

## **Fact Sheet 2019-2020**

**(HEADS UP: Fall dates have changed!)**

<b>Campuses:</b>	Costa Rica: Walter Kissling Gam Campus Nicaragua: Francisco de Sola Campus
<b>Accreditations:</b>	AACSB, SACS, EQUIS.
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<b>School URL:</b>	<a href="http://www.incae.edu">www.incae.edu</a>
<b>Exchange Program:</b>	<a href="http://www.incae.edu/EN/maestrias/international-programs/">http://www.incae.edu/EN/maestrias/international-programs/</a>
<b>School addresses:</b>	Postal: P.O. Box 960-4050 Alajuela, Costa Rica Central America  Physical: Del Vivero Procesa, 2 km. Oeste Carretera a La Garita, Alajuela Costa Rica, Central America
<b>Study program:</b>	INCAE now has two MBA programs running simultaneously every year. The Global MBA is an all English, full-time, 15-month program and the Latin American Leadership program is in Spanish, full-time and 15 months long. The Global MBA starts in August and the Latin American Leadership MBA has two intakes, one in March (LL1) and one in August (LL2). Exchange students can come to both programs during the electives period. Dual degree students will join the March intake of the Latin American Leadership program in early September. They will be able to choose one of the following specializations: Marketing, Operations and Technology, Finance, Entrepreneurship and Sustainable Development. In addition to all the elective work, dual degree students must carry out their <b>Management Consulting Practice (MCP)</b> or professional practicum. This project takes place during the

last module of the program (March to May), The MCP experience is compulsory for all INCAE and dual degree students and is equivalent to three core courses.

### **TERM DATES:**

#### **GLOBAL MBA 2019**

Module 8      June 17 – July 26, 2019  
Module 9      July 29 – **September 13, 2019**

**Arrival Date: The weekend before classes start**

#### **LATIN AMERICAN LEADERSHIP 2020**

**Module 5      September 23 – November 22, 2019**  
**Module 6      November 25 – December 20, 2019**  
**Module 7 (and Module 4 of the Global MBA 2020)**  
January 6-17, 2020  
Module 8      January 20 – February 28, 2020

**Arrival Date: The weekend before classes start**

MCP              March 2 – May 1, 2020 (no electives; only for dual degree students)

**Graduation – May 22, 2020**

### **Orientation:**

INCAE is a small school, so we do not need a whole week for orientation. Roomates will help students get through the weekend, and a formal tour and session will be held on the first day of class.



**Full-time workload:** Students must take a minimum of 3 electives per module (or 6 credit hours, except for the two-week January term), regardless of their home school's requirements. The maximum load is 10 credits per module. Please note that, although we have reduced the number of credits per course (from 3 to 2), the number of contact hours remains the same (24 hours of class time plus study time for a total of 96 hours; 13 hours of class contact and a total of 53 hours of study time for half courses. See table below).

### **Definition of the academic period and contact time unit in MBA programs.**

The academic periods that comprise the MBA programs are called modules.

The contact time unit used by INCAE is the academic weight, which is defined in the following way: 1 academic weight is equivalent to a total of 24 hours of contact in class, 24 hours of group study and 48 hours of individual study totaling 96 hours of dedication by the student.

Each course with a value of one academic weight consists of 18 sessions. Each session has duration of 1 hour and 20 minutes. The instruction takes place face to face, with some introductory virtual components.

Academic weight	Credits	Sessions	Contact hours	Hours of team work dedication	Hours of individual study
1	2	18	24	24	48
0.5	1	10	13	13	27



**Courses & Registration:** A complete course catalog will be sent to the student with instructions to register online, but here's an overview of the electives offered in each program **(subject to change)**.  
**Courses with a name in English are offered in English, except Data Mining:**

