

# The MiM program handbook

**We develop leaders  
who strive to have a deep,  
positive and lasting impact  
on people, companies and  
society through**

**Professional Excellence,  
Integrity and a Spirit of  
Service .**

**IESE Business School  
est. 1958**

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# MiM **mission**, values and objectives

The IESE MiM is a 11-month leadership development program. In line with IESE's mission, the MiM program serves to develop leaders who can have a positive impact through their professionalism, integrity and spirit of service.

## MiM values

IESE MiM students are a very diverse group of people and each student brings their own values to the program. However, we all share a set of common values:

- Always act with integrity
- Have deep respect for one another
- Work with a spirit of service towards others
- Put in hard work towards achieving your goals
- Work to a high level of professionalism

## IESE MiM behaviors

The IESE MiM learning environment extends beyond the classroom and includes the many ways in which students, staff, faculty and alumni interact on and off the IESE campus.

We strive to create a positive, respectful atmosphere that fosters learning and in which all members of the IESE MiM community can achieve their highest potential.

IESE MiM students are expected to exhibit the MiM values, among others, through the following behavior:

- **Integrity:** MiM students are honest and abide by the rules. Their word is their bond.
- **Respect:** MiM students respect everybody around them and show this through polite behavior, regardless of gender, sexual orientation, race, religion or any other factor irrelevant to participation in the MiM.
- **Spirit of service:** MiM students support their classmates in every way they can. They take responsibility for running student activities and get involved in the wider IESE community.

- **Hard work:** MiM students believe in the value of working hard to achieve their goals and, therefore, do not look for shortcuts or quick fixes.
- **Professionalism:** MiM students come to class prepared and dress according to the occasion. They are punctual and meet their deadlines. They are committed to producing the best work they can.

It is the responsibility of every individual member of the IESE community (MiM students, faculty and staff) to ensure that these values are upheld at all times and to deal with any inappropriate behavior.

## Objectives of the MiM Program

The MiM degree is awarded to students who have the knowledge, skills, attitudes and personal qualities necessary to serve as a foundation on which to build a solid career as a manager. This means that candidates must progress in the following three areas:

- Knowledge about management, i.e., functional areas such as finance, accounting, marketing, leadership and ethics, supply chain management and other functional areas required to do the work of a manager. Managers must know about their job.
- The skills needed to perform managerial tasks, i.e., teamwork, communication, open-mindedness, etc., that enable a manager to put acquired knowledge into practice. Managers must know how to carry out their tasks.
- Personal qualities, such as professionalism, cultural awareness, maturity and motivation, combined with a high sense of responsibility, honesty and a desire to serve others. Managers must have integrity.







# MIM program structure

The IESE MiM is a 11-month program. The program's core courses build a solid foundation of business-management knowledge. Key themes range from marketing and finance to strategy and economics.

Projects allow you to integrate, connect and apply what you learn. Practical experiences and complementary activities unlock knowledge of how different functional areas combine to create both economic and non-economic value within companies.

As a complement to the academic study and project work, you'll engage with the business world's most critical issues in a special series program. Through this and associated activities, you'll gain the mentality and real-world abilities to tackle complex problems.

	PERIOD I	PERIOD II	PERIOD III	PERIOD IV	PERIOD V
	Sept-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-July
Core Courses	<ul style="list-style-type: none"> <li>• Critical business thinking</li> <li>• Control (I)</li> <li>• Decision analysis</li> <li>• Organizational behavior</li> <li>• Marketing management</li> </ul>	<ul style="list-style-type: none"> <li>• Technology, IT</li> <li>• Operations (I)</li> <li>• Finance (I)</li> <li>• Anthropology</li> <li>• Marketing implementation</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Control (II)</li> <li>• Finance (II)</li> <li>• Quantitative methods in management (I)</li> <li>• Managerial economics</li> <li>• Negotiation</li> <li>• Innovation and design thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy</li> <li>• Operations (II)</li> <li>• Capital markets</li> <li>• Digital strategy</li> <li>• Quantitative methods in management (II)</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship</li> <li>• Macroeconomics</li> <li>• Ethics</li> <li>• Tracks:               <ul style="list-style-type: none"> <li>Strategy/Entrepreneurship</li> <li>Sales/Marketing</li> <li>Digital</li> <li>Finance</li> <li>Data Management</li> </ul> </li> </ul>
Skills Program	<ul style="list-style-type: none"> <li>• Presentations workshop</li> <li>• Data analysis workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Careers workshop</li> <li>• Effective communications</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiations workshop</li> <li>• Design thinking workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Digital lab</li> <li>• Business planning workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Capstone Course</li> </ul>
Projects	Business Intelligence Report	Communications Report	Negotiation Report	Business Plan (I)	Business Plan (II)
Special Series Program	 Understanding the world	 Artificial Intelligence	 Energy	 Fintech	<b>2050</b> The World in 2050
Meet the global leaders	Meet the global leaders who have helped shape the world of business and politics.				



