of Stellenbosch Business School has built up its own proud tradition for over 40 years.

During this time the School has established itself as one of the top MBA providers in South Africa, while it is also recognized among international schools of quality. It has become a popular choice of international students- from the rest of Africa and from other continents.

The School enjoys the status of EQUIS and AMBA international accreditations – reserved only for a few schools in the world. Nationally, the USB's MBA has been fully accredited by the South African Council on Higher Education and in 2005 ranked first and second in national polls.

The University supports the USB in its endeavor to achieve the highest possible international standards in global business management education, while at the same time aligning its programmes with the needs of business in Africa.

Typical range of courses available at Stellenbosch, South Africa:

- Management of Consulting Specialisation
- Project Management
- International Finance
- Strategic Retail Marketing
- Emotional Intelligence
- Derivative Instruments
- Broad-based Black Economic Empowerment
- Strategic Brand Management
- Process Oriented Leadership and Change
- Portfolio Management
- NEPAD in Action: SA Business Opportunities in Africa
- Negotiation
- Building a Business Strategy in China
- Income Tax for Entrepreneurs

- Sports Marketing
- Real Estate and Investment: The Largest Asset Class
- E-Commerce Strategy
- Sustainable Enterprise: Opportunities at the bottom of Pyramid
- Strategic Communication
- Business Administration Architecture
- Business Forecasting
- Business Strategy in the Emerging Market Economies
- Consulting in the Health Care Environment
- Spiritual Leadership
- Making Human Capital the Differentiating Factor in the Workplace
- Facilitating Complex and Perpetual Change

Please visit the site below for full information on each elective:

<http://www.usb.ac.za/Degrees/MBADegree/StructureAndContent.aspx>

For their MBA Handbook:

http://www.usb.ac.za/Common/FlippingBooks/MBA_Brochure_Eng/index.html

Please note: Stellenbosch can only accept one MBA exchange student.

***Coggin College of Business, University of North Florida, USA**



The Coggin College of Business has always emphasized academic excellence through its curricula and faculty. The MBA program focuses on developing a general management perspective and offers intensive graduate-level study in accounting, economics, decision sciences, finance, management, and marketing. Throughout the program, emphasis is given to policy formulation and the interrelationships of business disciplines. Applications in ethics, total quality management, international business, information technology, and value-based management are included in anticipation of 21st century business education. The MBA is accredited by AACSB and is by far the largest graduate degree program at UNF. University of North Florida is located in Jacksonville, the largest city in Florida. It is located in the 'First Coast' region of Northeast Florida.

- **General Student Information**

Practical Information

Health/Travel Insurance

Make sure you take out appropriate medical insurance to cover any expenses that may occur while you are abroad. You should also make sure you take the appropriate precautions (e.g. vaccinations etc.) before your departure. Check with your doctor and the consulate of the country where you are going if you are unsure about what you need. Be sure to take all of your medical insurance documents with you, as most universities will want you to provide evidence that you have adequate cover. Please note that certain institutions – generally in Canada and the USA – have their own health insurance plan which exchange students are required to take out. You are also recommended to take out travel insurance that will cover you for any additional travelling that you may decide to do before, during or after your SPA.

The European Health Insurance Card

The European Health Insurance Card (EHIC) is extremely useful and recommended if you plan to do a study abroad in Europe. You will need to apply for it far in advance. For more information about how to apply:
<https://www.ehic.org.uk/Internet/home.do>

List of International Health Insurance Providers:

Finding a health insurance provider is the student's responsibility. Regent's College cannot recommend any particular company, but below you will find a list of some well-known international health and travel insurance providers:

- World First Travel Insurance – international healthcare coverage to residents of over 150 countries worldwide
<http://www.world-first.co.uk/>
- World Nomads Travel Insurance – specialists in adventure travel and available to residents of over 150 countries worldwide
<http://www.worldnomads.com/insurance.aspx>
- Seven Corners Insurance
<https://www.sevencorners.com/insurance/HW3YR9K>
- Columbus International Health Insurance – UK based company that offers travel insurance for residents of all EU countries
<http://international.columbusinsurance.com/health/?AMG=392>

- Squaremouth Travel Insurance

<http://www.squaremouth.com/travelinsurance/index.pl?pid=20428>

- CareMed Travel Insurance – available for all nationalities with easy online application

<http://www.caremed-travelinsurance.com>

Make sure you take appropriate precautions (e.g. vaccinations) before your departure. Check with your doctor and the consulate of your destination country if you are unsure about what you need. International health information, including country health profiles, can be found at the World Health Organization (<http://www.who.int/countries/en/>).

