

PIM SCHOOL INFORMATION SHEET

Updated October 2011

Instituto de Estudios Superiores de Administración IESA

Contact people: School representative for exchange networks and new graduate programs international relations and agreements:

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School address: *Where should exchange information be sent?*

Av. IESA, Edif. IESA
Torre Norte, Piso 2,
Gerencia de Mercadeo y Admisiones
San Bernardino
Caracas, 1010
Venezuela

WWW-address Main urls for your graduate programs, the international office, information for incoming exchange students, etc.
And www.iesa.edu.ve

Social Networks **Exchange Website**
<http://www.iesa.edu.ve/exchange>

Twitter:

@IESA
@cursosiesa
@maestriasiesa
@lesaemprende

Facebook:

Facebook.com/lesaschoolofmanagement

Youtube:

IESAManagementSchool

Deadlines:	<i>Please list all relevant nomination, application and other deadlines</i> <i>Winter term (January-March 2012): October 14th 2011</i> <i>Spring term (April-June 2012): January 31st 2012</i> <i>Summer term (July-September 2012): April 30th 2012</i> <i>Fall term (October-December 2012): July 30th 2012</i> <i>Winter term (January-March 2012): October 15th 2012</i>
Required Documents:	<i>What documents are required of incoming exchange student (i.e., exchange application, passport copy, letter of financial guarantee, health forms, housing form, arrival form, etc.)?</i> Exchange application form 3 passport size photos Letter of financial guarantee Health insurance Academic Record Résumé
Study program:	<i>What majors/concentrations does your school offer at the MBA or graduate levels that are open to exchange students? Are there other departments/colleges in which exchange students may attend classes? Majors/concentrations our school offers at the MBA or graduate levels that are open to exchange students.</i> Graduate Programs: MBA, Master of Finance, Master in Public Management and Master of Marketing.
Courses:	<i>URL of course listings: website address for list of courses that are open to exchange students. Please note if there is a great disparity in the number of English language courses offered in spring vs. fall</i> Information is sent short before the term registration
Faculties/Colleges:	N/A
Language of Instruction:	Spanish. Some elective courses in English. Examinations and course work may be done in English though the course is in Spanish
Language requirement:	<i>Does your school have a language requirement? If so, which test/certification is required?</i> There is no language requirement beyond good communication skills in

Spanish

Language courses:

Are language courses offered to exchange students?

No

Academic/Experience Requirements:

Please list any academic or work experience prerequisites or recommendations or restrictions for student applicants.

Graduate level

Full-time Workload:

Approximately how many courses are in a full-time load? How many credits per semester? How many contact hours per course? How many weeks do courses run?

Courses in a full-time load. Credits per term. Contact hours per course. Weeks per term.

Regular workload: 160 to 184 academic hours, including 32 hours courses and workshops from 8 to 16 academic hours. Every 16 hours are considered as a credit. There are 10 weeks per term for classes and one week for examinations. Courses have 2, 3 or 4 hours' sessions.

Workload is estimated as contact hours plus two more hours per each contact hour plus four hours for course assessment.

Workload = 32 hours contact + 2 plus hours per each contact hour + 4 hours assessment.

Learning Expectations:

What is class format? How are class participation and attendance evaluated? What are class sizes?

The methodology of the courses varies from one professor to the other. Generally, there is the presentation of theory and practice by the teacher and special guests, class discussion of reading assignments, case discussions including role plays in some, individual and team projects.

Usually student participation in class for clarification or illustration with experienced situations will be taken into consideration for final grade. Examples of Venezuelan and global firms will be used to help students' understanding of the topics covered. Students will be required to use discussed concepts in the solution of cases and exercises.

Lectures, exercises and cases will be used to achieve course objectives. Readings and lectures will provide the students an adequate theoretical base to analyse complex problems. The cases and exercises offer students an opportunity to apply theories and concepts to real problems in complex and ambiguous contexts. This allows the students an understanding of these contexts, at the same time as they learn the use of specific techniques.

Grading:

Summarize your school's grading system. How are transcripts handled?

The grading scale at IESA is as follows:

S: 5 S-: 4.66 B+: 4.33 B:4 B-: 3.66 A+: 3.33 A: 3 A-: 2.66

R: 2, failing grade

Exams:

When are exams held? Are there any special policies for exchange students? Are exams oral or written?

The exams are held along the quarter. There are no special policies for exchange students. However, some professors let exchange students take the exams in English. The exams are written.