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## The Capstone Project

The Capstone Project is an integrative assignment designed to draw on all the learning acquired during of the MiM. Students are given a real business challenge and have to do research and conduct meetings with clients, employees and suppliers in order to respond to it. Based on the information gathered, students work on a final proposal for the company. Some of the challenges tackled in previous years have included designing a product launch, a new market entrance, a social media strategy and a succession plan for a family business.

In the first stage, an IESE faculty member will work with organizations to identify and define a suitable business problem. In the next stage, the company will make a presentation to five MiM teams. Students then have a period of time to research the organization, the market, etc., and articulate their course of action.

MiM teams work under the supervision of the faculty member responsible for the particular company project.

The Capstone Project takes place during the last period.



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# Administrative structure

## The MiM Committee

The MiM Director has a committee that helps him direct the MiM program. The committee is composed of the MiM Academic Director, the Executive Director of the MiM and the Associate Director. The members of the MiM Committee for the 2019-2020 academic year are:



**Professor Francisco Inieta**  
Academic Director



**Isabel Estalella**  
Executive Director



**María José Lasarte**  
Associate Director

The Executive Director is responsible for all non-academic issues.





## Teamwork, team mentors

Each student is assigned to a team. That team meets daily to discuss the day's cases and work on projects. Teams are assembled to ensure professional, cultural and linguistic diversity. Regular, punctual attendance at team meetings is an overriding obligation, part of the level of professionalism expected and an essential requirement for achieving the MiM program objectives. It is the team's responsibility to ensure that it functions as a cohesive unit with all students contributing in a mutually supportive environment.

Each team is assigned a team mentor. The team mentor is a member of the IESE faculty and/or management. The role of the team mentor is to monitor the progress of team members in developing the attributes mentioned above and to advise students on how to get the most out of the program.

## Communication with professors

To achieve the program's objectives, there must be an unrestricted flow of communication between students and faculty members. It is the students' responsibility to speak directly with their professors to clarify concepts, discuss their academic performance and seek advice.

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# MiM program rules

## Class attendance

Class attendance is compulsory and recorded daily. In the case of unavoidable absences, students need to inform the professor and the MiM Office in writing. It is the student's responsibility to catch up with any missed work.

Any student who accumulates 20% absences in any given course will automatically receive an "Incomplete" for that course, regardless of the academic grade awarded by the course professor. If a student has accumulated two or more "Incompletes" in one term or three or more "Incompletes" in the academic year, an academic evaluation process may be opened. This process can also be initiated when a student misses more than 15% of classes in a given term.

It is the responsibility of the MiM Committee (not the course professor) to evaluate each Incomplete. The committee can ask any student with an "Incomplete" grade to do remedial work. Failure to complete the remedial work or follow the committee's instructions automatically triggers an academic evaluation process.

Students who arrive to class late (i.e., after class attendance has been taken) will not be allowed into it.

## Grading

At the end of each course, professors give each student a grade ranging from A to C:

- As are given to students who perform in the upper 15% of the class. Professors may decrease this percentage if they consider it appropriate after consultation with the MiM Committee.
- Cs are given to students who perform in the lower 10% of the class. Professors may increase this percentage if they consider it appropriate after consultation with the MiM Committee.
- Bs are given to students who have not received either an A or a C. Professors, at their discretion, may award the B+ and B- grades to indicate that a student has completed the course in the upper or lower range of the Bs, respectively.