Students with Disabilities

If you have a special need or disability including dyslexia and long-term health issues we encourage you to contact the Disability Officer, Philippa Goldsmith (goldsmithp@regents.ac.uk , Room A004) in order to discuss your options before going on your study abroad. While we actively support all students in preparation for in the study abroad it is important that you are aware of the specific difficulties and challenges you may face while abroad. Some countries do not have the same level of support available that you would find in the UK. The following website gives information on the accessibility of Education Institutions in the EU: www.heagnet.org . Please contact the IPO for specific disability provisions at any of our partner institutions. Student confidentiality will be respected and the IPO will not share any related information without student consent.

It is the student's decision whether they wish to disclose the nature of their disability to the study abroad institution. If they do not disclose their disability then the institution will not know about any specific needs they may have resulting from it. Support may therefore not be provided. Students are advised to discuss this further with their MBA Module Leader. Some countries do not provide the same level of support that is available in the UK. If the institution does not provide the same level of support as listed on the student's Support Agreement (SSA) then the College recommends that the student considers an alternative destination that provides the required support. If the student decides to go to a destination that does not provide the level of support that is on their SSA, their Study Abroad Advisor will ask them to put the following in writing: why they wish to go to the institution, confirm that they are aware of the provisions available at the institution and that they accept responsibility for their decision. More information is available on the College intranet:

<http://intranet/learningresources/disability/Pages/StudyAbroad.aspx>

Passport

Your passport is your most important legal document while travelling overseas. In some countries it is required that foreigners carry their passports at all times. Guard your passport carefully and do not travel away from your study abroad site, and particularly away from your host country without your passport. **Make sure your passport will be valid for the entire duration of your time away from home plus an additional six months.**

Obtaining a Visa

You should not enter your destination country without obtaining the appropriate visa. Do not leave your application until the last minute. In these days of heightened security, visas can take several weeks (or even months) to be processed. The responsibility for obtaining the appropriate visa remains with you. If you are an EU national and you are undertaking your SPA within the EU you will not need a visa to study there. If you are travelling outside of the EU and/or you have a non-EU nationality, it is likely that you will need a visa. You should consult the appropriate embassy / consulate for advice and find out which documents are needed to apply. Also be sure to ask how long it will take to get your visa to avoid being late at your host institution!

Please be aware that some embassies (e.g., Brazil) require you to submit Police Record Check. Obtaining this document can take several weeks; therefore it is very important you check whether such is needed for your visa application.

Accommodation

Many institutions have halls of residence; living on campus is a good way to integrate, blend in with the other students and become part of the university life and culture. You can also rent private accommodation; students who have chosen this option have sometimes found it harder to adapt and in some towns and cities short-term accommodation can be very difficult to find. For specific information concerning accommodation, please see the section on the institution information sheet and visit their web site. Always remember that there are usually people in the international offices abroad who can help you with your search and all the other practical matters (bank accounts, health insurance, doctors, etc).

Safety

Safety is always an important issue wherever you are in the world. For your SPA it is highly unlikely that you will find yourself in any real “hot spots”. However you should always take extra care whenever you are in a place that is not familiar to you. Try to blend in and not stick out as an obvious “foreigner” and always keep an eye on your wallet or bags. Do not carry large amounts of cash about your person. Be wary of unlicensed taxis, who could use tourists / foreigners as easy targets for robberies.

International Student Identity Card (ISIC)

The ISIC is the most widely recognised form of proof of your student status. It allows you to get special privileges and discounts throughout the world: reduced or free admission to museums, concerts, cinema, etc. Other ISIC benefits include low airfares, and discounts on travel. Purchase of this card is highly recommended. Visit their website for further details: www.isic.org.

Exploring Cultural Differences

Every culture has distinct characteristics that make it different from your own. Adjustment is a complex process and does not happen overnight. Expect things to be different overseas. One of the main reasons for your participation in a study abroad programme is to help develop a sensitivity to and appreciation for the people and customs of a different culture and way of life. Be flexible and receptive in dealing with these differences and you will find your own life experiences will be greatly enriched.

