

## PIM SCHOOL INFORMATION SHEET

### INSTITUTO TECNOLÓGICO AUTÓNOMO DE MÉXICO; ITAM

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<b>Deadlines:</b>	For fall semester/trimester: May 1 <sup>st</sup> . For undergraduate summer session: April 15th. For the January semester/trimester: October 15 <sup>th</sup> For the April trimester, Feb 1 <sup>st</sup> , For the July trimester, May 1 <sup>st</sup>
<b>Required Documents:</b>	<i>If you need more time, just let us know.</i> <ol style="list-style-type: none"><li>1. Nomination from home institution</li><li>2. Transcript of Grades from current program: Graduate students must submit documentation that they have completed their undergraduate degree. MBA applicants must have work experience.</li><li>3. Application form</li><li>4. Curriculum vitae of student (mandatory for MBA admission)</li><li>5. Copy of main page of passport</li><li>6. Arrival &amp; Buddy forms (optional: only if students require these services)</li><li>7. Proof of Medical Insurance (or student will be charged for the ITAM policy).</li><li>8. Additional documentation may be required for student visas from some countries, i.e. proof of resources during exchange and complete passport. Third country nationals may also have to submit documentation from their host country. Students should check with the nearest Mexican Consulate for visa information. A list of Consulates may be found at <a href="http://www.sre.gob.mx">www.sre.gob.mx</a></li></ol>
<b>Academic Calendar;</b>	<b>Graduate trimesters for MBA, International Mgt., Information Technology, Insurance and Risk Management, Finance, Law Masters Programs</b>  2009 Trimester 1 Jan. 5- March 27 Trimester 2 March 30- June 26 Trimester 3 July 6- Sept. 25 Trimester 4 Sept. 28-Dec. 18  2010 Trimester 1 Jan.4- March 26 Trimester 2 April 5-June 25 Trimester 3 July 5-Sept. 24 Trimester 4 Sept. 27-Dec. 17  <b>Undergraduate and Masters in Economics, Masters in Economic Theory and Masters in Public Policy:</b>  2009 Semester 1: Jan. 12- May 30 Semester 2: Aug. 10-Dec. 19 2010 Semester 1: Jan. 11-May 29 Semester 2: Aug. 9-Dec. 18

## Undergraduate Business and Spanish Language Summer Session:

June 15-July 28, 2009

June 14-July 23 2010 <http://businessinmexico.itam.mx>

Graduate students are welcome to take classes from any of our graduate programs:

Full-time and part-time MBA ; with specializations in Marketing, Finance, General Mgt., Operations & Technology Mgt; Masters in Finance, Risk Management, Information Technology, International Management, MSc in Regulatory and Administrative Law, Economics, Economic Theory and Public Policy.

*We also accept PIM undergraduates for courses in the following programs: Accounting, Actuarial Science, Applied Mathematics, Business Administration, Computer Science, Economics, Industrial Engineering, International Relations, Law, Political Science, & Telematics Engineering.*

*Executive & Continuing education (Extensión Universitaria, Executive MBA) subjects are not appropriate or available for exchange students.*

<b>Courses:</b>	<b>Lists of subjects, their descriptions and passwords will be provided to the schools or students upon request.</b>
<b>Faculties/Colleges:</b>	<i>Business Administration &amp; Accounting; International Studies; Economics, Law and Political Science; Engineering; Mathematics, Statistics and Actuarial Science.</i>
<b>Language of Instruction:</b>	<i>Also list % of courses in English.</i> Most subjects are given in Spanish. Usually enough subjects are available in English to fill a full-time schedule. Please note in the nomination if student must take classes in English so that we make sure enough subjects are available.
<b>Language requirement:</b>	We recommend that students have at least one year of university-level Spanish with good listening and reading skills. (In most cases it is possible to secure permission from the professor to submit papers and exams in English, even if the course is given in Spanish) Most readings are in English.
<b>Language courses:</b>	<i>Are language courses offered to exchange students? A supplementary Spanish course is given for the January and August semesters. Graduate students arriving in the September trimester can also take Spanish language courses. The level will be adjusted to the mean ability of the group. Students with advanced levels of Spanish may take the Spanish Grammar and Composition course given to regular ITAM students, beginning in August or January. NOTE: ITAM offers a <i>special undergraduate summer session with Business subjects in English and Spanish language classes:</i> <a href="http://businessinmexico.itam.mx">http://businessinmexico.itam.mx</a></i>
<b>Academic/Experience Requirements:</b>	<i>Please list any academic or work experience prerequisites or recommendations or restrictions for student applicants.</i> PIM Nominees for our MBA program should have at least one year of relevant work (full-time) experience. The average age of our MBA students is approx. 28 and they are required to have three years work experience. MBA students should be in the process of receiving their second higher education degree and must submit proof that they have completed their undergraduate degree.
<b>Full-time Workload:</b>	We request that students take a minimum of four subjects per trimester (graduate level) or per semester (undergraduate level). Graduate trimesters: 33 hours of class; Undergraduate: Each class has a minimum of 6 ITAM credits, which is approximately equal to 5-6 ECTS credits or 3 US semester credits (48 contact hours).