## Harassment

IESE Business School is committed to offering an environment in which students, faculty and staff can work together with respect and a spirit of service. This means that every member of the community must be respected and treated civilly, regardless of gender, sexual orientation, race, religion or any other factor irrelevant to participation in the MiM. Any student who sees behavior that is unbecoming and violates this principle should report it to any school official or faculty or staff members.

This culture of respect for others can only be preserved if all students make it their own and are willing to deal with any violations.

## Examination behavior

Students must take all examinations required for each course, as they are an integral part of the program. Examinations are conducted according to the following standards:

- Communication between students during exams is forbidden, as is collaboration with other students on written exams unless otherwise indicated by the professor.
- Books, laptops, phones and any other support tool are not allowed in exams unless otherwise indicated by the professor and then only within the limits set by them.
- Should a student wish to quote content from materials that are not self-originated, he or she must cite the source clearly. Otherwise, it may be considered plagiarism. This applies to textbooks, periodicals and other published sources, as well as articles posted on the Internet.

Failure to comply with these rules amounts to dishonesty and is unfair to other students. It will therefore be considered serious misconduct and will result in the opening of an academic evaluation process, which may lead to the student being asked to leave the program.

Students must take all examinations at the scheduled time. Students arriving late to an exam will not be allowed to enter.

Final exams may be rescheduled with advance permission from the Executive Director only in exceptional circumstances such as incapacitating illness and serious family emergency. Travel arrangements, mild illness, interviews and the like are not acceptable reasons for changing an exam time.

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If there is a need to change the date or time of an exam, the student should contact the Executive Director before the scheduled exam begins. In case of illness, the student will be required to provide written confirmation from a healthcare professional. An alternative exam date will be scheduled by the Executive Director in consultation with the professor. As a matter of policy, there is no rescheduling of midterm exams.

## Plagiarism

In academic writing, taking someone else's ideas or words without adequately crediting that source in your paper is considered plagiarism. It doesn't matter if the source is a published author, another student, a website without clear authorship, a website that sells academic papers or any other person: taking credit for anyone else's work is stealing and is unacceptable in all academic situations, whether done intentionally or by accident.

Students who submit work that is not their own or without clear attribution to original sources will be subject to disciplinary action. Punishment for plagiarism may include expulsion from the MiM program.

## Academic requirements

Students who receive three or more credit-equivalent Cs in any given term will be placed on probation and warned about their poor academic performance. An accumulation of 6 credit-equivalent Cs during the academic year may lead to dismissal from the program.

## Academic evaluation process

An Academic Evaluation Process (AEP) can be opened by the MiM Committee at any time due to a student's unsatisfactory academic performance, absenteeism or serious misconduct with respect to the program values and policies. If an AEP is opened, the student is immediately informed in writing and told why this has happened. As part of the process, the student has the right to explain their point of view on the issue.

When conducting an AEP, the MiM Committee will take into account the student's academic record and the opinions of the student's mentor and section head. The reasons behind the absences leading to the "Incomplete" will also be considered. Additional members may join the MiM Committee for deliberation as required.

In cases of serious misconduct, and as part of the AEP, the MiM Committee will ask the student to explain the circumstances of the perceived misconduct. Failure to do so may lead to a recommendation that the student should leave the program.

The AEP may conclude with an unconditional or a conditional continuation of the student in the program, or with a recommendation to the IESE Executive Committee that the student should leave the program. The AEP result is communicated in writing to the student.

### Final exam

In cases of unsatisfactory academic performance and "Incompletes", the MiM Committee may ask the student to take a comprehensive examination at the end of the academic year. The examination date is published in the academic year calendar and it takes place on campus one week after the last term final exams.

If the MiM Committee stipulates that students must take an exam, but they fail to do so, they may be dismissed from the program.

## Appeals

Any student who is subject to an AEP or has been dismissed for academic reasons may appeal the decision by petitioning the MiM Committee. Students are entitled to one appeal during their tenure at IESE. If reinstatement is granted but the conditions are not satisfied within a specified period of time, dismissal is automatic and not open to further appeal.

Appeals should be made within three days of receipt of the MiM Committee's decision and sent in writing to the MiM Office.

The appeal should be made to the associate dean for MiM programs at IESE, who will issue a decision in writing.

