
INFORMATION FOR EXCHANGE STUDENTS AND PARTNER UNIVERSITIES

2017-2018



Welcome to Toulouse Business School

**Master in Management (Grande Ecole) Program
International Mobility Office**



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YOUR CONTACTS

- **ACADEMIC: MIM INTERNATIONAL RELATIONS TEAM**

The MiM international Relations Team answers any questions regarding the Academic program

Ms Marie-Hélène HEIT

Head of International Mobility
Toulouse Business School
Master's Program

☎ +33 5 61 29 48 74

Fax : +33 5 61 29 47 92

mh.heit@tbs-education.fr

Ms Betty ROUZIES

Ms Cécile DUMONT

Ms Fatiha BOUQUOYUE

CAPDEVILLE

Advisor,
TBS MiM Program
Outgoing Mobility

☎ +33 (0)5 61 29 48 45

Fax +33 (0)5 61 29 47 92

b.rouzies@tbs-education.fr or
outgoing.master@tbs-education.fr

Advisor,
TBS MiM Program
Incoming Mobility

☎ +33 (0)5 61 29 49 78

Fax +33 (0)5 61 29 47 92

c.dumont-capdeville@tbs-education.fr

Executive Assistant
TBS MiM Program
International Mobility

☎ +33 (0)5 61 29 48 99

Fax +33 (0)5 61 29 47 92

f.bouquoyoue@tbs-education.fr

- **STUDENT SUPPORT: TBS INTERNATIONAL STUDENT SERVICES**

Contact: international.tbs@tbs-education.fr

STUDENT LIFE :

TBS's International Student Services Office offers non-academic assistance and support at TBS, including: Accommodation - Immigration & Visa Issues - Banking - Health - Advice about living in Toulouse - etc

Ms. Jessica MACKENZIE GRANDHOMME

Manager, International Student Services
Office

☎ +33 5.61 29 47 05

[j.grandhomme@tbs-education.fr/](mailto:j.grandhomme@tbs-education.fr)
international.tbs@tbs-education.fr

TBS CALENDAR - 2017/2018 ACADEMIC YEAR

- Semester dates: *(Dates may be subject to changes)*

	M1 : MASTER 1 YEAR	M2 : MASTER 2 YEAR	HOLIDAYS*
SEMESTER 1 (FALL SEMESTER)	September 11 th - End December 2017 (22 nd TBC) Orientation Day : September 1 st 2017	September 4 th - End December 2017 (20 th TBC) Orientation Day : September 1 st 2017	<u>Christmas Holidays:</u> 2 weeks in December <u>Winter Holidays:</u>
SEMESTER 2 (SPRING SEMESTER)	January - End of May 2018 Orientation Day : Early January 2018- (3 rd TBC)	Management Internship: January - June 2018	One week in February or March (TBC) <u>Spring Break:-</u> One week in April -TBC)

- Orientation Days

An orientation meeting is organized by the **International Student Services Office** at the start of Fall and Spring semesters.

International students are required to attend the orientation meeting relevant to his/her period of studies at Toulouse Business School as vital information is given at that time and attendance is compulsory.

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

HOW TO APPLY TO TOULOUSE BUSINESS SCHOOL

The registration of nominated students is done through an online registration procedure and is initiated by the International Office of our Partner Universities.

- Nomination of exchange students:

Partner Universities will officially nominate their students participating in the exchange programme with Toulouse Business School using our online nomination procedure. An individual email will be sent to the person designated to officially nominate the exchange students with further information on how to access the online nomination system.

The following information regarding the student(s) will be required:

- First Name
- Family Name
- Gender
- Current E-mail Address
- Date of Birth
- Nationality

as well as the type of Program, specific semester of study and the chosen TBS campus (Barcelona campus is available for Spring semester only).

Semester of Study Exchange Program

Dual Degree Exchange Program

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

- ✓ Semesters 1 & 2 - MSc 2 Year for Master 1 or Master 2 students



- Online application for exchange students

Once the students' nominations have been processed, the International Office will send all nominated exchange students a login and password to access our online application procedure. All nominated students must apply online in order to initiate the official process of registration for administrative and course sections. In addition to completing their online application, students will have to supply the following supporting documents online:

- ✓ A CV or resume
- ✓ Latest grade transcript
- ✓ A language proficiency certificate (English or French) for non-native speakers only
- ✓ Copy of their European Health Insurance Card for European students *
- ✓ Copy of their Health Insurance from Home country for non EU Students staying less than 3 months*
- ✓ Copy of their Birth Certificate (translated into French or English for non-European languages)
- ✓ Copy of their passport (ID section).

On completion of the online registration, exchange students will be sent a letter of Admission. It is essential that students register on time to facilitate their visa application process.