Obeying Local and National Laws

While you are visiting another country you are subject to the laws of that country. The best advice is of course to know the laws and obey them scrupulously. If you get into any kind of trouble, seek local legal assistance as quickly as possible. **All 'local' rules and regulations apply to you while you are abroad.** Avoid any possible involvement with drugs. Drug laws vary from country to country, but in some cases the penalties can be extremely severe, regardless of whether the drug in your possession is for personal use or for sale to others.

Appendices

Appendix A: Study Abroad Checklist

Appendix B: SPA Selection form

Appendix C: Special Events for Study Period Abroad

Appendix D: Embassy and Consulate Contact Details

Appendix A – Study Abroad Checklist

Study Abroad Checklist –MBA Students–

This checklist was designed to take you step by step through the process of preparing to study abroad. Check off this list and make sure that everything is taken care of.



Find out as much information as possible on each available MBA Study Abroad Programme.



Meet with your academic advisor to discuss your choices. Re-consider **where** and **what** you would like to study abroad. Confirm or change your 1st Study Abroad Choice



Complete the EBS London Study Abroad Selection Form –To be submitted to Asif Ali – Khan with a one page essay (explaining the reasons for your choices) and four passport photographs.



When you are allocated to a study abroad program, make an appointment with MBA Course Leader and/or other nominated academic advisor to complete the EBS London Study Abroad Learning Agreement. Your academic advisor will sign off your course approval.



Find out about the application process by going to the workshop held for your allocation group. You will be informed by email of the date and time of the workshop. This meeting is very **IMPORTANT** – you must attend.



Sign up for a 2nd MANDATORY Study Abroad Meeting with the MBA Course Leader. Bring a copy of your acceptance letter. The contract meeting will cover (1) programme approval, (2) course approval, (3) registration of Study Abroad credits, (4) Advice and guidelines regarding the Business Project, (5) on-site visit, etc.



Apply for your visa well in advance



Start packing and Bon Voyage!!!

Appendix B – SPA Selection Form

MBA INTERNATIONAL BUSINESS: STUDY PERIOD ABROAD (SPA) SELECTION FORM

Please complete this form, along with a 1 page essay explaining your reasons for your choices and arrange an interview with Asif Ali-Khan. Please also submit 4 passport photographs with your application.

SURNAME:	DATE OF BIRTH:
FIRST NAME(S):	PLACE OF BIRTH:
NATIONALITY:	PASSPORT No:
CITIZENSHIP:	PASSPORT EXPIRING DATE:

E-MAIL ADDRESS (permanent address):

PHONE No(s):

I am indicating my priority of SPA universities but I am aware that I may not be allocated to my first choice due to the criteria mentioned below.

PARTNER UNIVERSITY	1-11
Copenhagen Business School, Denmark	
Solvay Business School, Belgium	
ISCTE Business School, Portugal	
Escuela de Negocios Caixanova, Spain	
FGV, Sao Paulo, Brazil	
Korea University, Business School Korea	
John Molson School of Business, Canada	
Universite Laval, Canada	
Monmouth University, New Jersey, USA	
Suffolk University, Boston, USA	
EDHEC Business School, France	

1 indicates your 1st choice.

Please, write a number next to each institution

Student Signature

Date:.....

Programme Director Signature..... **Date:**

POINTS TO NOTE:

You must be aware that whilst you are able to request the centre and country of preference for your SPA, it is the Course Leader, in close consultation with the IPO, who allocates the students to institutions abroad and this decision is final.


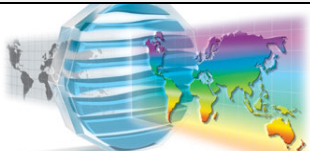

We would like to give all students their first priority but there are various criteria that need to be taken into account when allocating students to our partner institutions abroad:

- Firstly, we consider your academic and professional profile.
- Secondly, we have to look at the number of places available in each institution abroad and keep a balance in the number of incoming/outgoing students.
- Finally, our partner institutions may have specific entry requirements that must be met.

Before making your choice please obtain as much information as possible about the SPA institutions. This can be done by contacting the International Partnerships Office at EBS London and by checking the partner institution websites as well as the MBA Course Leader.