## Leave of absence

If a student needs to interrupt the normal course of study, he or she must request a leave of absence in writing to the Executive Director of the MiM indicating the reason for the request and the length of the anticipated absence. Depending on the circumstances, a leave of absence may be granted for up to one year. Leaves of absence are only granted to students with a good academic record.

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## Identification on campus

All participants must bring their identification card in a visible place.

## Student visas

It is students' responsibility to ensure that they have the legal right to study in Spain. Each student is responsible for fulfilling Spanish immigration requirements.

## IESE's image

All sessions taught by IESE faculty members or given by speakers within any of the IESE programs and events are the property of IESE Business School. Video and audio recording and taking photos at any IESE sessions are not allowed unless expressly authorized by IESE for academic, marketing or media purposes.

Prior approval from the MiM Committee is required to publish any material on a website or any other media in which IESE's brand or image is displayed.

## Photo rights

IESE Business School reserves the right to use photos taken during class, programs and events for promotional purposes. Students who do not wish to have their photo used in promotional materials should submit a written statement to the MiM Office.

## Food and drinks

We understand that some students may be surprised by this rule, but only water is allowed into the classroom at IESE Business School. Students are discouraged from entering the classroom with hot drinks and/or food at any time, including during class breaks.

## Dress code

The appropriate dress code for class is business casual. When more formal attire is required, students will be informed in advance.

## Visitors

Visitors are not allowed in class. Only MiM candidates involved in a formal admissions process with the Admissions Department may be invited to attend a class. Friends, spouses and other family members may be invited to social activities but not to attend a class.





# Career Development Center

## The MiM Career Development Center team

The Career Development Center team's main job is to work with you to identify and pursue your career aspirations and help you build fundamental job-hunting skills to find your future job. Our diversity, both in terms of culture and in terms of professional backgrounds, ensures that you will find the contact who is best able to meet your needs.

## Student recruiting Code of Conduct

Working with us implies the acceptance of the Student Recruiting Code of Conduct detailed below. Please read it carefully and click "I Agree" in your personal profile in Symplicity.

As an IESE student, your conduct during the job-search process has an impact on the entire IESE community, including the Alumni Association. The Code of Conduct is designed to promote courtesy, integrity and respect between students, recruiters, MiM Career Development Center, faculty and IESE's administration.

This Code of Conduct falls under the IESE Business School's Standards of Professional Ethics and Behavior as defined in the "Academic Policies and Procedures document" that is provided to you by the MiM Office upon arrival. Your participation in MiM Career Development Center activities (e.g., events, on-campus recruitment, career counselling, etc.) implies acceptance of this Code of Conduct.

If you have any questions on this Code of Conduct, please contact Patrik Wallén, Director of MiM Career Development Center.

### 1. Company presentations and visits

Company presentations, whether they are organized individually or during the Career Forum, are published in advance through CampusGroups and require students to sign up. By signing-up, we can gauge student's interest, manage the company's expectations and communicate any calendar or location updates.

Career Development Center will send the CV book of signed up students to the companies, so, if you sign up, make sure that you attend. If this is not possible for you, please let us know.

Please arrive on time and plan your schedule so that you can attend the whole presentation or visit. If you need to leave early, let a company representative know beforehand and determine together the appropriate time for your departure. Sit near the door so you can exit quietly.

### 2. Career forums

The Career Forum is a crucial event for your career development and one of Europe's leading MiM recruiting events. As your first primary occasion to explore job opportunities, discover new companies and start networking with top professionals from your fields of interest, this event is a must-have for students.

Sign-up will open on CampusGroups two weeks in advance. You must attend every presentation you sign up for, as this contributes to building IESE's company relationships.

### 3. MiM Career Counselling sessions

Counselling hours are a limited resource, especially during high application and recruiting season. Please respect your career coach's and fellow students' time by arriving punctually to your appointment and notifying your coach in advance if you cannot make it. Counselling sessions cannot conflict with class hours.

### 4. Career management events

Career management days (Career Essentials Day, Personal Narrative Day, Interview Preparation Week) are mandatory for all students. They take place during your academic schedule and, as such, are compulsory for you to attend.

