

# **RULES & REGULATIONS**

## **BACHELOR OF BUSINESS ADMINISTRATION-BBA**

### **2015-2016 ACADEMIC YEAR**

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# BBA PROGRAMME

## RULES & REGULATIONS REGULATIONS

### 1. INTRODUCTION

As part of the European Higher Education Area (EHEA), the new degree programmes have been devised to standardise the university system throughout Europe, ensuring the quality of university education and promoting greater geographic mobility among students and professionals. For this purpose, it uses the European Credit Transfer System (ECTS), as established by Royal Decree 1125/2003. This system provides the tools with which to easily understand and compare different educational systems and facilitates the recognition of professional qualifications and national and international mobility. It is a basic benchmark for transparency and harmonisation of university-level education throughout Europe and involves a new educational model focused on student learning. ECTS measures the total hours of dedication required by a student to achieve their academic goals.

The Bachelor of Business Administration-BBA\* is 240 ECTS, with 60 credits per academic year and with ECTS being equivalent to a student workload of 25 hours.

### 2. GENERAL BBA PROGRAMME REGULATIONS

#### 2.1 PURPOSE

By the end of the programme, graduates will be expected to have acquired a holistic and international approach towards organisations, and skill in applying knowledge on – and tools for – each of their functional areas, in line with the organisation’s business strategy and in accordance with values of sustainability and social responsibility.

Specific learning objectives are derived from this general objective, and are detailed below:

##### 2.1.1 SPECIFIC OBJECTIVES

- To attain a basic language related to the business world, which implies a thorough knowledge of fundamental concepts and management tools associated with different functional areas.
- To develop the skills to provide students with a comprehensive and general overview of organisations – over and above functional aspects – and the environment in which, as professionals, they will move.
- To demonstrate rigour, critical thinking and creativity in applying knowledge and developing skills in relation to professional activities in the different fields of business management.
- To be capable of contributing, from the functional level, to the company’s overall strategy with an international vision of the organisation.
- To become professionals, executives or entrepreneurs who are thoughtful, sensitive to diversity and aware of their personal and professional responsibility with respect to society; people who have cultivated their human quality and sense of solidarity and justice.

#### 2.2 PROGRAMME ELIGIBILITY: CONDITIONS

In order to be eligible to enrol on the Bachelor of Business Administration-BBA programme, candidates should fulfil the requisite academic conditions for university entrance.

##### 2.2.1 SPANISH EDUCATION SYSTEM

For students who have studied under the Spanish educational system these requirements are:

Bachillerato in:

- Technology (technical / scientific)
- Natural Science and Health Science (technical / scientific / health sciences)
- Humanities and Social Sciences (only Social Sciences)

And, students are also required to pass the university entrance exam.

## 2.2.2 ADVANCED LEVEL SPECIFIC VOCATIONAL TRAINING OR EQUIVALENT

Students who have studied under different educational systems to that of the Spanish system are required to meet the stipulations included in Resolution 20126, of May 10, 2007, BOE, no. 112).

## 2.3 QUALIFICATION

Having fulfilled the established academic requirements, students will receive the official qualification valid throughout the national territory, that of graduate in Bachelor of Business Administration-BBA from Ramon Llull University, with specific mention to ESADE (Escuela Superior de Administración y Dirección de Empresas), as the institution where the degree programme was completed.

Issuance of this degree certificate:

Students who have completed their studies and fulfilled the corresponding academic requirements may request their degree certificate as of 1<sup>st</sup> December of the year in which their degree is completed.

## 2.4 CLASSES & SCHOOLING

### 2.4.1 ACADEMIC YEAR

The academic year starts on 1<sup>st</sup> September and ends on 31<sup>st</sup> August of the following year, regardless of whether classes start earlier.

When students come to enrol, or before classes start, they will be given the timetable and the information for the specific degree course on which they will be registering.

### 2.4.2 SCHOOLING & ATTENDANCE

Class attendance is mandatory. However, ESADE leaves attendance checks to the discretion of faculty members. It is important to take into account that part of the evaluation of each subject and, therefore, the final grade, depends on the level of attendance and quality of participation in class, at faculty members' discretion.

If a student considers it appropriate to communicate the reason for not attending a class/classes, s/he should submit a written explanation to the Registrar's Office or directly to the professor no later than one week after the date on which the class was missed.

Classes that are missed through no fault of the faculty member will not be made up.

Students who have not registered are not permitted to attend any ESADE programme.

### 2.4.3 PUNCTUALITY & PREPARATION

In addition to making the best use of class time, ESADE expects that both faculty and students will be punctual in order for subjects to be delivered properly. However, it is at the discretion of each faculty member whether or not to allow a student to join the class once it has started.

Punctuality should be understood as arriving at the start and leaving at the end of classes.

In addition, in order to guarantee the quality of the class dynamic, it is a minimum requirement to come prepared to class according to faculty member's instructions.

#### 2.4.4 SECTIONS

The Business Administration-BBA programme is delivered in Spanish, Catalan and English with respect to compulsory subjects and basic education. Elective classes will also be delivered in French and German. The main language of each of the sections is decided upon at the beginning of the academic year. This enables enrolled students to take classes in a language that allows them to achieve the learning objectives of their courses.

ESADE will guarantee students from other Spanish regions and foreign countries a place in the section that best suits their language skills. In other cases, ESADE will assign places according to the profile of each student in order to guarantee maximum diversity in the classroom, both on an academic and personal level (academic background, nationality, gender, etc). ESADE does not allow students themselves to choose a section of their choice. Within the same type of profile of each students, lots will be drawn to assign the section.

The same procedure will apply to subsequent academic years, with students who have passed their exams in June, these students will have priority when assigning sections, should the student request to change after completion of each academic year. Once all first round petitions have been satisfied, students who have to wait until the resit July exams, are next priority. At registration time, following the round of resit exams, all students will be entered into a draw, and the assignment will be prioritized according to ranking position in the class and Programme Direction criteria, and aboveall according to availability of places and balance of numbers across sections.

### 2.5 ASSESSMENT

#### 2.5.1 EXAMS

- Exams are the usual means of assessing students' academic achievement. Ordinarily, it is not the only means of assessment, but students' participation and attitude in seminars, practicals, tutorials, assignments and tests during the course is also taken into consideration. In some subjects, students may be exempt from sitting exams.
- With the approval of the programme director, the professor responsible for each subject will decide the assessment system to be used. Students will be informed of this in writing at the beginning of the course and this system will remain in effect throughout the entire academic year.
- Prior to sitting an exam, students are entitled to know the weighting of different parts in the grading process and, a posteriori, what errors they have made and how these should be corrected, that is, they should receive feedback on the exam.
- In all rounds of exams, the exam will always be held in accordance with the current programme.
- Scheduled exams cannot be replaced by special assignments, unless the programme director in agreement with the professor of the subject, exceptionally, authorises it.
- Holding individual or collective exams on earlier or later dates to those set for official rounds of exams or resits can only be authorised by the programme director, in agreement with the course professor concerned, and this will only be done in very exceptional circumstances.

#### 2.5.2 ROUNDS OF EXAMS AND RESITS

Students can sit a maximum of two rounds of exams during the academic year, with the exception of fourth-year students.

Any degree subject (corresponding to compulsory or elective credits) has an ordinary round of exams and three resit rounds.

For academic purposes, students should be aware that the first two rounds of exams for each subject are taken into account in the total number of exam rounds used by the students, whether used or not.

The same applies to the 3<sup>rd</sup> and 4<sup>th</sup> rounds of compulsory subject and basic training exams for students repeating academic years, and for second-year students who have a first-year subject pending.

For senior students, rounds of exams for pending subjects from previous academic years are only counted if they are used.

In the event of a student unsuccessfully sitting all four rounds of exams for a subject (a situation that will result in the student being required to leave the programme), they may appeal to the programme directors to authorise an exceptional round of exams. This will be granted, or not, once the professors of the academic year in which the student is enrolled have voiced their opinion.