Term dates for the academic year 2011/2012:

Calendar *What type of terms do you offer: semester /trimester /quarter system?*

Quarter system
Registration: Upon arrival

Winter 2012: *Expected arrival date*

January to March 2012 One week before classes begin.
if you would like to be picked up at Caracas Airport, please note that we are on holidays from December 21st 2011 until January 10th 2012 and that we need to be informed before December 16th
Term begins: January 10
Term ends: March 26

Spring 2012 *Expected arrival date*

April to June 2012 One week before classes begin.
Term begins: April 9
Term ends: June 22

Summer 2012 *Expected arrival date*

July to September 2012 One week before classes begin.
Term begins: July 02
Term ends: September 17

Fall 2012 *Expected arrival date*

October to December 2012 One week before classes begin.
Term begins: September 24
Term ends: December 07

Academic calendar including course dates and exam dates

Registration: Upon arrival
Classes begin: See each term above
Classes end: See each term above
Exam period: See calendar

Summer programs or short-term programs *Does your school offer any programs outside the semester exchange that are open to exchange students? If so, please describe.*

We offer customized short programs any time of the year to interested schools

Living Expenses: *Sample costs for on campus and off campus housing.*

Although IESA does not offer on-campus accommodations, assistance can be provided with information on rentals and housing in general. Final responsibility for all housing arrangements rests with the participant.

Cost of Housing:
Approx. US \$ 400 – US \$ 1400 per month.
US \$ 400 – 800 rooms with Venezuelan family
US \$ 850 – 1400 apartments

Academic Expenses: *Estimate of academic expenses: books, course materials or registration costs*

US \$ 250

Other Expenses: *Estimate of other expenses including health insurance, student fees, language courses, local transportation, etc.*

Health insurance: US \$ 600 - 1200
Are exchange students required to have health insurance? What is the cost?

Visa: Yes. Any international health insurance will be fine.
What are the visa policies for exchange students coming to your school?

Visa policies for exchange students coming to IESA

To enter Venezuela the exchange students will need a Student Visa. The visa requests have an internal procedure of five (5) working days after all the requirements have been fulfilled. Applicants must present the documents personally and the Consul may also request to hold a personal interview with the interested person.

Requirements

- Passport with a minimum validity of six (6) months at the moment of requesting the visa.
- Health certificate.
- Proof of economic support.
- Letter of acceptance from the Institution where the interested person is going to study.
- Guarantee letter from the applicant specifying the intention of not earn money during the studies.
- Visa application form duly filled out.
- Two color passport size photographs.
- Photocopy of the return trip ticket or itinerary.
- Proof of legal status in the Netherlands.
- Personal interview subject to Consul's decision.

Validity

One year (multiple entries). Permitted Length of Stay in Venezuela: One year since the visa was issued.

Facilities: *Briefly describe your campus amenities: library, computer services, student center, health club, etc.*

IESA's library features 866 square meters of floor area with capacity to seat some 120 users. The library is physically divided into the following main areas: Periodicals, Official Publications, General Collection, References, Administration area, Technical process, Electronic Plaza, CONSIGO Service, 26 individual cubicles with web connection points and PCs for students and researches, 4 group cubicles (4 to 6 students each), Audio Visual room, Front Desk.

The following IT services are available 5 days a week for 14 hours (5x14) plus 1 day for 10 hours (1x10).

- E-mail service: students enrolling at IESA are assigned an e-mail account
- IESA Intranet/Extranet access services: Latest news and new developments, including institutional documents, publications, teaching topics, etc.
- Online enrolment services: Access to online enrolment and other services. Here students can enrol to study subjects based on the grades obtained.
- IESA network services: The local network infrastructure combines wireless and non-wireless technologies to provide the flexibility required by students and faculty in IESA's open spaces and all the classrooms.
- Internet services: Students can access the Student Services

- Webpage where they can find facilities such as online enrolment
- Web services: This service allows the community to share knowledge through the exchange of documents, communicational spaces and public folders and direct access to library services.

IT services are available to students and the community, Monday to Friday from 7:00 AM to 9:00 PM, Saturdays from 8:00 AM to 5:00 PM.

IESA has two computer rooms, which have 34 and 15 PCs respectively. Students can also access the following services:

- Printing services
- Helpdesk: team of 4 service-oriented professionals with the technical preparation to deal with any technological problem. Monday to Friday from 7:00 AM to 9:00 PM, Saturdays from 8:00 AM to 5:00 PM. Or via e-mail at: helpdesk@iesa.edu.ve and by telephone.

State-of-the-art classrooms: All IESA classrooms have a wireless network, a PC connected to the network and LCD projectors, from where faculty members can give their classes.

Student Services:

Please list all the services offered to exchange students such as cultural or social activities, peer advisors/buddies, career counselling, academic advising, student clubs, etc.

Visiting students enjoy the same services as local students. They may take part in social and cultural events at IESA, receive career services, academic advice and so on.

Orientation

Do you run an orientation program each semester? Is it required? Dates?

Yes. Upon arrival.

Internships:

Does your school allow exchange students to compete for internships? What resources are offered?

Yes, but final decision is on the institution requiring interns

Career services

What resources are offered to exchange students to assist them with their job search for companies in your country/city?

Visiting students may take advantage of many services offered to local students: Annual job fair, Employers' visits to campus, career orientation including support for CV development and interviewing techniques, among others

Exchange Coordinator Services:

How involved are you/your office with exchange students? Please indicate if above services are managed by; a separate office.

The Direction of Graduate Programs deals with everything related to exchange students, mainly via the Students Services Office during their stay at IESA

Info Dissemination:

How is exchange info from your school disseminated?
 Web Email Mail