* For further information on Health Insurance requirements, please refer to the "Survival Guide - Social Security & Health Insurance" from the International Student Office

- Nomination & Application Deadlines:

- **Online nomination deadlines:**

For students attending our MSc 1 year:

- ✓ Semester 1 (Fall):
From March 10th to March 31st 2017
- ✓ Semester 2 (Spring):
From September 15th to 30th 2017

For students attending our MSc 2 year and Dual Degree students:

- ✓ Semester 1 (Fall) or Full year:
From March 10th to March 31st 2017

- **Online application deadlines:**

Semester 1 - MSc 1:

From April 15th to April 25th 2017

Semester 2 - MSc 1

From October 15th to October 25th 2017

Semester 1 MSc 2 or Dual Degree:

From April 15th to April 25th 2017



TOULOUSE CAMPUS



COURSE INFORMATION

- Exchange students (M1 or M2) or Dual Degree students (M2)

International students who have been selected by their home university to study at Toulouse Business School can come as **exchange students** or **dual degree students** according to their home university nominations and the existing agreement(s) between their home university and TBS:

- Exchange students will get credit transfers for one or two semesters or for a number of courses for their degree at their home university. Exchange students may come either during our Master 1 year (M1) or our Master 2 year (M2). Exchange students can take all or part of the courses offered depending on their home university requirements.

Should you nominate Undergraduate students into our Master 1 year, please make sure they are Senior Bachelor students (third year minimum).

- Dual degree students must follow all classes of our final year Master 2 year (M2). They will be granted our Master in Management degree.

There is no possibility of 'mixing' classes from different years. The details of course choices can be found on the following pages.

- French language classes

An intensive French language course will be organized for our international exchange students in Semester 1 of our **Master 1 year**. This 30 hours course will be scheduled between the Orientation Day and the beginning of M1 classes (from September to November).

This course will count for **4 ECTS credits**.

For students arriving in January, a 22 Hours Course will be proposed during the **Spring Semester**.

- Tracks

Master 1 and 2 years are made up of 2 tracks. Students will choose a track depending on their individual background. Exchange students can choose the English Track or the French Track depending on their requirements and language ability.

It will not be possible to mix courses from the two different tracks.

- **MASTER 1 - Semester 1 (Fall) - English Track (37 ECTS)**

Please note that Contact hours and ECTS credits per course may be subject to changes- They are indicative and based on the 2016/2017 Academic Year

COURSES	CONTACT HOURS	ECTS
Basic Business Statistics	21H	3
Management Control	15H	2
Financial Analysis	6H	3
Economics	15H	2
Finance	21H	3
International Trade	15H	2
Marketing	13.5H	4
Operations Management	30H	4
Corporate Social Responsibility	15H	2
English (LV1)	30H	4
French (LV2) Or One Other Language: <i>Spanish, German, Italian</i> For Non-Beginner students only	30H	4
Strategic Analysis Report		4

- **MASTER 1 - Semester 1 (Fall) - French Track (35 ECTS)**

Please note that Contact hours and ECTS credits per course may be subject to changes- They are indicative and based on the 2016/2017 Academic Year

COURSES	CONTACT HOURS	ECTS
Contrôle de Gestion	15H	2
Analyse Financière	9H	3
Macroéconomie	15H	2
Finance	21H	3
Management des Opérations	15H	2
Marketing	12H	4
Responsabilité Sociétale de l'Entreprise	15H	2
Mathématiques	15H	2
Statistiques appliquées à la gestion	21H	3
Anglais (LV1)	30H	4
Français (LV2) Ou Autre langue vivante : Espagnol, Allemand, Italien Etudiants non-débutants uniquement	30H	4
Rapport d'Analyse Stratégique		4

- **MASTER 1 - Semester 2 (Winter/Spring)**

Semester 2 of our Master 1 year is divided into two main parts:

Part I: Core Courses running from early January to mid-February:

There will be 3 periods from early January to Mid-February. At the time of online application, International exchange students will be required to make a choice of 2 courses per period, listed by order of preference. They will be registered to 1 of these 2 courses. **Changes will not be allowed.** Students are free to take 1 course per period or to skip 1 period, depending on their home university requirements. Core Courses can be taken either in French or in English.

Part II: Major Courses running from end of February to end of May:

For the International Major only:

There will be 6 periods from end of February to the end of May. At the time of online application, International exchange students will be required to make a choice of 2 courses per period, listed by order of preference. They will be registered to 1 of these 2 courses. **Changes will not be allowed.** Students are free to take 1 course per period or to skip 1 period, depending on their home university requirements. Core Courses can be taken either in French or English. There will be no possibility of mixing both languages.

For the other Major courses:

These Major courses are organized as block of courses that cannot be divided. Students will be required to follow all courses proposed in a given Major course.

