



ENBS OPERATIONAL HANDBOOK ENBS PROGRAMMES

Introduction:

The purpose of this document is not to replace the academic and operational rules but to provide a handy, working document for newcomers and administrative staff of how the ENBS should operate. All the model documents included in the following pages can be copied and pasted into separate files for your own use.

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1. DEFINITION OF THE ENBS NETWORK

The ENBS – **European Network of Business Schools** is a consortium of European Institutions. An integral part of the program is a study year abroad. The ENBS issues certificates at Masters and Bachelor's level backed by national academic degrees. The offered programs are:

	COMPLETE NAME OF PROGRAMME	ABBREVIATION
2	ENBS Undergraduate Certificate (30 / 180 ECTS)	ENBS-B
3	ENBS Graduate Certificate (30 / 90/120 ECTS)	ENBS-M



2. MEMBER INSTITUTIONS

1	University of Southern Denmark, Odense, Denmark
2	University of Vaasa, Finland
3	Ecole Supérieure de Commerce de Bretagne-Brest, France
4	Groupe Ecole Supérieure de Commerce de Clermont, France
5	Université Jean Moulin, Lyon III, France
6	Otto-Friedrich-Universität Bamberg, Germany
7	Universität Stuttgart, Germany
8	Università degli Studi di Pavie, Italy
9	Cracow University of Economics, Poland
10	Universidad de Alcala, Spain
11	Universidad Loyola Andalucía, Sevilla, Spain
12	Universidad de Granada, Spain

3. STEERING COMMITTEE

(a complete list of member contact addresses is available in the ENBS Contact list)

President: Per Servais, University of Southern Denmark
Phone: +45 (0) 65 50 32 66
per@sam.sdu.dk

Academic Vice-President: Matthias Muck, University of Bamberg
Phone: +49 (0) 9 51 86 32 09 1 /
studium-international.sowi@uni-bamberg.de

Executive Vice-President: Aurore Portet, IAE Lyon School of Management
Phone: +33 (0)4 26 31 85 4
aurore.portet@univ-lyon3.fr

Secretary: Lisa FIACRE, Groupe ESC Clermont
Phone: +33(0) 04 63 79 42 19
lisa.fiacre@esc-clermont.fr

Treasurer: Audrey Villerette, Groupe ESC Clermont
Phone: +33 (0) 4 73 98 24 24
audrey.villerette@esc-clermont.fr

Please note: some students who have studied with ex-members may still be in the pipeline. The ex-members are: ESC Montpellier and University of Regensburg

4. STUDENT SELECTION


The home institution selects its students to study in one of the member institutions within the limitations of bilateral agreements (the general rule is that at least 1 student should be exchanged per institution).



5. REGISTRATION PROCEDURE

Once a student is selected to participate in one of the above programs, the home institution provides the student with a **Student registration form**. A copy of this is then sent to the **host institution** as well as the ENBS Secretary. This is important as some host institutions may not be aware that students are participating in the ENBS scheme. ENBS students should also be provided with the name of the ENBS academic advisor/ coordinator at the host institution. This person will help the student to choose his/her courses within the ENBS framework.

REGISTRATION FORM:


EUROPEAN MANAGEMENT & BUSINESS SCIENCES NETWORK
STUDENT REGISTRATION FORM
ACADEMIC YEAR: /

Bachelor Master

Last Name /Family/ Surname) : _____ First Name(s) : _____

Gender (male or female) : _____ Date of birth: _____

Nationality : _____

Home Institution : _____

Host Institution(s) : _____

Other degrees or awards already obtained : _____

Permanent Address : _____

Telephone : _____

E-mail : _____

Please note that this Registration Form is not an admission form. All ENBS Candidates have to follow the formal admissions procedure of the institution(s) concerned.

I agree that my data is shared between and stored by the member institutions of the consortium.

I have read and fully understand the regulations governing the award of the European Master of Business sciences and hereby certify that I have been selected by the above named institution as a candidate for the ENBS programme.

Date : _____ Signature : _____

Home Institution & Stamp



6. List of Approved Courses

Advisors or tutors should refer to the academic rules for complete information about the studies abroad and eligible contents. The list of approved courses is an individual list of the courses that the student could add to the 30 ECTS given the additional requirements of article 8 of the academic rules will be fulfilled. Students receive the list at the beginning of the semester at the host university. The list of approved courses can be changed by the host institution, the final version must be sent to the home institution together with the academic record. Generally a minimum of 30 ECTS of business related courses must be obtained during the stay at the host institution that must be no longer than 1 academic year. The courses must be in accordance with the requirements specified in Article 8 of the academic rules.

 EUROPEAN MANAGEMENT & BUSINESS SCIENCES NETWORK List of Approved Courses ENBS		
Name:		
Home Institution :		
Host Institution :		
Academic year of study abroad :		
Program: (<i>Graduate or Undergraduate</i>)		
Subjects to be completed within the ENBS Semester (30 ECTS CREDITS)		
Validation Host Institution / Signature /Date / Stamp		
<i>To be sent to the home institution and from there, together with the personal record to the secretary</i>		



7. ACADEMIC RECORD

The academic record is compiled by the host institution and sent to the home institution together with the final version of the list of approved courses and a transcript. An overall grade for the 30 ECTS is calculated by the host institution. The ENBS grading system as specified in article 8 of the academic rules is used.