This exceptional case will not apply to a first-year subject that a second-year student may have pending, even though they have passed all the subjects from the second-year course.

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#### 2.5.2.1 ORDINARY ROUND OF EXAMS

This will take place generally at the end of each course and on the dates indicated in each case.

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#### 2.5.2.2 ROUND OF RESIT EXAMS

For all subjects not passed in the ordinary round of exams there will be a resit exam during the academic year.

If the subject is not passed in this round or resit exams, the student is entitled to sit the exams at two more rounds of resit exams, whether ordinary exams or resits, for the same subject.

In the case of rounds of resit exams, and for the purposes of the final grade, the grades obtained during the academic year, along with any assignments submitted, will not be taken into consideration – even though the subject consists of several parts or is delivered by various faculty members – unless the professor of the subject states otherwise.

In the case of elective subjects with more than one edition per academic year, students can take the resit exam in any edition of the subject or in July. Requests should be submitted to the Registrar's Office prior to the dates on which these exams are to be held.

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#### 2.5.2.3 EXCEPTIONAL RESIT EXAM

Always authorised under special circumstances, the exceptional resit exam will be held in accordance with the current programme.

Once an exceptional resit exam has been authorised, the programme directors will recommend the student concerned to take the exam during a round of ordinary exams or resit exams, so that their exam can be graded along with those of other students. This is particularly important in terms of ensuring fairness and objectivity when grading the exam.

Students may apply to take a resit exam in exceptional circumstances, but this should be requested in writing, stating the reasons supporting the request. After evaluating the reasons provided, programme directors will decide on whether or not to authorise the request, and the student and faculty member concerned will be informed of this decision in writing.

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### 2.5.3 DEFERRAL OF EXAMS

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#### 2.5.3.1

In the case of force majeure, illness or other grounds, which make it impossible to attend the corresponding round of exams, the student may request the exam to be deferred to a future round of exams, with the agreement of the programme directors. Deferral does not affect the number of rounds of exams available to the student nor does it represent any addition cost.

The request to defer to another round of exams, for the reasons cited, should be submitted to the Registrar's Office at least one week before the date of the scheduled examination.

Only in cases of serious and unforeseeable circumstances will the deferral request be authorised after the expiration of this period (one week). In any case, notice should be given before the start of the examination.

If notice is not made within the above deadlines or the alleged cause is not considered force majeure, the student will forfeit the opportunity to sit the examination in this round and this will be recorded as 'non-attendance'.

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#### 2.5.3.2

Students who, for duly justified reasons corresponding to force majeure, have obtained authorisation from programme directors to defer an examination to a round of exams immediately following the original scheduled exam should contact the Registrar's Office to confirm that they will take the exam in order for them to be included in the relevant exam information. Failure to do so will result in any exam taken in the rounds of exams following the original exam date being invalidated. Nevertheless, students will not be required to pay additional exam fees for the deferred exams in these circumstances. In all events, notice should be given before the date set for the examination.

Programme directors should be informed in the event of the student being unable to sit the examination at the next round of exams.

#### 2.5.4 REGISTRATION FOR SUBJECTS PENDING FROM PREVIOUS ACADEMIC YEARS

Students with subjects pending from previous academic years have two options available to them:

- Register for the pending subjects, attend classes and sit all tests or exams. In this case, at the time of registering, students are required to pay the tuition fees indicated in the document "15-16 Bachelor of Business Administration-BBA Economic Regulations". This method gives students the right to sit two rounds of exams: ordinary exams and resits.
- If students do not wish to attend classes for the subject during the academic year, they can register to sit the final exams, paying the current examination fees, indicated in the document "15-16 Bachelor of Business Administration-BBA Economic Regulations". This option will only entitle students to sit the final exams, the ordinary round of exams and resits in the academic year in which they have registered.

Each academic year, students with subjects pending from previous academic years, whether compulsory, elective or related to basic training, should register in one of the two methods described above.

#### 2.5.5 DATES AND TIME BETWEEN COMPULSORY SUBJECT EXAMS AND BASIC TRAINING EXAMS

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##### 2.5.5.1

Dates for the round of ordinary exams in first and second year will be scheduled by the programme directors, at the suggestion of student representatives from each year, after obtaining the approval of faculty members. To the extent in which it is possible, every effort will be made to ensure that there is a minimum interval of 24 hours between exams for subjects in the same year group.

Once exam dates have been approved, and times and classrooms specified by the Registrar's Office, these may not be altered under any circumstances, except in cases of force majeure.

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##### 2.5.5.2

Exams for the subjects delivered in the first semester will be held on the dates scheduled for the ordinary round.

The various mid-term tests or exams that each member of faculty sets for their course within the academic year cannot coincide with the dates reserved for examinations held between the end of the first semester and the beginning of the second, except for the first- and second-year subjects English I and English II.

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#### 2.5.5.3

Students being examined on a subject from a previous year may face the possibility of a shorter interval between examinations. In the event of a round of resit exams coinciding with an ordinary round of exams, students should sit the resit exam and inform the programme directors of this fact in order to obtain the necessary authorisation to defer the ordinary exam to the next round of exams. This process should be carried out before the clash of exam dates. However, if the exams coincide on the same day but not at the same time, it will not be possible to defer either.

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#### 2.5.5.4

Resit exam dates published throughout the academic year may be subject to change. For this reason, students should personally confirm exam dates, directly consulting the Intranet or the on-campus information screens. It will not be possible to consult exam dates by telephone or in person at the Registrar's Office or University Programmes Unit.

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### 2.5.6 TYPES OF EXAM

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#### 2.5.6.1 WRITTEN EXAMS

Exams are normally written.

The decision to sit an exam includes the obligation to submit the examination paper and state the name(s) and surname(s) of the examining student, even in the event of the student submitting a blank examination paper.

Written examinations will be retained by faculty during the period of time in which a formal revision may be requested.

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#### 2.5.6.2 ORAL EXAMS

Exams may also be oral, at the discretion of the member of faculty or programme directors, and will be public. If the student or students so desire, they may request a board of examiners to be convened which will consist of the member of faculty responsible for delivering the subject and two members of faculty from the same department. Such a request should be made to the directors of the programme, who will make arrangements with the member of faculty responsible for the subject and the director of the department.

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### 2.5.7 EXAM REGULATIONS

- During exams, students should place their ID card or passport along with their ESADE ID card on their table in front of them, and have their mobile phones disconnected.
- Students will be distributed around the classroom at random, as deemed appropriate by the invigilator or exam room supervisor, and the faculty member responsible for the course may specify the procedure to be followed for each subject.
- At the start of the exam, students will be informed clearly of the time that they will have in which to complete the exam.
- The material that students may use during the exam will be stipulated. All other items should be deposited neatly in the area of the exam hall allocated for this purpose and may be retrieved once the student has submitted his or her exam paper.

- Clarification of exam texts or questions may only be offered by the member of faculty responsible for the subject being examined. To this end, faculty members will visit each examination hall at the start of the exam. Clarifications will be expressed aloud so that they may be heard by all the students present in the examination hall.
- Different tests will be distributed in the case of multiple choice exams: The difference may involve a change in the order of questions, provided that this does not affect the coherence of the test.
- In exams in which paper is handed out to students, it is strictly prohibited to unfasten the pages.
- Written exams will be written in pen or fountain pen, never in pencil, except in the case of tests that will be corrected automatically.
- It is forbidden to leave the classroom for any reason. Students who wish to leave early may not do so during the first hour of the exam.
- Students who arrive at the examination hall over one hour late will not be allowed to sit the exam. In the event of the exam being divided into parts and that the completion of the first part is a prerequisite for continuing, those students who have missed over 50% of the exam assigned to the first part of the exam will not be allowed to sit the second part.
- Exam papers of students who leave the examination hall early will be collected by the invigilators.
- In the event of a serious irregularity occurring, the examination paper(s) will be withdrawn and the student(s) in question will be expelled from the examination hall.
- All exam papers should include the name(s) and surname(s) of the examining student.
- Exam papers will be collected as required.
- It is compulsory for faculty members responsible for the course to be present during exams.