<b>Exams:</b>	<p><i>When are exams held? Are there any special policies for exchange students? Are exams oral or written?</i></p> <p>Exams are held in the final two weeks of the semester at the undergraduate level and the final week of the term at the graduate level. <b>A final exam grade must be reported in order for the student to pass the class</b>, although some professors assign final papers or projects to meet this requirement. Students must not return home until all exams are submitted. Most exams are written but the course outline explains any special evaluation requirements. Oral exams are unusual, except for subjects in the Law Department.</p>
<b>Summer programs or short-term programs</b>	<p><i>Does your school offer any programs outside the semester exchange that are open to exchange students? If so, please describe.</i></p> <p>Summer Business in Mexico Program</p>
<b>Living Expenses:</b>	<p><i>Sample costs for on campus and off campus housing.</i></p> <p>US\$250-450/month per room, sharing a fully-furnished house or apartment; Food: approx. US\$200-250 per month Minimum total cost approx. US\$600-800/month</p>
<b>Academic Expenses:</b>	<p><i>Estimate of academic expenses: books, course materials or registration costs</i></p> <p>Approx. US\$20 for I.D. card, US\$200 per semester for ITAM health insurance (student may use insurance from another provider); US\$3.00 copyright fees for cases; US\$150-200 for books; undergraduate student activity fee: approx US\$25.00</p>
<b>Other Expenses:</b>	<p>Free shuttle-buses between campuses and from undergrad campus to metro station. Metro rides: 2 pesos, buses: 3 pesos, taxis are 9 pesos minimum and go up .9 pesos every .25 km or 45 seconds. Graduate students tend to spend money on taxis when they first arrive but later get rides with other MBA students.</p>
<b>Health insurance:</b>	<p><i>Are exchange students required to have health insurance? What is the cost?</i></p> <p>Students must have health insurance with repatriation coverage valid in Mexico. If no proof of insurance is submitted, students will be charged for the ITAM policy, which provides emergency coverage, for approx. US\$200 per semester. Policy does not cover doctors visits or medications (But students may have free consultations with the ITAM doctor for minor illnesses). Policy terms are available at <a href="http://itam-gnp.com.mx">http://itam-gnp.com.mx</a></p>
<b>Visa:</b>	<p>Students are normally required to have student visas but should inquire at the nearest Mexican consulate for specific instructions. Locations and contact information for Mexican Consulates may be found at <a href="http://www.sre.gob.mx">www.sre.gob.mx</a> <b>IMPORTANT:</b> Student visa holders must register and pay a US\$60 fee within 30 days of arrival into the country. ITAM legal aid services will assist students with immigration paperwork for a fee of approx. US\$30.00.</p>
<b>Facilities:</b>	<p>Both campuses have general use computer centers and wireless service in both libraries and lounge and cafeteria areas. CARLE self-access language center facilitates Spanish language learning. Graduate students may also request to use the finance lab with specialized data bases. Excellent libraries are also available on both campuses. Undergraduate campus has a gym, with exercise equipment and soccer field. Our sports department organizes all sorts of activities, some regularly and others upon student request. (We do not have a pool.) Students also organize all sorts of cultural, intellectual and sports activities. ITAM students organize "Amigo-ITAM" (buddy) activities for incoming exchange students, further enhancing the integration of the exchange students into Mexico and ITAM.</p>
<b>Student Services:</b>	<p><i>Please list all the services offered to exchange students such as cultural or social activities, peer advisors/buddies, career counselling, academic</i></p>

*advising, student clubs, etc.*

Undergraduate student government, volunteer organizations, businesspersons organization, AIESEC, etc.

**Orientation**

We give the students information packages and an information session at the beginning of each study period. It is usually held for undergraduate students the Thursday prior to the beginning of classes for the fall and January semesters. Graduate student orientation is held the first day of classes each trimester.

**Internships:**

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

Internships are not part of the general Mexican culture but this is changing. We ask our career services centers to be on the lookout for these types of opportunities. Labor laws in Mexico make it difficult for foreign students to be paid. Exchange students may consult the Career Services Centers while they are enrolled at ITAM.

**Career services**

*What resources are offered to exchange students to assist them with their job search for companies in your country/city?* ITAM has a two career services centers—one for graduates and one for undergraduates. All exchange students are welcome to use these services. Unfortunately we do not (yet) offer continued service to PIM alumni.

**Exchange Coordinator Services:**

The Office of Academic exchange has three full-time employees and an average of six student workers. This office handles all admissions and enrolment services and secures offers of accommodation for exchange students. We try to give students the information they need (in writing and at the welcome luncheon) and cut red tape if necessary, the owners/managers of student accommodation know how to reach us, and the exchange coordinator's home phone is given to any student who would like to have it—with a request to use it only absolutely necessary.

**Info Dissemination:**

*How is exchange info from your school disseminated?*

Web X

Email X

Mail X (brochures)