GLOBAL MBA 2019			
MODULE	COURSE	CREDITS	SESSIONS
8	Portfolio Management	2,0	18
8	Money and Banking	2,0	18
8	Fusiones y Adquisiciones	1,0	9
8	Supply Chain Management	2,0	18
8	Dinamica de Sistemas	2,0	18
8	Market Research	2,0	18
8	Digital Marketing	2,0	18
8	Emprendimiento en países emergentes: transformar problemas en oportu	2,0	18
8	Emprendimiento Social	1,0	9
8	Metodologías para Empezar II	1,0	9
8	Reconocimiento de Oportunidades y Emprendimiento en América Latina	1,0	9
8	Garaje I	3,0	12
8	International Marketing	2,0	18
8	Contemporary topics in people management	2,0	18
8	Redes Sociales	1,0	9
8	Risk Analysis	2,0	18
8	Cultura y Valores	2,0	18
8	Empresas Familiares	1,0	9
9	Corporate Finance	2,0	18
9	Financial Institutions and Capital Markets	2,0	18
9	Finanzas Internacionales	2,0	18
9	Gerencia de Servicios	2,0	18
9	Estrategia de Operaciones	2,0	18
9	Gerencia de Calidad	2,0	18
9	Data Mining	2,0	18
9	Brand Management	2,0	18
9	Advanced Marketing	2,0	18
9	Gerencia de Sostenibilidad II A	1,0	9
9	Gerencia de Sostenibilidad II B	1,0	9
9	Finanzas para Emprendedores	1,0	9
9	Emprendimiento Corporativo	1,0	9
9	Mercadeo y Ventas para Emprendedores	1,0	9
9	Garaje II	3,0	12
9	E-Business	2,0	18
9	Project Management	2,0	18
9	Estrategia Internacional	2,0	18
9	Power and Influence	2,0	18



LATIN AMERICAN LEADERSHIP					
MODULE	COURSE			CREDITS	SESSIONS
5	Control Gerencial			2,0	18
5	Administrando Gente y Organizaciones 2			2,0	18
5	Macroeconomía Aplicada			2,0	18
5	Economía Global			2,0	18
5	Estrategia Corporativa			2,0	18
5	Análisis Político			2,0	18
5	Pensamiento Crítico y Toma de Decisiones 2			2,0	18
5	Liderazgo IV			1,0	9
6	Money and Banking			2,0	18
6	Supply Chain Management			2,0	18
6	Estrategia de Operaciones			2,0	18
6	Data Mining			2,0	18
6	International Marketing			2,0	18
6	Resources economics in emerging markets			2,0	18
6	Competitividad de las Naciones			2,0	18
6	Cultura y Valores			2,0	18
7	Fundamentals of Sustainability I-With GLOBAL MBA			2,0	18
7	Fundamentals of Sustainability II-With GLOBAL			2,0	18
8	Finanzas Corporativas			2,0	18
8	Financial Institutions and Capital Markets			2,0	18
8	Fusiones y Adquisiciones			1,0	9
8	Finanzas Internacionales			2,0	18
8	Gerencia de Servicios			2,0	18
8	Gerencia de Calidad			2,0	18
8	Market Research			2,0	18
8	Brand Management			2,0	18
8	Emprendedurismo			2,0	18
8	E-Business			2,0	18
9	Management Consulting Practice-Dual Degree			6,0	N/A

**\*In Module 5, students will take 3 courses with translation: Political Analysis of Latin America, Global Economy, and Corporate Strategy**

**Language of instruction:** Core courses are taught in Spanish in the LL MBA and in English in the Global MBA. Elective courses are taught in English or Spanish.

**Language courses:** English (on campus) and Spanish (on campus). Not all levels are offered at the same time. Tutors are available for a fee.

**Language requirement:** TOEFL score: 90 (iBT) or equivalent proficiency determined by partner school. Students must be able to actively

participate in class discussions regardless of the language of instruction of the course. Depending on the requirements of their home institution, exchange students may take courses only in English or only in Spanish. Keep in mind that a working knowledge of Spanish is recommended to get around campus and town, but not required.

**Methodology:**

70% case study analysis and discussion, and 30% lecture. The specific method depends on the nature of the course. However, all courses are **very demanding** and students have to be prepared for every single session. Class participation can be 50% of the final grade in some cases. Students are expected to read and prepare all the material assigned individually and to check their e-mail regularly for last-minute instructions from professors, even during weekends and/or holidays.

**Exams:**

Exams are scheduled during the last week of every module; half courses offered at the beginning of the module might have the final evaluation earlier. However, you are advised to plan to stay until the last day of the module. Professors have two weeks to submit grades to the Registrar. Also, because professors must use the grading curve, individual grades are not available until all students have been assigned a grade. Please book your return flight based on scheduled exam dates.