#### 2.5.8 EXAM RESULTS

- A student who leaves the examination hall once the exam has started will be awarded a grade of 0 points, as this implies that the exam has been taken.
- Exams containing spelling mistakes or which are illegible may be given a fail grade or have points deducted. Under no circumstances will it be possible to resit the exam.
- The Registrar's Office will publish the dates set for delivering grades for compulsory and basic training subjects for the different class years.
- Grades will be made available to students via the Intranet.

#### 2.5.9 EXAM IRREGULARITIES

This chapter deals with all irregularities that may occur during an exam, the result of which a student may seek to improve their exam grade.

##### 2.5.9.1 PREMEDITATED COPYING

The term 'premeditated copying' refers to those irregularities resulting from an attempt to evade detection while introducing prohibited material into the examination hall. For example, included in this section is the possession of prepared material or any other material (books, notes) that has not been deposited in the allocated area indicated by the invigilators at the start of the exam. Also considered as 'premeditated' is any pre-arranged communication with another student (meetings outside the classroom, etc.), beyond that of a simple conversation.

- If the professor responsible for the subject considers the irregularity to be important for the exam grade, 0 points will be awarded for the entire course and two opportunities to resit the exam will be withheld.
- If the professor responsible for the subject considers the irregularity not to be important for the exam grade, 0 points will be awarded for the entire course but will not affect the student's eligibility to take a resit exam.

- The theft of an examination paper prior to the examination will be reprimanded by programme directors and may eventually lead to the student's expulsion from ESADE. The same rule will apply to a student who takes an examination in place of another student, and for the person who prompts this person to do so.
- The disciplinary measures specified in the preceding paragraphs will apply in both mid-term and final exams.

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#### 2.5.9.2 NON-PREMEDITAED COPYING

The term 'non-premeditated copying' refers to those irregularities which are manifestly deduced as not resulting from a prior will to infringe examination rules. For example, actions considered as being 'non-premeditated' include talking during the exam, looking at another student's exam paper or passing on results or information, etc.

0 points for the exam in question will be awarded for this type of irregularity.

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#### 2.5.9.3 PATENT ANOMALIES

If patent anomalies are observed in the correction of the exam, the disciplinary measure corresponding to an infringement under Section a) point 2.5.9.1 will apply.

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#### 2.5.9.4 ACTIONS

If an irregularity of any kind is detected, the student will be informed of this and expelled from the examination hall, and the exam and the material involved in the irregularity (should this be the case) will be retained by the invigilator and handed over to the professor who will decide on whether the situation is covered by points 2.5.9.1 or 2.5.9.2.

It is important for the student to be notified of the infringement immediately so that the appropriate disciplinary measure can be ascribed, without prejudice to the provisions in point 2.5.9.3.

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#### 2.5.9.5 REGULATIONS APPLICATION

The previously described regulatory framework is applicable to mid-term and final exams. Copying in an exam will result in the grade awarded for this exam being 0, unless the professor responsible for the subject decides to apply a 0 grade for all parts of the subject grade assigned to exams. To do so, however, means that adequate notice of this course of action should have been stipulated beforehand in the course information.

### 2.5.10 ASSIGNMENT IRREGULARITIES

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#### 2.5.10.1 GROUP WORK

Group work is a means of subject assessment. Individual contributions to group work is therefore a key to student assessment. In the event of a faculty member becoming aware, during the presentation of an assignment or during its grading process, of a clear lack of individual contribution, this will be considered as a case of 'non-premeditated copying' and the student's individual grade will be 0.

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#### 2.5.10.2 INDIVIDUAL WORK

The individual assignments in which there is a lack of sufficient citation material will be deemed as a case of 'premeditated copying' and a grade of 0 points will be awarded in the assessment of the corresponding subject.

Copying during an exchange period will be treated as a serious case of 'deliberate copying', which will result in the student forfeiting two rounds of exams in the year's ranking.

## 2.5.11 OFFICIAL REVIEW OF EXAMS

### 2.5.11.1 PRINCIPLES

Students who consider that they have been graded unfairly in an ordinary round of exams or in a resit exam are entitled to request a formal review of their exam grade.

These regulations govern the review procedure for written exams. Oral exams do not allow for review procedures as it would be impossible to repeat an oral exam under identical circumstances and students can always apply for an examination board to assess their grade.

Since language tests require students to pass both the oral and the written parts, any oral exam in which the student is in a fourth resit exam or an exceptional resit exam will be recorded. If through technical problems or other causes the oral cannot be recorded, the student will be examined by the examining board.

The level to be attained in each subject is left to the discretion of the professor in whom ESADE has placed its trust, until it is proven that they have ceased to deserve such trust. Obviously, that level should be based on the importance of the subject within the curriculum, the depth with which each part of the programme has been explained, and not on the specific case of a particular individual. Consequently, and wherever possible, the review will be relative, i.e., it will only try to determine if the applicant has been rated fairly or unfairly with respect to their peers.

In the first instance, the student is entitled to comment and check their exam grade with the professor, as indicated in paragraph 2.5.1 b.

By this right to comment on and go over the exam grades, it is understood that it is justified when there is reasonable doubt as to whether a particular grade is pertinent or not. In the event of a student manifestly abusing this right, their conduct may be reprimanded by the programme director.

If an agreement is not reached in the first instance, the student may request a formal review.

In the event of not being able to contact the professor, the student interested in having their exam reviewed may request a photocopy of the exam in the corresponding department.

If the exam review is impossible because the professor has lost or destroyed the exam that is to be reviewed, the programme directors will take the appropriate measures to ensure the student's right to have their exam reviewed.

### 2.5.11.2 REGULATIONS AND PROCESSING OF THE OFFICIAL EXAM REVIEW

Notwithstanding the steps that may be taken by the student before the faculty member concerned, once grades have been published, students who believe that their rights have been infringed may request an official exam review by writing to the programme director of the cycle corresponding to the subject under review. In this written communication, students should express their dissatisfaction and request the start of the official exam review process.

The appeal should be filed with the Registrar's Office within 15 calendar days from the date on which the student discussed the exam grade with the faculty member, and in all events before the period of 3 months from the date on which grades were published.

### 2.5.11.3 PRIOR CONCILIATION

Upon receipt of the request, the programme director will decide on whether or not to authorise the official review procedure. If so, s/he will arrange to meet the parties concerned, who, in his or her presence, will review the case to see if they reaffirm or rectify their positions, after hearing the explanations of the other party.

Students may request the presence of another student in the conciliation process, as an observer. This observer, who may only intervene at the request of the interested parties or the programme director, should be a member of the Students Co-ordinating Committee, a delegate representative or one of the best qualified students in the subject concerned.

Minutes of the meeting will be taken by the ESADE Secretary or his or her representative, and these minutes will be signed by all present and filed with the Registrar's Office, with a copy to be included in the student's transcript and personal file.

In the event of reaching an agreement, this will end the procedure and the agreed measures will be introduced. Otherwise, the review process will continue as per detailed below.

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#### 2.5.11.4 OFFICIAL REVIEW

If no agreement is reached in the conciliation process, the programme directors will appoint a commission, which will be chaired by and made up of the head of the department of the subject to which the exam to be officially reviewed belongs, two professors from the department concerned and a third professor belonging to another department.

In the event of the professor whose exam is subject to an official review also being the director of the department, the programme directors will designate another professor from the same department to replace the professor in question on the commission referred to in the above paragraph.

In the event of a manifest injustice by the professor or a clear abuse of the review mechanism by the student, said commission may request the opening of disciplinary proceedings against the professor or student concerned, and the application of any disciplinary proceedings that may be applicable.

Once the exam is under the official review process determined by the commission referred to above, the commission will issue a ruling of which the Secretary of ESADE will release the corresponding minutes, which will also be signed by the members of the commission.