- **Master 1 - Semester 2 - Part 1 - Core Courses - 14 ECTS**

Courses in English

Period 1 (from January 3rd to 13th)

Course N°1: Human resource Management – 4 ECTS

Course N°2: Strategic Management – 4 ECTS

Course N°3: Information and Decision & International Business – 4 ECTS

Course N°4: International Business Communications – 4 ECTS

Period 2 (from January 16th to 26th)

Course N°1: Human resource Management – 4 ECTS

Course N°2: Strategic Management – 4 ECTS

Course N°3: Information and Decision & Operational Business Plan – 4 ECTS

Course N°4: Integrated Reporting and Integrated Thinking – 4 ECTS

Period 3 (from January 31st to February 10th)

Course N°1: Human resource Management – 4 ECTS

Course N°2: Strategic Management – 4 ECTS

Course N°3: Information and Decision & International Financial Management - 4 ECTS

Course N°4: Information and Decision & Managing Innovation – 4 ECTS

Course N°5: Intermediate Finance – 4 ECTS

French Classes



- **Master 1 - Semester 2 - Part 1 - Core Courses - 14 ECTS**

Courses in French

Période 1 (du 3 au 13 Janvier)

Cours N°1 : Management des Ressources Humaines – **4 ECTS**

Cours N°2: Stratégie – **4 ECTS**

Cours N°3: Information et Décision – **2 ECTS**

Période 2 (du 16 au 26 Janvier)

Cours N°1 : Management des Ressources Humaines – **4 ECTS**

Cours N°2: Stratégie – **4 ECTS**

Cours N°3: Information et Décision – **2 ECTS**

Cours N°4: Business Plan opérationnel – **2 ECTS**

Période 3 (du 31 Janvier au 10 Février)

Cours N°1 : Management des Ressources Humaines – **4 ECTS**

Cours N°2: Stratégie – **4 ECTS**

Cours N°3: Information et Décision – **2 ECTS**

Cours de Français



- **Master 1 - Semester 2 - Part 2 - International Major - 27.5 ECTS**

Period 1 – list of courses offered from February 22nd to March 10th

Course 1: Financial analysis and modeling & Fixed income – **5 ECTS**

Course 2: Operational marketing – **5 ECTS**

Course 3: Legal strategy and innovation – **5 ECTS**

Course 4: Business communication & beyond – **5 ECTS**

Course 5: Managing across cultures and frontiers – **5 ECTS**

Period 2 – list of courses offered from March 13th to 24th

Course 1: Entrepreneurship in practice – **5 ECTS**

Course 2: Valuation, long term finance and efficiency – **5 ECTS**

Course 3: Economics of strategy & Organizing innovation – **5 ECTS**

Course 4: International Business negotiation & conflict mngt & International human resource management – **5 ECTS**

Course 5: Opportunities, Risk and Actors in emerging economies – **5 ECTS**

Period 3 – list of courses offered from March 27th to April 06th

Course 1: Financial accounting, management accounting and control – **5 ECTS**

Course 2: Innovative and competitive strategies – **5 ECTS**

Course 3: Derivative and portfolio management – **5 ECTS**

Course 4: Retail sales and retail brands – **5 ECTS**

Course 5: International political institutions and business – **5 ECTS**

Course 6: Operational marketing – **5 ECTS**

Period 4 – list of courses offered from April 18th to April 28th

Course 1: Econometrics and advanced corporate finance – **5 ECTS**

Course 2: Demand forecast & Pricing and yield management – **5 ECTS**

Course 3: Talent management and career & Recruitment and assessment – **5 ECTS**

Course 4: International Business – **5 ECTS**

Course 5: Business communication and beyond – **5 ECTS**

Period 5 – list of courses offered from May 2nd to 12th

Course 1: Performance assessment, governance and reporting – **5 ECTS**

Course 2: Evaluation in emerging market & Valued based metrics and valued of companies – **5 ECTS**

Course 3: Optimization: application to supply chain decisions & supply chain management – **5 ECTS**

Course 4: International branding and communication – **5 ECTS**

Course 5: Business communication and beyond – **5 ECTS**

Course 6: Business analysis for process improvement & Digital transformation – **5 ECTS**

Period 6 – list of courses offered from May 15th to 19th

Course 1: Managing Innovation – **2, 5 ECTS**

Course 2: Leadership in a dynamic global environment – **2, 5 ECTS**

Course 3: Team dynamics – **2, 5 ECTS**

Course 4: Sustainable development and inclusive business – **2, 5 ECTS**

Course 5: Chinese globalization and the role of foreign direct investments – **2, 5 ECTS**

- **Master 1 - Semester 2 - Part 2 - Other Course Majors - 27.5 ECTS**

Contrôle de Gestion et Information Financière (all in French)

Entrepreneuriat et Stratégie de Croissance (mix French & English)

Finance (mix French & English)

Management Innovation, Organisation (mix French & English)

Marketing (all in English or all in French)

Students will follow one major course ONLY.