Career Management Workshops ("Career Labs") open two weeks in advance on CampusGroups and require signing up. Places are limited, so only register for events that you are sure that you will be able to attend. By registering to events you have no genuine interest in, you are preventing actually motivated students from joining sessions they could benefit from. Absences also display a lack of respect for the time and work of external trainers, who plan and adapt their sessions according to expected attendance.





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## 5. Interviews

- **Only apply for jobs in which you have a genuine interest.**  
By applying for jobs for which you are not really motivated, you are spending time on activities with no return on investment, and could be preventing genuinely interested students from opportunities. Recruiters are able to detect a lack of genuine interest, placing both your professional image and IESE community's reputation at risk.
- **Be fully prepared to interview and arrive promptly.**  
Poor preparation will not only have a negative effect on you as a candidate but also on IESE's image as a good source of talent. Refer to the Career Management learning offering for more resources on interview preparation.
- **Interview schedule.**  
When interviews are organized by MiM Career Development Center, we try to ensure that these do not coincide with class. When this is not possible, it is the student's responsibility to inform the professor and MiM Office about the time conflict and to provide proof of the interview scheduling to the MiM Office. In any case, missing a class for an interview will result in a no-show.
- **Make interview changes far in advance.**  
Changes to an interview schedule need to be communicated at least four days before the interview takes place. Any cancellation should be notified immediately to the MiM Career Development Center team member in charge of the process. When informed in advance, we can try to reschedule the interview in order to adjust it to your needs.

## 6. Job offers

When receiving a job offer, please communicate it to your Career Development Center mentor.

- **Definition of a job offer**  
IESE considers an offer to be a verbal communication, email or official contract sent by a company representative, in which the following are confirmed:
  - Position, program, role or project being offered to the MiM student
  - Start date
  - Salary & other benefits
  - Deadline for acceptance
- **Time to respond job offers**  
Time to respond is generally something mutually agreed between the candidate and the company. It is important to keep the employer and the MiM Career Development Center team updated on your decision process.
- **IESE's recommendations to recruiters**  
Full-time jobs: IESE recommends companies to give students a minimum of three weeks counted from the date of receipt of the written offer to decide on it.
- **Multiple job offers**  
Should you receive multiple job-offers, please do not hold on to those that you know you will not accept and communicate your decision in a timely manner.  
  
Upon accepting an offer, verbally or in writing, you should immediately stop participating in any other recruitment process and notify other potential employers and the MiM Career Development Center team of your unavailability, as your decision may open up positions for your classmates.
- **Reneging on job offers**  
Once a job is accepted, we expect students to keep their word. Reneging on offers has an extremely negative effect on your professional image and on IESE's community and values. Therefore, we strongly encourage you to reflect before accepting an offer and ask for advice. The Career Development Center team is here to offer guidance on your decision.

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## **7. Grades disclosure policy**

IESE has a non-disclosure policy when it comes to grades. It is left to the student's discretion to decide whether they want to share their grades with the recruiting companies or not.

## **8. Breach of the Code of Conduct**

Breaches of the Code of Conduct will result in a meeting with the Director of MiM Career Development Center and/or with the head of the MiM program.

Serious breaches of this Code of Conduct may be considered as serious misconduct, and as such may potentially lead to an academic evaluation process before the MiM Committee, as established in the academic policies and procedures that apply to the full-time MiM program. In any case, renegeing on an accepted offer will be considered as serious misconduct.



## Health insurance

A comprehensive health insurance policy with service provider AXA ([www.axa.com](http://www.axa.com)) is included in the tuition fee paid by each student. It comes into effect two weeks before classes start and is valid until July 31.

The policy covers a wide range of services, including medical consultation, hospital stays, surgery, pregnancy and birth, pediatrics and gynecology. Healthcare in Spain is provided at the clinics and by the doctors included in the AXA medical network and through a reimbursement system for doctors outside the network. The insurance policy has a reimbursement system for international coverage.

The same cover is available for students' partners and children who are also residing in Spain. This cover policy is optional and payable by the student.

A list of doctors who speak languages other than Spanish is available for students on the Virtual Campus.