The original will be filed in the student's academic file with the Registrar's Office and a copy will be lodged in the University Programmes Unit Office.

The decision will be final and the student will be informed in writing by registered post.

## 2.6 EXAM RESULTS

### 2.6.1 GRADES

The system to be applied is a numerical scale from 0 to 10, with one decimal place.

**0,0 – 4,9** Fail

**5,0 – 6,9** Pass

**7,0 – 8,9** Distinction

**9,0 – 10** Excellent

**NP** Non attendance

The grade of 'Honours' may be awarded to students who have attained a grade equal to or above 9.0. Their number should not exceed 5% of students enrolled in a subject per section or edition in the corresponding academic year, unless the number of enrolled students is below 20, in which case a single 'Honours' grade may be awarded.

## 2.6.2 HONOURS

Honours attained by students in each of the basic training course and compulsory subjects as part of the curriculum studied at ESADE are recognised in two ways:

- Issuance of an honours certificate;
- Financial Award indicated in the document “ 15-16 Bachelor of Business Administration-BBA Economic Regulations”

To attain honours certificates, students will have to complete the request through the intranet (EOffice).

The deadline to request the economic award is established on October 30th of the academic year following the one when the honours have been obtained.

## 2.6.3 DEADLINE FOR DELIVERING RESULTS

The deadline for students to receive the results of their final exams, held within any academic year, is one month. This period will be taken as of the date of the examination to the date on which the results are released on the Intranet.

As for the final exams of basic training and compulsory courses, deadlines may be reduced by the Registrar’s Office in accordance with programme directors.

The results of tests and similar exercises will be delivered within fifteen days as of the completion of the test, or in the form and under the deadline agreed upon by professors and students prior to the test, which should permit, in each specific case, effective interaction and the achievement of the academic objectives of these tests and exercises.

## 2.6.4 EXAMS INTENDED TO IMPROVE GRADES

Once the results of the ordinary round of exams is made known, students may request authorisation from the professor, by letter to be delivered to the Registrar’s Office, to re-sit the passed subject with the aim of improving the grade obtained. This exam will always be held in the round of resit exams and may involve the student failing the subject.

## 2.6.5 PREPARATION OF RANKINGS

Each student’s position in the rankings at the end of each academic year is calculated from the weighted average of all final exam grades, ordinary round of exams and resits, for all types of subjects: compulsory (Ob), basic training (Fb), electives (Op), internships (PE) and final degree project (TFG) for which the student is registered. The NP (non-attendance) grade, implying forfeiting the opportunity to sit the exam, will be awarded a zero grade:

$$\text{Weighted average} = \frac{\sum (\text{grade obtained per exam and subject} * \text{credits per subject})}{\sum (\text{number of exams sat per subject} * \text{credits per subject})}$$

- Not taken into account in this calculation are:
- Elective credits obtained on the Exchange
- Leave of absence
- Exemptions
- Pass / Fail
- Not graded
- Postponements
- Non-attendance, when not involving forfeiting the opportunity to sit the exam
- Grades obtained in institutions other than ESADE

With respect to grades obtained in the schools and universities where students have carried out their exchange programme, these will not be taken into account when calculating the ranking, since it is impossible to unify the diversity of grading systems and assessment criteria in force in each institution.

The ranking is calculated for the purposes of internal information and for use by programme directors and will be provided to students only if they need a certificate, a transcript transfer or in the case of students terminating their studies.

## 2.7 SYLLABUS

### 2.7.1 DESCRIPTION OF THE SYLLABUS

As indicated in Royal Decree 1393/2007 of 29 October, which establishes the organisation of the official teaching of degree programmes, the subjects constituting an undergraduate degree may include basic training, compulsory, electives, internships or final degree projects.

In particular, basic training subjects contain the basics of the branch of knowledge which is ascribed to the qualification (in our case this is the branch of Social Sciences and Law), and as per regulated by the Royal Decree, these involve direct transfer and recognition in terms of accessing qualifications belonging to the same branch of knowledge.

The remaining subjects complete the syllabus that allows students to achieve the learning objectives proposed under the degree qualification, and to acquire the skills that are key to their education.

Consequently, the syllabus consists of:

- Basic and compulsory training courses.
- Compulsory subjects that students are required to take during a particular course.
- Electives, with the purpose of covering the number of elective credits per course (elective credits = credits to be covered in a given course, with subjects chosen by the student), including subjects in the exchange period.
- Internships to be conducted in the required compulsory internship period.
- Final degree project.

In summary:

<b>Subject Type</b>	<b>Credits</b>
<b>Basic training</b>	<b>60</b>
<b>Compulsory</b>	<b>96</b>
<b>Electives</b>	<b>58</b>
<b>Internships</b>	<b>20</b>
<b>Final degree project</b>	<b>6</b>
<b>TOTAL</b>	<b>240</b>

After the first two and a half academic years, in which students will have acquired the skills and knowledge to a basic level in relation to the ultimate objectives of their degree qualification, they will be able to commence both their international work experience as well as their first approach into the professional world.

Therefore, the exchange programme and the practicum will take place during the second half of the third year and the first semester of the fourth year, respectively.

#### 2.7.1.1 FIRST YEAR

	<b>Subject</b>	<b>ECTS</b>	<b>Type</b>
<b>First Semester</b>	Mathematics	6	<b>Bt</b>
	Economics I	6	<b>Bt</b>
	Accounting and Financial Analysis I	3	<b>Co</b>
	Law I	6	<b>Bt</b>
	Sociology I	6	<b>Bt</b>
<b>Second Semester</b>	Statistics I	6	<b>Bt</b>
	Economics II	6	<b>Bt</b>
	Accounting and Financial Analysis II	4	<b>Co</b>
	Law II	3	<b>Co</b>
	Organization I	6	<b>Bt</b>
<b>Yearly</b>	<b>Modern Language I</b>	<b>6</b>	<b>Bt</b>

#### 2.7.1.2 SECOND YEAR

	<b>Subject</b>	<b>ECTS</b>	<b>Type</b>
<b>Third Semester</b>	Statistics II	4	<b>Co</b>
	Accounting and Financial Analysis III	5	<b>Co</b>
	Economics III	6	<b>Bt</b>
	Information Systems Management I	4	<b>Co</b>
	Operations Management I	4	<b>Co</b>
<b>Fourth Semester</b>	Research Methods in Business Management	2	<b>Co</b>
	Sociology II	3	<b>Co</b>
	Financial Market Fundamentals	6	<b>Co</b>
	Marketing Management I	5	<b>Co</b>
	Organization II	4	<b>Co</b>
	Operations Management II	3	<b>Co</b>
<b>Yearly</b>	Modern Language II	6	<b>Bt</b>

#### 2.7.1.3A THIRD YEAR – CLASSES OF 2018 & 2019

	<b>Subject</b>	<b>ECTS</b>	<b>Type</b>
<b>Fifth Semester</b>	Economic Environment Analysis	3	<b>Co</b>
	Corporate Finance I	4	<b>Co</b>
	Information Systems Management II	4	<b>Co</b>
	Marketing Management II	4	<b>Co</b>
	Strategy I	4	<b>Co</b>
	Operations Management III	3	<b>Co</b>
	Modern Language III	3	<b>Co</b>
<b>Sixth Semester</b>	Corporate Finance II	4	<b>Co</b>
	Information Systems Management III	4	<b>Co</b>
	Marketing Management III	3	<b>Co</b>
	People Management	6	<b>Co</b>
	Strategy II	4	<b>Co</b>

### 2.7.1.3B THIRD YEAR – CLASSES OF 2016 & 2017

	<b>Subject</b>	<b>ECTS</b>	<b>Type</b>
<b>Fifth Semester</b>	Economic Environment Analysis	3	<b>Co</b>
	Corporate Finance I	4	<b>Co</b>
	Information Systems Management II	4	<b>Co</b>
	Marketing Management II	4	<b>Co</b>
	Strategy I	4	<b>Co</b>
	Operations Management III	3	<b>Co</b>
	Modern Language III	4	<b>Co</b>
<b>Sixth Semester</b>	Exchange Programme	30	<b>EI</b>
	or	or	or
	Practicum	20	<b>PE</b>