EUROPEAN MANAGEMENT & BUSINESS SCIENCES NETWORK ACADEMIC RECORD

Name:
Home Institution :
Host Institution :
Academic year of study abroad :
Program: (<i>Graduate or Undergraduate</i>)

HOST INSTITUTION	Modules	Credits ECTS Total 30	ECTS GRADE
	ENBS year	30	

Signature / Date / Stamp (Host Institution)



8. PERSONAL RECORD

The personal record is compiled by the home institution taking into account all the results obtained necessary to validate the ENBS/ ENBS qualification. The home institution sends it to the ENBS steering committee together with the list of approved courses from. The home institution adds the final mark obtained in the home degree and includes the recommended ENBS/ ENBS award following article 9 of the academic rules.



EUROPEAN MANAGEMENT & BUSINESS SCIENCES NETWORK PERSONAL RECORD

Name:
Home Institution :
Host Institution :
Academic year of study abroad :
Program: (<i>Graduate or Undergraduate</i>)

HOME INSTITUTION	Modules	Credits ECTS Total 180/120/90	ECTS GRADE	Recommended ENBS Award
	Final Mark	(<i>ENBS-B:180/ ENBS-M 90/120</i>)		
				<i>CERTIFICATE / WITH MERIT / WITH DISTINCTION (see article 9 of the academic rules)</i>
HOST INSTITUTION	Modules	Credits ECTS Total 30	ECTS GRADE	
	ENBS Semester	30		

Signature / Date / Stamp (Home Institution)



9. ECTS GRADING SCALE

Coordinators should ALWAYS use the ECTS grading scale (below).

GRADING SCALE	
ECTS	ENBS
A	Excellent
B	Very Good
C	Good
D	Satisfactory
E	Pass

10. FINAL AWARD SCHEME

AWARD SCHEME
<p style="text-align: center;">DISTINCTION (Highest award in the scheme) The marks for both, the ENBS Semester and the degree at the Home institution, are Excellent.</p>
<p style="text-align: center;">MERIT (Second highest award in the scheme) The marks for both, the ENBS Semester and the degree at the Home institution, are Very Good or better.</p>

11. ENBS CERTIFICATE AWARD PROCEDURE

1. At the end of the student's period of study abroad, the host institution sends 3 documents to the home institution:
 - a. ENBS academic record
 - b. The list of approved courses
 - c. A complete transcript of all courses followed
2. The home institution compiles an ENBS PERSONAL RECORD and sends two documents to the ENBS secretary:
 - a. The personal record
 - b. The list of approved courses
3. The ENBS Secretary prepares the ENBS CERTIFICATES in time for the graduation ceremony and hand them to the steering committee.

Two certificates are issued to graduates:

- 1) **Institutional certificate** – Includes a list of member institutions (signed by the President and Executive Vice-President)



- 2) **Academic Report certificate** - Includes the information provided on the personal record by the home institution. (Signed by the President and the Academic Vice-President).

The home institution has the responsibility of sending the signed certificates to its graduates.

12.ENBS PRIZE

During the annual consortium meeting ('Student Matters' on the agenda) all personal records are presented to the board for review. The board nominates students for the annual ENBS Prize ('Pascal Longequeue* ENBS prize for outstanding achievement'). The winner receives a cheque for € XX. (* in memory of Pascal Longequeue, one of the founding members of the ENBS)

13.ALUMNI FORM

An alumni information form is also sent to the students. Graduates return this form to the coordinating institution where information is recorded into the ENBS Alumni data base which is regularly updated by Clermont and available on request.



ALUMNI INFORMATION FORM

Last (Family) Name	First Name(s)
Date of birth	Nationality
Home Institution	Host Institution(s)

Year of completion of ENBS-B / ENBS-M scheme: _____

Permanent mailing Address:

Home telephone no.

Home e-mail address

Current Occupation / Company & Address :

Professional telephone no.

Professional e-mail address

Date : _____ Signature : _____

Please return to:

Lisa FIACRE

International Exchange Students Coordinator for Incoming Students

Groupe ESC Clermont, 4, Bd Trudaine,

63037 Clermont-Ferrand, Cedex1, France

E-mail : lisa.fiacre@esc-clermont.fr



14. ANNUAL ENBS NETWORK MEETING

Network members usually meet once a year. The meeting lasts 1.5 days. The first half day is devoted to two separate academic board and executive board meetings. Each institution should try to send 2 representatives to the meeting. These sessions are followed by a full-day plenary meeting and the annual graduation ceremony. Graduates attend with their families and friends. The graduate's meal is offered by the ENBS Network.

The agenda for the meeting includes suggestions from members – centralized by the coordinating institution. Meeting minutes are compiled by the ENBS secretary & sent to members following the meeting as well as updated materials, documents and contact lists.

A list of actions is also drawn-up and includes a summary of important decisions and tasks.