## On-campus services

At the beginning of the MiM, students receive their IESE student card. This card provides access to the following services:

### Cafeteria

Your IESE MiM card works as a cash card to pay for drinks and meals at the IESE cafeteria and restaurant. To use the card, you first need to make a cash deposit at the cafeteria.

- Campus cafeteria opening hours:  
8 a.m. – 8 p.m., Monday to Friday

### Printing, copying and scanning documents

Our IESE card gives you access to the multifunction printers (for photocopying, printing and scanning documents) you will find on every floor of the building and in the library. A quick user guide can be found next to the printers.

You can also print from your mobile devices by sending an email to [print@iese.edu](mailto:print@iese.edu) or accessing the website [print.iese.edu](http://print.iese.edu) from your web browser.

All printing and photocopying will be charged as follows:

Black & white copy	€0,045 per page
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Color copy	€0,25 per page
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Document scanning	free of charge
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### Access to the campus

The IESE campus is open from 8 a.m. to 9 p.m. daily. You must bring your student card to identify yourself with security.

### Workrooms

There are many workrooms equipped with PCs with microphone and camera that are available all over the IESE campus. Students can access these PCs by using their IESE username and password.

Students can book workrooms by logging into their email account ([mail.iese.net](mailto:mail.iese.net)) or through the online booking system in Virtual Campus. In order to maximize availability for all students, the following rules apply:

- Reservations last a maximum of 2 hours.
- Each student can book up to 3 rooms per week.
- Reservations can be requested no earlier than 7 days in advance.

### Library

The IESE Library offers a wide range of information resources available to students and a quiet space for studying. The student card is necessary to borrow books.

During the academic year, the library is open from Monday to Friday, 8 a.m. to 8 p.m. On the weekends it is open from 9 a.m. to 8 p.m. The library closes on some public holidays like Christmas and Easter and it has a reduced timetable during the summer months of July and August.

More information is available at [library@iese.edu](mailto:library@iese.edu)

### Study room

There is a study room. This offers a multi-use space for students who want to study/work in teams or who seek an alternative space to the library.





### **Oratory and IESE Chaplaincy**

The IESE Chaplaincy provides a context for the spiritual growth of all members of the IESE community, based on Christian values. It is open to everyone.

IESE has an oratory at its campus. This oratory is open Monday through Friday from 8 a.m. to 8 p.m.

Students can contact IESE Chaplaincy at [capellania@iese.edu](mailto:capellania@iese.edu)

### **Lost and found**

Any lost property will be taken to security.

Lost student cards must be reported to the MiM Office by email. The cost of issuing a new card is €6.

## **IT student services**

### **IESE e-mail account**

IESE provides students with an IESE ID for life. IESE uses the Microsoft Office 365 platform and each account has a 50 GB capacity. Students can access their account from any Internet browser on computers and mobile devices. Instructions on how to configure the IESE email account can be found in the IT support area of the Virtual Campus.

### **OFFICE 365 ProPlus**

IESE provides students with a licensed Office 365 ProPlus package (Word, Excel, PowerPoint, Outlook, etc.). This license will be valid during the whole program until graduation. Instructions on how to install the Office 365 applications can be found at <https://portal.office.com>.

### **MiM program platforms**

- **Virtual Campus:** the Virtual Campus is an online platform where students can find all course-related and program-related information. It includes the course calendar, all course materials and links to the different resources available to IESE students. Professors use this portal to deliver all course content, session details, announcements and teaching materials. Students can log into the platform with their IESE email ID and password. The URL is <https://campus.iese.edu>
- **CampusGroups:** it is the online campus community that enables clubs to organize their activities, manage events, share a calendar and discuss specific club topics. The URL to access this platform is <https://groups.iese.edu/> using the IESE email ID and password. Additionally, CampusClubs is fully accessible on the Virtual Campus through the top frame tab "Clubs".