**Grading system:**

INCAE uses a highly competitive curve-grading system. The curve is applied in all courses, but in second-year, it is up to the professor to assign failing grades. Letter grades are used as follows:

A+	Outstanding (4.0)
A	Excellent (3.75)
A-	Very Good (3.45)
B+	Very Good (2.98)
B	Good (2.80)
B-	Satisfactory (2.65)
C	Unsatisfactory (failing 2.0)
F	Poor (0.0) equivalent to two failing grades (Note: the student will receive notification of his/her grades; however, the official transcripts must be ordered and will be sent directly to the Registrar or Exchange Program Coordinator at the student's home institution).

**Housing:**

On-campus housing is provided and guaranteed. **Living on campus is mandatory for all students.** Single students must share a house with 7 students and a room with one of them. There is also married housing available for couples with or without children.

<b>Facilities:</b>	We have a cafeteria, a convenience store, a bank office ( <b>No ATM!</b> ) a swimming pool, gym, sauna, outdoor sporting areas, library, wireless internet access, group study rooms, parking, and laundry service for a fee (about \$15 per load); no self-service.
<b>Services:</b>	The Student Affairs Department aids students with everyday life, plus visas, insurance, medical services, student clubs, and so on. Student Affairs, in coordination with International Programs, will pair exchange students with a “buddy” who will guide them through their adaptation to life at INCAE.
<b>Health insurance:</b>	<b>All students are required to have health insurance from their home country. It should cover any incidents while traveling to and from INCAE as well as repatriation.</b> We strongly recommend that students also have liability insurance as well as personal insurance covering theft, etc.
<b>Career Services:</b>	The MBA Career Services office at INCAE will assist exchange and dual degree students in their job search efforts while they are at INCAE. Students will have access to company presentations, job listings, interviews, career fairs, and will be able to upload their résumé to the INCAE labor pool Internet site. Each student is responsible for writing and translating their resumes and cover letters.
<b>Visa requirements:</b>	Depending on their nationality, students may or may not need a visa to enter the country. Students should contact the nearest Costa Rica Consulate to make sure. Once at INCAE, we will assist the student in the formal request for a visa to stay in the country for more than 90 days. The cost of this visa is around US\$400. A copy of the passport and two photographs are required. Most exchange students do not stay for more than 90 days at a time (holidays, breaks), and get away with not having a visa. However, some have encountered trouble when trying to reenter because they didn't have a returning ticket every time. So, they ended up spending more in an “emergency ticket” they couldn't even use. Therefore, we strongly advise you apply for the visa and have temporary resident status from the start.
<b>Yellow fever vaccine:</b>	If you're coming from Angola, Benin, Burkina Faso, Cameroon, Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Sudan, Bolivia, Venezuela, <b>Brazil, Peru, Ecuador, Colombia</b> and French Guyana, you'll need to get the yellow fever vaccine <u>at least 10 days before entering Costa Rica</u> . It's a one-time deal, so if you already have it, you don't need to get it again. However, you must show the certificate to the airline before boarding the plane. Local Immigration authorities might also ask for it upon arrival.

**Estimated Expenses\*:**

Expenses for exchange students at INCAE include:

- Student fee	US\$390 per module
- Housing (shared room)	\$25 per night if you bring your own linens (approx. \$535 per month)
- Meals	\$10 per meal
- Electricity	\$30 per month (approx.)
- Water	\$20 per month (approx.)
- Laundry	Self-service or \$15 per load approx (includes washing, drying and folding).
- Linens	\$100 per semester (includes laundry service). We strongly recommend bringing your own.
- Transportation	\$200 per month (approx.)
- Recreation	\$300 per month (approx.)
- Miscellaneous	\$100 approx.
<b>Total per module:</b>	<b>\$4,000 approx.</b>

**\*All costs subject to change without notice, especially outsourced services like meals and laundry.**

**Payment:**

**Credit Card:** If you plan to pay with a credit card, we'll provide a link to the shopping cart where you'll find the different items you must pay for.