### 2.7.1.4A FOURTH YEAR CLASSES OF 2018 & 2019

	<b>Subject</b>	<b>ECTS</b>	
<b>Seventh Semester</b>	Exchange Programme/Practicum	30/20	<b>EI/PE</b>
<b>Eighth Semester</b>	Practicum/ Exchange Programme	20/30	<b>PE/EI</b>
	<b>Final Degree Work</b>	<b>6</b>	<b>FDW</b>

### 2.7.1.4B FOURTH YEAR CLASSES OF 2016 & 2017

	<b>Subject</b>	<b>ECTS</b>	
<b>Seventh Semester</b>	Exchange Programme	30	<b>EI</b>
	or	or	or
	Practicum	20	<b>PE</b>
<b>Eighth Semester</b>	Corporate Finance II	4	<b>PE/EI</b>
	Information Systems Management III	4	<b>Co</b>
	Marketing Management III	3	<b>Co</b>
	People Management	6	<b>Co</b>
	Strategy II	4	<b>Co</b>
	<b>Final Degree Work</b>	<b>6</b>	<b>FDW</b>

(Bt=Basic training, Co=Compulsory)

With regard to elective subjects, it is recommended that students enrol on them during the 1<sup>st</sup> year through to 3<sup>rd</sup> year, taking one elective per semester.

In addition, and as provided for in Royal Decree 1393/2007 of 29 October, students can obtain academic recognition in the form of credits for participating in the university's cultural, sporting, student representational, giving back and co-operation activities, up to a maximum of 6 ECTS of the total syllabus.

At the beginning of the academic year, faculty members will provide programmes or guides for different subjects, which will be published on the Intranet.

## 2.7.2 CONDITIONS FOR REMAINING ON THE COURSE

Passing from one academic year to the next is subject to the following rules, taking into account all resit exams possible within the given academic year:

Academic Status	Pass Year	Repeat Year	Required to leave the Programme
1st > 2nd Year Not including Modern Language I	Max. 15 ECTS Failed	16-24 ECTS	Min. 25 ECTS Failed
2 <sup>o</sup> > 3 <sup>o</sup>	Max. 20 ECTS Failed	> 20 ECTS Failed	> 20 ECTS Failed and has repeated 1st or 2nd year already
3 <sup>o</sup> > 4 <sup>a</sup>		Has not repeated any other academic year previously.	and/or failed on any 4 <sup>th</sup> round
Alumnos que repiten:	No ECTS pending from the Year that has been repeated	NA	Any ECTS failed from the year that has been repeated.

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### 2.7.2.1 FIRST YEAR

#### STUDENTS REGISTERED FOR THE FIRST TIME IN THE FIRST YEAR

Eligible to enroll in the second year: Students with a maximum of 15 failed ECTS during the first year in compulsory and/or basic training, after the first two rounds of exams, without taking Modern Language I into account in this calculation.

Eligible to repeat the first year: Students with between 16 and 24 ECTS credits pending from first-year compulsory and/or basic training subjects, without taking Modern Language I into account in this calculation. In this case, students will only repeat the pending subjects and the workload will be supplemented by electives. Repeating subjects will only involve the payment of tuition fees, plus fees corresponding to the subjects that are actually repeated. Students repeating subjects from the first year can choose to take subjects of the second year, with the approval of the programme director.

Required to leave the degree programme: Students who fail 25 or more ECTS credits in the first year in both compulsory and/or basic training subjects, following the established rounds of exams, without taking Modern Language I into account in this calculation.

#### STUDENTS REPEATING THE FIRST YEAR

Eligible to enrol in the second year: Students who, between the ordinary round of exams and the resits, have passed the subjects repeated from the first year, including Modern Language I, and the electives for which they may have registered.

Required to leave the degree programme: Students whose circumstances are not included in the previous section.

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### 2.7.2.2 SECOND YEAR

Eligible to enrol in to the third year: are those students with a maximum of 20 ECTS credits failed in compulsory and/or basic training subjects from the second year, after the first two rounds of exams, including Modern Language II.

Eligible to repeat second year: Students with first-year subjects pending will not be eligible to go on to the third year, and/or with more than 20 ECTS failed, and can only enrol on first and second year subjects failed.

Students can repeat second year only once, provided that they have not repeated the first year.

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### 2.7.2.3 THIRD YEAR

Eligible to enrol on to the fourth year are those students with a maximum of 20 ECTS credits failed in previous years in compulsory and/or basic training subjects.

Students can repeat third year only once, provided that they have not repeated first or second year.

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### 2.7.2.4 REPEATING A YEAR

When repeating a year students are required to register for the compulsory attendance of all failed subjects and any new subjects that may have been included.

### 2.7.3 INCOMPATIBLE SUBJECTS

In these Regulations, no incompatibility is established between subjects, although some programmes require students to have some minimal knowledge of a particular subject in order to take these programmes successfully.

### 2.7.4 ELECTIVE SUBJECTS

The programme requires students to have satisfied the requirement of having taken 58 elective credits by the end of their studies, amongst which include credits for the exchange programme and extracurricular activities. These credits do not represent an additional cost as they are included in the student's tuition fees during the four years that comprise the Bachelor of Business Administration Programme (BBA).

Electives have four rounds of exams and do not prevent students from moving on to the following year, with the exception of students who are repeating first year. However, given the flexible nature of these subjects, students are recommended to assess their workload in order to pass them within the academic year in which they are registered.

It is the student's responsibility to check the status of elective credits during the first month of enrolment, and continue to control this during the whole academic year.

Students can apply to sign up for or give up an elective course once it has started, via the Intranet, before the day of the second session of the course in question. After this, students are required to continue with and pass the course. In case of intensive electives students only can apply to sign up for or give up before the first session of the subject.

First-year students are not eligible to enrol on elective courses during the first year, unless they have a sufficient level of Modern Language I or if the elective is offered in intensive format during the month of January.

### 2.7.5 LANGUAGES

One of ESADE's main priorities is for its students to reach a level of knowledge in foreign languages to enable them to work professionally in various languages and environments. For this reason, all students on the BBA Programme at ESADE are required to take two languages: Modern Language and Second Language.

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#### 2.7.5.1 MODERN LANGUAGE

Modern Language I, II and III are included in the syllabi as obligatory and basic training. The Modern Language taken varies according to the default language of the section assigned.

Bilingual sections will take English as the Modern Language.

And, starting this year, those students in class of 2019 onwards in the English Section, will take Spanish as the Modern Language (previous classes 2016, 2017 & 2018 do not apply).

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## ENGLISH (BILINGUAL SECTION)

The syllabus includes compulsory and basic training in a Modern Language. English I, II and III. All students with an English level lower than C2.2 in the European framework, are required to take English III. English I and II are graded by compulsory testing of English which is part of the admissions process or through the grade obtained in official certificates of the University of Cambridge or TOEFL. The following table shows the accreditation levels, the grade assigned and the level of English the student must take according to the official qualification presented or the English language admissions test.

Official Certificate	Modern Language I (English)	Modern Language II (English)	Modern Language III (English)	Level of English at time of Enrolment
FCE C	-	-	-	Modern Language I (English)
FCE B – CAE C TOEFL 80 IELTS 5	7,5	-	-	Modern Language II (English)
CAE A / B CPE C TOEFL 100 IELTS 7,5	8	7,5	-	Modern Language III (English)
CPE A / B TOEFL 120 IELTS 9	8,5	8	7,5	Exempt from Modern Language
	9	8,5	8	

Certificates of all relevant qualifications must be submitted to the Language Department to be assessed.

The grade obtained through the accreditation process will not be published on the academic file until after the first ordinary exam round of the corresponding language level.

