



## EXCHANGE STUDENTS AT MBS: IMPORTANT RULES AND INFORMATION

This document details internal rules which have a direct impact on exchange students' studies at MBS.

Please take time to read this document to fully understand these rules. If any question arises, please contact the exchange student's coordinator at MBS, at the following email address: [exchange-incoming@mbs-education.com](mailto:exchange-incoming@mbs-education.com)

### a) Learning Agreement

Exchange students at MBS must have a learning agreement fully completed and signed before arriving at MBS.

The Learning Agreement (LA), or study contract, is a document established between 3 parties:

1. The student's home University / School.
2. MBS.
3. The student involved in the academic exchange.

The LA lists the courses that will be taken by the students during their academic exchange at MBS.

The LA may subsequently be modified in the event that a student wants to drop or add a course.

Changes must be validated by the student's home University / School and by MBS and be registered in the LA in the section provided for this purpose.

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#### b) Adding/Dropping a Course

Non-degree seeking exchange students (ie credit transfer only) may not take all the courses available on the course plan.

**At MBS, the rule is that a credit transfer student must take courses which equal to a minimum of 20 ECTS credits per semester.**

Students will make up their courses choice before starting the program, but can also ask to drop one or more courses after the beginning of the courses as long as they respect the following rules:

- Any course withdrawal must be done before the start of the 3<sup>rd</sup> session of class of the said course.
- Students must inform both their home university and the MBS exchange coordinator (exchange-incoming@mbs-education.com) of their wish to change their course choice.
- Upon reception of the request from the student, the MBS exchange coordinator will seek approval from the program administration at MBS.
- After approval from the program administration at MBS and from the student's home university (by email), MBS exchange coordinator will proceed to the modification of the course registration.
- Students have 10 working days to send to the MBS exchange coordinator their modified learning agreement signed by themselves and their home University.

**Elective courses are the only courses that, once chosen, cannot be dropped under any circumstances.**

#### c) Elective courses

Depending on the program they are enrolled in at MBS, students will have the opportunity to select elective courses.

In the Master in Management program, during the M1 year, exchange students are required to choose two elective tracks. All courses within a given elective track are compulsory.

As the number of places available per elective track is limited, MBS has decided to apply a "first come, first served" policy to ensure fair treatment for all students.

Exchange students must indicate their preferred elective tracks for the Spring semester at MBS in their Learning Agreement. However, to finalize their registration for these tracks, students will need to confirm their selection during the Fall semester, following the procedure that will be provided to them in due course.

Students who fail to do so will be registered in a random way in the elective tracks.

**REMINDER: elective courses are the only courses that, once chosen, cannot be dropped or changed under any circumstances.**

d) Certificate of stay (Erasmus+ students)

Arrival certificates can only be signed once the student has arrived at MBS, which is contingent upon the prior receipt of their learning agreement. In accordance with the Erasmus+ regulations, the exchange period's start date will be the official start date of the programme at MBS. The start date of the orientation session may be mentioned as a reference, but it cannot, under any circumstances, be considered the official start date of the exchange.

The certificate of stay and certificate of departure will only be signed on the final day of classes at MBS. As per Erasmus+ regulations, the end date of the exchange period will correspond to the end of the first session of the final exams. No other date can be specified, under any circumstances.

e) Transcript of records

At MBS, there is a 5-week gap between the first and second sessions of the final exams. The transcript of records is typically available about 25 working days after the last session of the final exams for each semester. It is sent exclusively to the students' home universities. Students will be notified via email by their exchange coordinator at MBS once the transcript is available on their personal MBS account (ecampus).

The transcript is labeled as "provisional" until the Final Academic Board meeting which is usually held third week of July. We will then send the official transcript to the students' home universities.

f) Double Degree seeking students in the Master in Management program : Thesis

For any exchange student registered at MBS as a double degree seeking student in the Master in Management program, the home university must inform MBS whether the student will complete their thesis with their home university or at MBS.

If the student is not required to complete a thesis at their home university, they must complete the thesis as part of the MBS program and follow the courses related to it.

If the student is required to complete a thesis at their home university, the home university must provide MBS with the thesis syllabus before the start of the exchange period. This will allow the MBS academic board to assess the syllabus and decide if the thesis requirements at the home university align with the academic standards of the MBS program.

If the thesis format of the students' home university is approved by the Academic Board at MBS, the student will not need to complete the thesis at MBS. The home university must inform MBS as soon as the thesis is validated, so that MBS can include the grade and associated credits in the student's final transcript.

The home university must specify the date when the thesis grade will be received by MBS, which should be before the end of September following the academic exchange year, as the graduation board meets in October.

If the thesis format of the students' home university is NOT approved by the Academic Board at MBS, the student must complete the thesis at MBS, along with the associated courses, in order to fulfill the requirements for obtaining the MBS degree.

g) Double Degree seeking student in the Master in Management program: Professional Period

Any student enrolled in a Master's double degree program is required to complete an internship. This internship lasts between 4 and 6 months and must be validated through an MBS agreement. Please note that the internship must begin before July 1st following the exchange period at MBS, in order for students to be eligible for graduation in October.

h) Double Degree Seeking Students only (Bachelor & Master): MBS Degrees

At the end of the academic year, MBS will send the transcripts of records to the students' home university. Students can also download their transcripts from their personal MBS account on MBS intranet.

Double degree students who have completed all required courses, assignments, exams, etc., as part of their MBS program, will be presented to the graduation board. The board will assess whether they have met the conditions for obtaining the MBS degree.

MBS will send a diploma certificate to the students' home university (not to the students), that may serve for graduation in their home university.

The partner university must inform MBS once the students have graduated (a graduation certificate will suffice), so MBS can send the official degree to the rectorate for signature.

Once signed, MBS will send the official degree to the partner university, which is responsible for passing it on to the student.