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- **Recruitment Activities:** powered by Symplicity, Recruitment Activities is the system that manages all student career activities on campus, including signing up for career counseling sessions, uploading your CV for the class CV book, applying for job postings and signing up for events. Recruitment Activities link is <https://iese-csm.symplicity.com/sso/students>. The username and password are the same ones students use for all other IESE systems. The full manual on how to use this system can be found in the "IESE Docs" tab of Recruitment Activities.
  - **IESE CV Builder:** this is a tool designed to help students build their CV in a format that is systematically rated by our recruiters as their most preferred. Students who want their CV to be part of the IESE MiM class CV book must build their CV using this tool. The direct link to the IESE CV Builder is <http://wwwnet.iese.edu/cvbuilder>

## Other IT services

### WI-FI

Wireless Internet is available for all participants using the IESE Wi-Fi network. IESE strives to maintain secure, robust wireless Internet access. Internet access may cause some websites and applications to be blocked within IESE. Students should contact Education IT Support to request access to blocked applications and websites.

### Compatibility kit for Mac users

IESE strives to make sure that all applications support Mac, PCs, tablets and mobile devices. However, some applications needed for class might not be supported on a Mac. In such cases, and as a temporary solution, IESE provides a virtual machine that students can install on their Mac. Students with a Mac should contact Education IT Support to get it installed.

### Education IT support

Students who need assistance with any of the services mentioned in this point can use the support lines below:

- Email: [EducationSupport@iese.edu](mailto:EducationSupport@iese.edu)  
Monday through Friday, and from 8 a.m. to 8 p.m.



# Financial matters

The tuition fee for the program (academic year 2019-2020) has been set at €37.500. The initial tuition deposit of €7.500 paid before joining the program with the objective of confirming your place will be deducted from total tuition fee.

The tuition fee includes printed materials (cases, outlines and other support material; textbooks are not included) required for the MiM Program, as well as a health insurance policy.

MiM students may pay their tuition fee by bank transfer into the following account:

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**Account holder:** IESE Business School  
0128 6501 53 0101401382

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**IBAN:** ES19 0128 6501 5301 0140 1382

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**SWIFT:** BKBKESMMBAR

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All payments must include the name of student on whose behalf the payment is made.

Students are expected to pay their tuition fee on time. Students who fail to do so will lose the rights they would otherwise have as participants in the MiM program. This includes access to IESE facilities and classes and connection to IESE systems.

Students who withdraw from the program to rejoin at a later date will pay the fee for the year in which they rejoin the program.

If a student withdraws from the program with no intention of rejoining at a later date, no fees will be reimbursed.



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# Student leadership

## Professional club leadership

Professional clubs at IESE are managed by students with the help of the Career Development Center team and have the mission of increasing knowledge about the sector among club members and building and maintaining company relationships.

Depending on the club's level of activity, each professional club has one president, between one and five vice presidents, and a treasurer. At least 25% of club leaders should have experience in the sector.

There can only be one president and they are the primary point of contact with Career Development Center and other IESE staff members. This person is responsible for managing the club leadership team and the club budget. Given that running a club remotely is not viable, presidents should not plan to go on an exchange.

A maximum of five students can be appointed club vice presidents and the number will depend on the size of the club. Their responsibilities (trek organization, mock interviews, events, etc.) are proposed by the president.

The treasurer is responsible for the club budget and fundraising.

Every professional club has a Career Development Center mentor who oversees the club and supports its activities. Mentors also ensure continuity.

Detailed information is available in the IESE professional clubs policies and procedures.

## Class president

Towards the end of the academic year, students decide who they want to represent them within the IESE Alumni Association. The class president and their team are responsible for the following:

- Delivering the graduation speech.
- Holding the class together after graduation.
- Maintaining contact between IESE and the class and representing the class in IESE's governance structure.
- Coordinating the class gift.

The election committee is composed entirely of Student Council members in order to keep the election process unbiased. The election committee sets the deadlines for this process and runs the elections.

Incoming exchange students are not eligible to vote.

## MiM Awards

The IESE community thrives on the contributions made by its members in countless, often invisible, but extremely valuable ways that the MiM Committee recognizes through the MiM Awards.

This honor is awarded to MiM students who make an extraordinary contribution to their classmates, IESE and the broader community in line with the school's mission and values. These students are also expected to have shown great academic achievement.

Nominations may come from anyone within the IESE MiM community (students, faculty and staff members) and should include a brief explanation of the type and scope of contributions made by the nominee. Anonymous and self-nominations are not accepted.

Nominations are reviewed by an Award Committee made up of two faculty members and a representative of the MiM.

The IESE MiM Award is presented at the dean's farewell address in July.



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