Students who hope to improve their grade are offered the option of sitting the final exam for the subject in question by enrolling before the deadline for doing so. The new grade obtained automatically replaces the previous one.

The BBA Bilingual students who are exempt from Modern Language I (English I) will have to take the “Academic and Business Skills 1” course during the first year. The grade received for this course will be equal to 10% of the Modern Language I (English I) mark. The remaining 90% will be based on the current scoring table.

The BBA Bilingual students who are exempt from Modern Language I and II (English I and II) will have to take the “Academic and Business Skills 2” course during the second year.

All students that obtain less than 55 (over 100) in the language level test must take the subject “English 1+” in January during the first year, unless he/she obtains a grade of 6 or higher in the Modern Language I (English) exam in December.

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## SPANISH (BBA ENGLISH SECTION) – APPLICABLE TO CLASS OF 2019 (NOT TO PREVIOUS CLASSES)

Modern Language (Español) I, II & III are three obligatory subjects for all students in the English section. All students with previous knowledge of Spanish should do the language level test online in order to determine the current level (including those who have official certificates).

Those students with native Spanish or who have done their schooling in Spanish are not obliged to do the online test and will have levels I to III accredited automatically once the corresponding documents to prove this status is provided.

The recognition of the level of Spanish is determined in two ways:

- By way of official certificate of the Instituto Cervantes (DELE) that confirms the level (see table at the bottom of this section)., or
- By way of an internal exam for each level.

Those students who do not have to take the level, because they have a higher level, but do not have an official certificate (valid or up to date), must do the exam (written and oral) in October each year for the corresponding level in order to have it recognized on their academic record. That is to say, the exam to accredit Modern Language I (Español) must be taken in first year, Modern Language II (Español) in second year. The written and oral parts of the exam count for 50% each of the final grade and it is necessary to pass both parts independently in order to pass the whole subject. The grade obtained in this exam will appear on the academic file as an ordinary exam.

All students in the English section with a level lower than C1 in the European framework must take Modern Language III (Español), during second or third year.

The following table shows the accreditation levels, the grade obtained and the level of Spanish the student enrolls on according to the official certificate obtained within two years of the certificate's emission (on September 1<sup>st</sup>).

Those students who do not have an officially recognized certificate (see table below) or those students wishing to improve their grade during the accreditation process, can take the exam that will take place in October.

Those students in the English section and exempt of Modern Language I and II (Spanish) must take "Academic and Business Skills in Spanish" during the first year.

To summarize, the student depending on their level at entry, must enroll on:

During **first year**:

- Modern Language I (Annual)
- Academic & Business Skills in Spanish (Term 1) + Electives or German/French (Term2)

During **second year**:

- Modern Language II (Annual)

During **third year**:

- Modern Language III (Business Spanish – Annual)
- Elective: Business Spanish for International Management

Official Certificate	Modern Language I (Spanish)*	Modern Language II (Spanish)**	Modern Language III (Spanish)***	Level of Spanish to be enrolled on
DELE A2	7,5	-	-	Modern Language II (Spanish)
DELE B1	8,0	7,5	-	Modern Language II – 2ª parte (Spanish)
DELE B2	8,5	8,0	-	Modern Language III (Spanish)
DELE C1	9,0	9,0	8,5	Business Spanish for International

				Management (Elective)
<b>DELE C2 or</b>  Native or educated completely in the hispanic/Spanish education system with the school's recognition certificate	10	10	9,0	Exempt from Modern Language (Spanish)

- (\*) Spanish I: Modern Language I (A2)
- (\*\*) Spanish II: Modern Language II (B2.1)
- (\*\*\*) Spanish III: Modern Language III (B2.2)

### 2.7.5.2 SECOND LANGUAGE

All students in the Bachelor of Business Administration-BBA are required to accredit their level of knowledge or enrol on and pass the subjects corresponding to the first four levels of a second language.

To accredit the level of knowledge required for the second foreign language, students can choose:

- To successfully take second language courses corresponding to the required minimum level offered by the programme. The annex describes course characteristics and requirements;
- To meet the requirements set out in the Annex.

Enrolling on French or German courses within the programme entitles students to qualify for elective credits.

### 2.7.6 CREDIT RECOGNITION & TRANSFER

Royal Decree 1393/2007 of 29 October establishes the organisation of official university programmes. Article 6. Credit recognition and transfer, establishes the criteria to be generally applied regarding the validation and adaptation of courses. As established under the general regulations, provided that the qualification in question belongs to the branch of Social Sciences and Law, credits corresponding to the basic training subjects of that branch will be recognised.

In the event of belonging to a different branch, credits corresponding to those basic training subjects already taken and which belong to the branch of Social Sciences and Law will be recognised. The remaining credits will be recognised taking into consideration the appropriateness of the skills and knowledge acquired by the student, and those provided for in this syllabus.

This is done in accordance with the following proposed process:

- Students, once enrolled at ESADE, request the recognition of credits for studies that have been taken and passed at other universities with official qualifications.
- Students submit an application to the Registrar's Office before 30<sup>th</sup> September and provide the following documents:
  - Official certification of grades for the previous studies in which the subjects concerned are mentioned;
  - Programme for the subjects for which the application for recognition is being made.
- The Academic Programme Office verifies the documentation and, if correct, sends it to the faculty member in charge of the subject.
- The faculty member in charge of the subject issues a report on the suitability of validation and submits this report to the institutions' Validations Committee.

- Having studied the request, it is then passed on the Rector's Office for the final decision to be taken: Approval by Ramon Llull University's Academic Committee for Recognition (this Committee is composed of one representative from each centre and the Vice-Rector for European Teaching and Convergence).
- The subjects and courses transferred and recognised will be included under this denomination in the student's academic file or transcript at Ramon Llull University.
- The applicant is informed of the final decision.

Students who have a recognised level of English may choose to take this level or enrol on electives with the same workload (ECTS), corresponding, at most, to the recognised English level.

Students who pass a Cambridge exam once the compulsory English course has started are entitled to apply for recognition, if they wish to do so.

Modern Language I is also recognised through the assignation of the results of the ESADE placement test.

In any case, recognition does not involve the reimbursement of tuition fees for subjects affected.

#### 2.7.7 PRESENTATION OF WRITTEN ASSIGNMENTS

In the drafting and grading of written assignments, it is necessary to ensure the quality of their content, structure, wording and presentation/format. On this last point, written papers should be submitted and comply with the standards published on the Intranet, in the section of Academic Services / Language Advisory Service / Advice: Regulations for the submission of written work.

#### 2.7.8 EXCHANGE PROGRAMME

BBA students are assigned 30 ECTS (electives) to complete on International Exchange.

As from last year, 2014/2015, Exchange Programmes will be assigned between 24 and 30 ECTS (electives), depending on the attended University and courses.

For their exchange programme, students can choose from over 60 universities and business schools. In order to provide students with as much information as possible about options to choose from, the University Programmes Unit provide students with the Exchange Programme Guide and organise the International Day:

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#### EXCHANGE PROGRAMME GUIDE

The Exchange Programme Guide and updated university and business school 'fact sheets' are published on ESADE's Intranet every academic year.

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#### INTERNATIONAL DAY

The exchange fair is held under the title of 'International Day', an event in which faculty and students who have returned from their exchange programme as well as 'incoming' students share information about students' exchange options.

#### 2.7.9 FINAL DEGREE PROJECT

To qualify for graduation from the BBA programme, students are required to have produced and successfully defended their final degree project in the 2<sup>nd</sup> semester of the 4<sup>th</sup> year.

By submitting the final degree project, students will be expected to have made progress in integrating the knowledge, skills and competences acquired during the degree programme, and apply this knowledge to a complex issue related with the business world.

There are three types of final degree project, all of which involve producing an individual assignment:

- Business Plan, consisting of a project to set up a company, from a global and multifunctional perspective;
- In-Company Business Project, consisting of a project to be developed – proposed by the company where the student is conducting their internship – which should end with a written report supervised by a tutor from the organisation concerned;
- Degree Thesis, consisting of a supervised research assignment. In the drafting process, students will learn the importance of issues such as problem formulation, the methodology to be used, the importance of rigour in data handling, and the importance of a bibliography etc.