• **MASTER 2 - Semester 1**

Please note that Contact hours and ECTS credits per course may be subject to changes- They are indicative and based on the 2015/2016 Academic Year

COURSES	CONTACT HOURS	ECTS
Sésame (Company-related strategic consultancy project)	45H	5
Professional Option	195H	21
Grand Ecrit (Strategy Examination)	15H	4
Research Project* (Written Assignment)		15
Management Internship* (Undertaken in the sector of the chosen Professional Option)		15

**Dual Degree option only*

- OP - Professional Option (195 contact hours).

Each year we offer a choice of around 18 Professional Options. Exchange students must choose one Professional Option. As there are quotas for the most popular options students need to register online giving 4 choices ranked in order of preference.

Please note all the Professional Options are offered in French **except 4 offered in English:**

- ✓ Aerospace Management,
- ✓ Banking and Corporate Finance,
- ✓ International Business: Going to Asia and Middle East,
- ✓ International Marketing Management.

A group of strategy credits comprising:

- ✓ **A SESAME project:** A company-related strategic consulting project organised in working groups of 10 students.
The SESAME is available in French and in English.
- ✓ **A 15 hour strategy class** leading to a compulsory final Strategy Examination (Grand Ecrit). Both the class and examination are offered in French and in English.
- ✓ **A Research Project*:**

A written assignment linked with the OP course offered in semester 1.

- ✓ **Internship*:**

Semester 2 of the Master 2 year is only offered to Dual Degree exchange students. It is entirely dedicated to the completion of a 6 month compulsory internship in a company operating in the sector covered by the Professional Option taken in the fall. Both the company and the placement duties must be approved by the School. The placement will be evaluated by the Company and will also generate an academic dissertation establishing links between the placement activities and the discipline's conceptual research frameworks.

** Dual Degree Option Only*

Important Information for Dual Degree students

According to French insurance legislation, students need to be **less than 28 years old** until the end of their period of studies at TBS.

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 800 in order to be awarded the TBS Master in Management degree.

BARCELONA CAMPUS

COURSE INFORMATION

In Semester 2, Exchange Students have the possibility of either coming to our Toulouse or Barcelona Campus. This will need to be confirmed by the Home University at the time of online nominations.

For our Barcelona campus, there may be a limited number of students accepted, depending on years and constraints.

- Master 1 Exchange students

International students who have been selected by their home university to study at Toulouse Business School can come as **exchange students on our Barcelona Campus** according to their home university nominations and the existing agreement(s) between their home university and TBS:

- Exchange students will get credit transfers for one or two semesters or for a number of courses for their degree at their home university. Exchange students can come only during our Semester 2 of the Master 1 year. Exchange students can take all or part of the courses offered depending on their home university requirements.

Should you nominate Undergraduate students into our Master 1 Year, please make sure they are Senior Bachelor Students (third year minimum).

• **MASTER 1 - Semester 2 (Winter/Spring)**

Semester 2 of our Master 1 year is divided into two main parts:

Part I: CORE COURSES - 16 ECTS

Running from January to February:

COURSES	CONTACT HOURS	ECTS
Human Resources Management	30H	4
International Business	15H	2
Operational Business Plan	15H	2
Strategic Management	30H	4
Information and Decision	15H	2

Part II: 4 COURSE MAJORS - 27.5 ECTS -

Running from End of February to the End of May:

- ✓ Marketing (all in English)
- ✓ Strategy & Consulting (mix of French & English)
- ✓ Financial Management, Accounting and Control (all in English)
- ✓ International Business (all in English)

Students need to choose one Course Major amongst a choice of 4.

ARTEMIS : Business Game Running Early June 2 ECTS



TBS GRADING SYSTEM

<i>TBS Master Program</i>	ECTS
<i>Excellent</i>	Excellent
16-20	A
<i>Très Bien</i>	Very Good
14-15.99	B
<i>Bien</i>	Good
12-13.99	C
<i>Assez bien</i>	Satisfactory
10,1 -11.99	D
<i>Passable</i>	Sufficient
10	E
<i>Passable</i>	Pass
8 - 9.99	FX
<i>Insuffisant</i>	Failed
0 – 7.99	F

Grade transcripts will be sent to Home University about 6 weeks after the end of each semester.

Toulouse Business School
International Mobility Office
Master in Management Program

ADDRESS:
20, boulevard Lascrosses
BP 7010
31068 TOULOUSE Cedex 7
France

incoming.master@tbs-education.fr

www.tbs-education.fr