### Incoming Students concerned

The programme is of Master level and is open to both undergraduate (Bachelor 3rd and 4th year) and graduate incoming students.

- Undergraduate Incoming students will have to register for “Intermediate” level courses*.
- Graduate Incoming Students will have to register for “Advanced” level courses.

### Programme Structure

The programme starts every year in September, ends in June, and is divided into 8 cycles of 4 weeks each (see calendar with dates of each cycle on page 2):

- 1 cycle = possibility to take 1 or 2 courses
- 1 course = 30 hours = 5 ECTS credits

Based on our cycle system, students have the possibility to arrive and leave KEDGE BS on the cycles of their choice (every 4 weeks) and to take as many courses as they wish, with a limit of 2 per cycle.

### Course Offer and Registration

Course offer: the list of courses offered in each cycle can be found on the document attached.

**French language courses** can be taken in cycles 1, 2, 4 and 5 as a morning course. They are worth 5 ECTS credits and involve 45 contact hours. They cannot be taken at the same time as another morning management course in the same cycle. A placement test is compulsory to register to this course.

Instructions will be sent by email to the student throughout June/November.

Course load: at KEDGE BS, regular students of the Programme Grande Ecole (“Master in Management”) must complete 30 ECTS credits per semester. As for incoming students, the home institution decides on the number of credits to be completed by its own students.

**Course syllabi**: [www.campusvirtuel.net](http://www.campusvirtuel.net) > select the English flag at the top right hand corner > do not log in, instead click on: “Net Syllabus (Public Access)” to the left > Select the academic year and the semester; School: Bordeaux; Training: Exchanges; Level: Exchanges Bachelor or Master or Bachelor&Master.

**Language of instruction**: both English-taught and French-taught courses are offered in each cycle.

**Registration**: students will have to register online for courses ([www.electifs.kedgebs.aleaur.com](http://www.electifs.kedgebs.aleaur.com)). They will receive an e-mail as soon as the registration website opens. The school reserves the right of admission in every case and of awarding available places according to compliance with requirements. Important: no course change nor withdrawal can be accepted after the registration deadlines.

### Evaluation and transcripts

**Attendance** in all courses is compulsory. Each course will be individually evaluated and one final grade will be awarded per course.

**There is no re-sit exam.** Students cannot do an extra work to get a better grade. They cannot negotiate with the teacher. They can possibly take an extra course in another Cycle.

The students will receive a local grade (based on a 20-point grading scale, passing grade = 10/20), as well as an ECTS grade (according to the following grid).

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Rank of the student in the class</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Top 10% of the passing students</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Following 25%</td>
<td>Very good</td>
</tr>
<tr>
<td>C</td>
<td>Following 30%</td>
<td>Good</td>
</tr>
<tr>
<td>D</td>
<td>Following 25%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>E</td>
<td>Last 10%</td>
<td>Sufficient</td>
</tr>
<tr>
<td>FX</td>
<td>-</td>
<td>Fail - some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>F</td>
<td>-</td>
<td>Fail - considerable work required</td>
</tr>
</tbody>
</table>

The transcripts of records will be sent to the home institution coordinator by mid-February for the Fall semester students, and by mid-July for the Spring semester and full-year students.

### Double Degree

Students selected for a Double Degree will have to complete*: 60 ECTS credits of elective management courses (at least 30 ECTS completed at KEDGE), 6 online core courses, a ProAct (group project), a Master Thesis, an English language test and a 6-month working experience. Please refer to the Double Degree Requirements document for more details.

DD Students will have to start at KEDGE BS preferably on cycle 1 (September) or on cycle 4 (January).

*Some institutions might have different requirements. Please refer to our agreement