## 2.7.10 INTERNSHIPS

As described in the syllabus, a compulsory internship will be conducted during the first or second semester of the fourth year for classes of 2018 onwards. Previous classes, 2016 and 2017, can do the Internship during the 2<sup>nd</sup> semester of 3<sup>rd</sup> year or the 1<sup>st</sup> semester of 4<sup>th</sup> year. Among the options that Career Services (UCS) offer for this period are a wide range of foreign companies, the majority of which are European.

Due to the ESADE high academic demand it is not permitted for students to combine working internships and obligatory and/or basic training classes during the term-time.

### 2.7.10.1 BBA CAREERS SERVICE

ESADE has a Career Services Unit (CSU), which manages relationships with businesses and organisations that offer internships to students participating in the programme and matches suitable candidate profiles for job vacancies.

Degree students using Career Services will adhere to existing regulations published each academic year by the University Programmes Unit in relation to this service.

### 2.7.10.2 ORGANISING THE PRACTICUM

Organising the practicum takes on two dimensions: the academic (faculty who will help prepare and supervise the internships) and the professional (with tutors in organisations who will act as facilitators for students to apply theoretical knowledge in real situations).

All companies participating in the internship programme should assign a mentor within the company. Each student will also be assigned an academic adviser.

Each academic adviser will have a maximum of 10 students engaging in internships simultaneously. Academic advisers and company tutors should hold a minimum of two meetings: one before the internships starts and another before the end of the first third of the internship period.

If there are points of disagreement, either from the company or ESADE students, these will be settled by the committee formed by the SCP directors, the academic programme directors and the academic adviser; in exceptional cases, students will be permitted to change where they do their internships. Students may complete their practicum with a maximum of 2 internships.

Students are required to fill in an internship satisfaction form and draft the corresponding report, as shown in the practicum guide.

## 2.8 DISCIPLINE

### 2.8.1 DISCIPLINARY MEASURES

Actions that disrupt order within ESADE or which are disrespectful towards persons connected with the institution will be subject to disciplinary measures for misdemeanours, serious or very serious breaches of conduct, as deemed appropriate.

Serious and very serious breaches of conduct will be duly recorded in students' transcripts, and will be the responsibility of the programme director.

In severe cases, the disciplinary measures could include expulsion from ESADE.

Examples of very serious breaches of conduct, without going into exhaustive detail, are as follows:

- Offensive speech, writing or action towards ESADE faculty members, administrative and services staff or colleagues.
- The presentation of work done by others, whether the work should have been done individually or in groups.
- Any breach of professional secrecy involving work carried out in collaboration with an external company.

### 2.8.2 USE OF THE LIBRARY

Students using the Library should be aware that:

- Their ESADE student ID is required (no other identification document will be accepted) to enter and exit the Library.
- Absolute silence must be observed in all reading rooms. On receiving a second warning for breaching this rule, the student concerned will be banned from entering the Library for one month. In the event of repeated behaviour of this kind, the disciplinary measures will be extended to cover the remainder of the academic year.
- The Library is equipped with a security system, making it necessary to demagnetise the material that is taken out on loan. Leaving the Library without passing through the proper checkout procedure will set off the alarm and the student concerned will be subject to disciplinary measures.
- Borrowed material that is returned late will involve the student concerned being banned from using the service for a period to be determined according to the length of time that the material on loan is overdue.
- In the event of a student losing a borrowed book, the lost book should be replaced by an identical copy or the corresponding cost of the book paid in order to purchase a new copy of the book.
- The basic bibliography (various copies of the same work) is restricted to overnight or weekend loan only. Each day overdue will mean that the student concerned will be banned from taking out material from the Library for one week.

### 2.8.3 USE OF COMPUTER ROOMS

Students using the microcomputer rooms should be aware of the following:

- Students using this service are reminded of the obligation to carry their ESADE student ID card (no other identification document will be accepted) in order to use ICT services. Otherwise, ICT staff will have the right to request that the student concerned leave the premises and, of course, be denied the possibility of borrowing manuals or software.
- The use of microcomputers in class is not permitted. Breach of this rule is subject to disciplinary measures. The first time, the student's access code to the microcontroller will be cancelled for one week, a further misdemeanour will involve a report being lodged in the student's academic record.
- Misuse of information and communication systems to which students have access are subject to disciplinary measures. The grade of the offense (misdemeanour, serious or very serious) and the appropriate disciplinary measure to be taken will depend on the degree to which the image of ESADE is concerned, without prejudice to the legal consequences which may result from the student's actions.

Without being exhaustive, below are some examples of misconduct:

- Misuse of or damage caused to IT equipment

- Inappropriate use of email, violating the regulations of a university institution
- Actions against the laws and international conventions on the subject
- Improper use of programmes or communication systems
- Use of Internet for non-academic purposes
- Other uses that violate the universally accepted norms of behaviour

All disciplinary measures imposed by the Library and ICT Service will be passed on to programme directors.

## 2.9 VOLUNTARY DEPARTURE FROM THE PROGRAMME

Any student wishing to leave the degree for personal reasons should inform the programme directors of this decision in writing, who will duly inform the Registrar's Office.

If no written communication to this effect is submitted, the student concerned will be considered a student of ESADE for all effects and purposes until the end of the academic year. Failure to enrol in the following academic year will result in their formal departure from the programme.

## 2.10 LEAVE OF ABSENCE

Leaves of absence can be authorised for reasons which programme directors consider justified, provided that no regular examination has been held for one of the subjects in which the student is enrolled, regardless of whether the student may have taken the exam or not.

Requests for leave of absence should be made in writing to the programme director.

Leaves of absence are granted for a maximum period of one academic year. If, at the end of this period, there are still grounds to support the initial leave of absence, an extension may be requested, which should be made before the end of the first leave of absence period.

The student on leave of absence will be required to pay only the tuition fees for the academic year in which they re-join the programme.

## 2.11 INTERPRETATIONS AND APPEALS

The interpretation of these Regulations is the responsibility of programme directors. Consequently, as regards sanctions and decisions, appeals can be made to the academic programme directors in the first instance, to the executive director of the programme unit in the second instance, and to the Dean in the third instance.

## 2.12 NOTIFICATIONS AND INFORMATION

All notifications and information relating to courses or subjects (schedule changes, faculty absences, term tests, etc.) are published on the Intranet and information screens for the information of those concerned, and are removed once they are no longer relevant.

Students who are absent from ESADE for a period of time may refer to the notifications published during their absence via the Registrar's Office.

If, due to force majeure, a student fails to learn of a notification which affects him or her directly, they may appeal to the programme directors.

## 2.13 ADVISORY BODIES AND MEETINGS WITH STUDENT REPRESENTATIVES

Under the current statute, BBA students appoint three representatives to the programme's Academic Board and one to the ESADE Board of Management.

At the request of the Student Council or at the initiative of the programme director, meetings may be held throughout the academic year. At least one meeting should be held after the first semester and at the end of the second.

The objective of these meetings is to improve teaching quality constantly and to find possible solutions to problems that students may have in this regard.

These meetings should be attended by the programme directors and at least one student representative for each year and section.

## 2.14 PROPOSALS AND SUGGESTIONS

Any suggestions related with the modification or improvement of these Regulations may be submitted to the University Programmes Unit with a view to their possible inclusion in the Programme Regulations for the corresponding academic year, once they have been put to the programme's Academic Board. Students will then be informed of their publication on the Intranet.

## 2.15 COMPLAINTS

If students have any form of complaint, they should provide proof of enrolment on the programme to which the complaint refers.

## 2.16 CULTURAL, SPORTING, STUDENT REPRESENTATIONS, GIVING BACK & CO-OPERATION ACTIVITIES

Programme directors, in collaboration with the Student Council will promote extra-curricular activities in accordance with the objectives of the degree. These activities will include conferences, forums, theatre, participating in championships and tournaments, etc., and will contribute towards improving the human, intellectual and sporting attributes of students, without impacting negatively on their academic activities.

