CONTACT PEOPLE
SCHOOL REPRESENTATIVES FOR EXCHANGE NETWORK

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SCHOOL ADDRESS

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Urbanización San Bernardino, Caracas, 1010
Distrito Capital, Venezuela

INFORMATION
WEBSITE

www.iesa.edu.ve/english
www.iesa.edu.ve

https://www.facebook.com/IesaExchangeProgram
https://www.facebook.com/exchange.iesa

@exchange.iesa
DEADLINES

<table>
<thead>
<tr>
<th>QUARTER 1</th>
<th>QUARTER 2</th>
<th>QUARTER 3</th>
<th>QUARTER 4</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Application Deadline</td>
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</tr>
<tr>
<td>October 31st, 2017</td>
<td>February 28th, 2018</td>
<td>May 31st, 2018</td>
<td>August 12th, 2018</td>
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</tbody>
</table>

REQUIRED DOCUMENTS

- Exchange application form
- 2 passport size photos
- Letter of financial guarantee (standard letter from the bank)
- Health insurance
- Academic Record
- Résumé
- Motivation Letter

STUDY PROGRAM

Graduate Programs:

- MBA: FullTime, PartTime, Weekends
- Master of Finance
- Master of Marketing
- Master of Public Management
COURSES

We will send proper information shortly, before the term registration. Some of the courses that the IESA offers are:

- Matemáticas y Estadísticas para gerentes
- Economía empresarial
- Entorno macroeconómico
- Economía, política y petróleo
- Comportamiento organizacional
- Comunicación gerencial
- Negociación y gerencia de conflictos
- Responsabilidad empresarial
- Finanzas
- Análisis financiero
- Finanzas corporativas
- Gerencia de inversiones
- Gerencia financiera y de operaciones
- Gerencia Pública I y II
- Formulación y control del presupuesto público
- Gerencia de servicios públicos
- Mercadeo social y gerencia de imagen
- Branding
- Comportamiento de compra y consumo
- Investigación de Mercado
- Gerencia y lanzamiento de productos
- Mercadeo de servicios
- Mercadeo estratégico: prácticas integradoras
- Empresa, estado y sociedad

LANGUAGE OF INSTRUCTION AND REQUIREMENTS

There is no language requirement beyond good communication skills in Spanish. Courses at IESA are taught in Spanish, with most of the reading materials in English. Exchange students can take their written exams, and other forms of assessment, in English.

ACADEMIC/EXPERIENCE REQUIREMENTS

Undergraduate or graduate level.
FULL-TIME WORKLOAD

The average course workload for regular graduate students at IESA is four (4) to six (6) “full credit” classes per trimester. Since curriculum requirements can be different for each university, we do not require a minimum/maximum course workload for exchange students.

We do not have an official ECTS-conversion factor. However, we understand that one (1) ECTS credit is equivalent to 30 hours of workload (including lectures, readings, assignments, etc.).

The estimated working time for each full credit class at IESA is 32 hours. These hours are distributed in 32 academic hours (contact hours), plus three (3) hours of studying per each contact hour, plus four (4) hours of course assessment. We also offer 68 and 36 hours workshops with a similar distribution of hours. These workshops have 16 and 8 academic hours, plus three (3) hours of studying per each contact hour, plus four (4) hours of course assessment respectively.

Considering the information above, the equivalent between our academic hours and ECTS credits would be the following:

- 1 Venezuelan credit is 1.67 ECTS, that’s equivalent of 16 contact hours.
- 1 class for 32 hours is equivalent of 2 Venezuelan's credits or 3.34 ECTCS

The grading scale at IESA is as follows:

- S: 5 5+-: 4.66
- B+: 4.33  B+: 3.66
- A+: 3.33  A+: 2.66
- R: 2 (failing grade).
## CALENDAR

<table>
<thead>
<tr>
<th>Period</th>
<th>Expected arrival date: One week before classes begin</th>
<th>Online registration: Three weeks before arrival</th>
<th>Term begins:</th>
<th>Term ends:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – March 2018</td>
<td>(January 2nd, 2018)</td>
<td></td>
<td>January 8th, 2018</td>
<td>March 30th, 2018</td>
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<tr>
<td>April – June 2018</td>
<td>(April 2nd, 2018)</td>
<td></td>
<td>January 8th, 2018</td>
<td>March 30th, 2018</td>
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<tr>
<td>July – September 2018</td>
<td>(June 25th, 2018)</td>
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<td>July 2nd, 2018</td>
<td>September 14th, 2018</td>
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<tr>
<td>October – December 2018</td>
<td>(September 18th, 2018)</td>
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<td>September 25th, 2018</td>
<td>December 8th, 2018</td>
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STUDENT’ SERVICES & FACILITIES

Visiting students may take advantage of many services offered to local students: employers’ visits to campus, career orientation including support for CV development and interviewing techniques, take part in social and cultural events at IESA, receive career services, academic advice and so on.

IESA’s library features 866 square meters of floor area with capacity to seat some 120 users, 26 individual cubicles with web connection points and PCs for students and researches, 4 group cubicles (4 to 6 students each), Audio Visual room and 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: new students 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. IESA has two computer rooms, which have 34 and 15 PCs respectively. 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.

Students can also access the following services:
• Printing services.
• Helpdesk: team of four 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.
WE ARE WAITING FOR YOU!

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