If you require any additional information or need any help in regard to your SPA please do not hesitate to contact us. We are open daily between 10am and 4 pm.

Appendix C – Special Events for MBA Study Period Abroad

<p>SEPTEMBER</p> <p>SPA Induction (for September Starters)</p> <p>Research Options</p>	<p>OCTOBER</p> <p>Arrange a meeting with Asif-Ali-Khan to discuss your choices</p> <p>Submit SPA Selection Form 18th October</p> <p>Allocations Announced 25th October</p>	<p>NOVEMBER</p> <p>Information and Application emailed to you (for September Starters)</p>
<p>DECEMBER</p>	<p>JANUARY</p> <p>SPA Induction (for January Starters)</p> <p>Submit SPA Selection Form 30th January 2012 (for January starters)</p>	<p>FEBRUARY</p> <p>Publications of SPA Allocations (for January starters)</p> <p>Information and Application emailed to students</p>
<p>MARCH</p> <p>Arrange Meetings with: Course Leader & IPO</p> <p>Students submit applications</p>	<p>APRIL</p> <p>SPA Preparation</p>	<p>MAY</p> <p>SPA start at some destinations</p>
<p>JUNE (SPA)</p>  <p>Confirm choice of Courses Submit Learning Agreement</p>	<p>JULY (SPA)</p>  <p>On-site meeting with your Course Leader</p>	<p>AUGUST (SPA)</p>  <p>Collecting SPA Results Returning to EBS London</p>

Have a very rewarding SPA!

Appendix D – Embassy and Consulate Contact Details

COUNTRY	ADDRESS IN LONDON	CONTACT DETAILS
BELGIUM	17 Grosvenor Crescent London, SW1X 7EE	Tel: +44 (0) 20 7470 3700 Fax: +44 (0) 20 7470 3795 Website: http://www.diplomatie.be/London/
BRAZIL	32 Green Street London W1K 7AT	Tel : +44 (0)20 73999000 Fax : +44 (0)20 73999100 Website: http://www.brazil.org.uk/embassy/index.html
CANADA	Canadian High Commission Immigration Section 38 Grosvenor Street London W1K 4AA	Tel: +44 (0) 20 7258 6600 Fax: +44 (0) 20 7258 6333 Website: http://www.dfait-maeci.gc.ca/canada-europa/united_kingdom
DENMARK	Royal Danish Embassy Visa Office 55 Sloane Street London SW1X 9SR	Tel: +44 (0) 20 7333 0200 / 020 7235 1255 Fax: +44 (0) 20 7333 0270 Website: www.denmark.org.uk
FRANCE	French Consulate, 21 Cromwell Road, London SW7 2EN,	Tel: +44 (0) 20 7073 1200 Fax: +44 (0) 20 7073 1201 Website: www.ambafrance-uk.org
PORTUGAL	Portuguese Embassy Consulate Section 3 Portland Place London W1N 3AA	Tel: +44 (0) 20 7291 3770 Fax: +44 (0)20 7291 3799 Website: http://www.secomunidades.pt/web/londres
SOUTH AFRICA	South Africa House Trafalgar Square London WC2N 5DP	Tel: +44 (0) 20 7451 7299 Fax: +44 (0) 20 7451 7283 Website: http://www.southafricahouse.com/
SOUTH KOREA	Embassy of the Republic of Korea 60 Buckingham Gate London SW1E 6AJ	Tel: +44 (020) 7227 5505/7 Fax: +44 (020) 7227 5503 Website: http://gbr.mofat.go.kr
SPAIN	20 Draycott Place London SW3 2RZ	Tel: +44 (0) 20 7589 8989 Fax: +44 (0) 20 7581 7888 Website: http://www.conspalon.org/
USA	24 Grovesnor Square London W1A 1AE	Tel: +44 (0) 20 7499 9000 Fax: +44 (0) 28 9068 1301 Website: http://www.usembassy.org.uk

Contact us:

International Partnerships Office (IPO)

Regent's College
Jebb 201
Inner Circle
Regent's Park
London NW1 4NS

www.ebslondon/studyabroad

Tel: +44(0) 207 487 7717/7518

Fax: +44(0) 207 487 7486

Email: Outbound@regents.ac.uk

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