As stated in Section 2.7.1. of the Syllabus description, degree students may obtain up to 6 ECTS for participating in cultural, sporting, student representation, giving back and co-operation activities.

In particular, students may request the assignment of up to a maximum of 6 ECTS for the following activities at ESADE:

- Volunteer activities
- Alumni association and Student Council
- Student representation (Student representative, Academic Board and Governing Board)

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### 2.16.1 VOLUNTEER ACTIVITIES:

1 ECTS / 30 h

Assignment is made according to the hours dedicated to the activity

Students concerned should prepare a report on the activity

The professor in charge of volunteer activities will evaluate and authorise the assignment of credits

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### 2.16.2 ALUMNI ASSOCIATIONS AND THE STUDENT COUNCIL:

Presentation of a report including the summary of activities undertaken by the student requesting the assignment of credits as part of the corresponding association

Positions eligible for credit: president, vice-president, treasurer

Assignment is made according to the hours dedicated to the activities in question (1 ECTS / 30 h), as per indicated in the report

The reports will be assessed and the assignment of credit will be authorised by the Director of University Programmes Office, Head of Student Associations

Representing students within ESADE:

- Student representatives, Academic Board and Governing Board

Max.1 ECTS (30 h) per academic year, students should apply for credit assignment and this will be assessed and authorised by programme directors

## 2.17 GENERAL ASPECTS

The reception-information offices in each of the ESADE buildings act as collection, storage and delivery centres for all lost property that is found on ESADE premises.

However, ESADE does not accept responsibility for allegedly lost or stolen items on its premises. Therefore, we strongly recommend students to be attentive and keep an eye on their personal belongings.

## 3. FINAL PROVISIONS

The adoption of these Regulations rests with the Academic Board. Consequently, any subsequent amendments made to these Regulations should follow the procedure established under the Academic Board's rules and regulations.

Both students and alumni/alumnae should abide by the current legislation for each academic year, which will be published upon approval by the Academic Board.

## ANNEX I – SECOND LANGUAGE COURSES

ESADE aims to equip students to be able to function in an international environment, whether on an exchange programme, an internship programme abroad or for their future international career. Therefore, in addition to English, students are required to learn one foreign language to intermediate level: either German or French, to be chosen by the student.

Students can accredit this minimum required foreign language knowledge in any academic year throughout their degree programme, but before the end of the fourth year, given that it is compulsory in order to attain the Bachelor of Business Administration-BBA degree.

To facilitate the acquisition of a second language, ESADE has included a programme of German and/or French language courses from beginner (level 1) to advanced levels, which focus on specific language for international management.

Courses offered by ESADE in the Bachelor of Business Administration-BBA are:

Minimum level required (in one of the 2 languages)			
<b>German 1</b>	4 ECTS	<b>French 1</b>	4 ECTS
<b>German 2</b>	4 ECTS	<b>French 2</b>	4 ECTS
<b>German 3</b>	4 ECTS	<b>French 3</b>	4 ECTS
<b>German 4</b>	4 ECTS	<b>French 4</b>	4 ECTS

Higher levels of each language are offered according to demand and voluntarily.

### STUDENTS WITH NO LANGUAGE LEVEL (BEGINNERS):

German 1 and French 1 courses are for beginners. Students with no previous knowledge may enrol directly on level 1 via the Intranet, choosing their preferred language.

### STUDENTS WITH SOME KNOWLEDGE OF GERMAN OR FRENCH:

Students are required to take the mandatory placement test, which is held in April/May.

Exceptionally, if justified and submitted in writing, students may apply to take the placement test in September.

The placement test is a diagnostic test and does not in any event imply automatic enrolment on a course, nor the automatic recognition of the second language. It is the responsibility of the student to enrol on a course corresponding to the assigned level, i.e., enrolment is not automatic.

The results of the placement test are posted on the Intranet and are valid for 12 months.

Depending on their results, students may choose to enrol on the course that corresponds to their level or choose to take the other optional language.

### STUDENTS WITH OFFICIAL CERTIFICATES:

Another way to meet the requirement of the second language (level 4) is to present an official certificate. See the criteria under 'ACCREDITATION REGULATIONS'.

## REGULATIONS FOR ESADE LANGUAGE COURSES

### ATTENDING CLASS

Class attendance is mandatory. Students who fail to comply with the minimum of 75% attendance cannot sit exams in the first round of exams. Therefore, they will be required to sit their exams in the second round of exams.

### ROUNDS OF EXAMS

As with all degree subjects, second language subjects have four rounds of exams in which to be passed, the first of these being the ordinary round of exams and the rest, resit rounds of exams. For all purposes, the scheme used for a second language is that corresponding to all subjects in the programme (see Section 2.5.2).

For third and fourth rounds of exams and exams that are deferred to a later academic year, students are always required to take the written and oral parts of the exams.

### CONDITIONS AS TO WHEN SUBJECTS ARE STUDIED

First-year students may not enrol on elective courses, except if Modern Language I is validated, which will enable them to take, if they so wish, Level 1, 2, 3 and 4 of the second language; or, if the elective on which the student wishes to enrol is an intensive format and offered during the month of January.

### FACTORS TO CONSIDER WHEN PLANNING TO LEARN A SECOND LANGUAGE

It is the student who decides whether or not to choose a second language and the academic year in which to do so. When making this decision, the following elements should be taken into account:

It is important to assess the workload and difficulty of the other course subjects. Once the course has started, it is recommended not to interrupt the learning process.

In general, it is advisable to reach the highest level of a second language as close as possible to the completion of studies. If a student wishes to go on an exchange to a French- or German-speaking country, they may be well advised to programme this in such a way as to have attained the highest level possible in the second language before starting the exchange programme.

## ACCREDITATION REGULATIONS FOR FRENCH OR GERMAN

### ACCREDITATION

Students can accredit their level of French or German at ESADE through knowledge attained at other institutions.

To meet the requirements of the second language, i.e. to demonstrate Level 4 competences in French or German, students may submit one of the following certificates (valid for 2 years):

<u>Language:</u>	<u>Certificate:</u>
German	Goethe-Zertifikat B2 (validity: 2 years) Goethe-Zertifikat Deutsch für den Beruf (validity: 3 years) Test-Daf B2 (validity: 2 years) Test – Daf C1 (validity: 5 years) Goethe-Zertifikat C1 (validity: permanent) Goethe-Zertifikat C2 (validity: permanent)

French	GDS (Grosses deutsches Sprachdiplom)
	Prüfung Wirtschaftsdeutsch International del Goethe-Institut (validity: permanent)
	Abitur (validity: permanent)
	Matura de la Escuela Suiza (validity: permanent)
	DFP B2 (CCIP) (validity: 2 years)
	DELF B2 (validity: 2 years)
	DFP C1 (CCIP) (validity: 4 years)
	DALF C1 (validity: 4 years)
	DFP C2 (CCIP) (validity: permanent)
	DALF C2 (validity: permanent)
BREVET (BEPC) (validity: 5 years)	
BACCALAUREAT (validity: permanent)	

Lower levels will be accredited automatically.

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#### PASSING A HIGHER LEVEL COURSE

**Students are required to sit the compulsory level test before starting a language course.** This test is held in April and/or May for students wishing to sign up for a second language. The results of the level test are valid for one year.

Once the results have been made known, students will be enrolled in that level and, after passing the exam, will be assigned accreditation for the lower levels. It is the student's responsibility to enrol on a course corresponding to the assigned level, i.e. enrolment is not automatic.

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#### SITTING THE EXAM

If students do not possess an official certificate, have been assigned to a level higher than level 4 and are not interested in taking this course (as it is not a compulsory level), they are required to register to sit the level 4 exam (written and oral). After passing this exam, they will be assigned accreditation for the four levels.