**Cash:** If you plan to pay with cash, we'll provide a code so you can pay at the bank branch on campus.

**Wire transfer:** If you plan to pay via wire transfer, we'll send you the account information.

**PLEASE, let me know how you're planning to pay as the payment must be made BEFORE you arrive. Thanks!**

**Application requirements:** Statement of purpose  
Updated Curriculum Vitae  
1 recent passport-size photograph (or digital)  
Transcripts showing a GPA of 3.0 or better  
Formal nomination from home institution  
Photocopy of Passport  
Proof of Insurance  
(Note: Everything can be sent electronically)

**Nomination deadlines:** **April 15** for fall and **September 15** for spring

**Application deadlines:** **May 15** for fall and **October 15** for spring



## **Frequently Asked Questions**

### **Do I need a student visa?**

You must contact the nearest Costa Rica Consulate to find out. If you are an exchange student staying for more than 90 days at a time (most students don't), a student visa is required. The process starts at the Costa Rica consulate and continues once the student arrives in Costa Rica. The immigration office takes about three months to issue the visa. The cost is approximately US\$400. Students need 2 additional passport-size photographs.

### **How do I go about applying for housing?**

You do not need to apply. If you're single, you'll be assigned a room in a house for single students. If you're married and your family is coming with you, let us know in advance, so we can reserve a house for married couples with or without children. There's no housekeeping service for married student housing.

### **Will there be a telephone in my residence?**

Yes. However, you cannot make off-campus calls. You can receive local and international calls, but in order to make them, you must purchase a calling card in the little store on campus or use your cell phone.

### **Can I use my cell phone in Costa Rica?**

Yes, but only with International Roaming or local pre-paid service. You can get a local number (SIM card) at the airport (baggage claim area). You can buy more minutes anywhere the service is available (convenience stores, for example).

### **When should I arrive for orientation?**

Because INCAE is a small school, we don't need a lot of time for orientation. Usually, orientation takes place during the first week of class. Therefore, we ask students to arrive the weekend before the term starts, so they are able to move into their bungalows immediately. If you arrive too early, chances are you will have to find a place to stay.

### **Will there be someone to meet me when I arrive?**

If you are coming straight to campus, we can arrange airport pick-up with one of our drivers for a fee. In case there's a problem or if you miss our driver, please take an orange cab at the airport. It's safe and reliable and they know where INCAE is. They charge around \$20-30.

### **Do I have to bring towels and bed linens?**

We'd rather you bring your own. However, if you don't want to carry them, bed linens and towels will be provided for a fee. Housing would change and wash them once a week. Remember that you have to take care of and pay for the laundry service separately if you bring your own. Single students have twin-size beds and married housing has a full-size bed.

## ABOUT COSTA RICA

Costa Rica is a small nation of about 5 million people, but it holds 5 percent of the world's total biodiversity, 3.5 percent of all marine life, and 30 percent of its territory is protected natural land. In the last decades, renewable sources such as wind, geothermal, solar and hydroelectric have been responsible for the production of nearly 93 percent of its energy, and the country has the goal to be the first carbon neutral nation in the world by 2021.

It is also considered the second most competitive country in Latin America, ranking 47 among 137 nations, according to The Global Competitiveness Index 2017-2018 of the World Economic Forum.

Since the arrival of technology companies, such as Intel in the late 1990s and the rise of free trade zones, Costa Rica has become an attractive place for big companies. These factors resulted in a shift in employment, going from manufacturing to skilled professionals.

During your visit, you will have the opportunity to learn where Costa Rica's reputation on sustainable development comes from and why the nation has been considered one of the happiest countries in the world in recent years.

## INCAE BUSINESS SCHOOL

INCAE Business School is a private, non-profit, multinational, higher-education organization devoted to teaching and research endeavors in the fields of business and economics aimed at training and instructing individuals capable of successfully holding top management positions in Latin America.

In 1964, the business community and the governments of the Central American nations founded INCAE Business School. Since its inception it has had the technical supervision of the [Harvard Business School](#).

INCAE Business School is now focused on three key activities:

- \* Masters programs in specific areas for Latin Americans development.
- \* Executive training programs and seminars.
- \* Research projects on competitiveness in the region.

INCAE's Research Centers engage in the analysis of issues highly meaningful to the business community and the creation of proposals for the sustainable development of Latin American countries. INCAE makes research findings available to different governments, business sectors, and societies in an attempt to exert a positive influence on them and to provide positive change drivers.

- Centro Latinoamericano para la Competitividad y Desarrollo Sostenible (CLACDS): it is the main Think Tank and applied research center at INCAE. Its mission is to promote sustainable development in the region through research and dialogue.
- Center for Collaborative and Women's Leadership: it is an extension of INCAE's institutional belief that greater gender diversity in leadership has a positive impact on the region's progress. It has developed a successful three-pronged approach to address this regional problem: research, leadership development and community impact.

- Latin American Center for Entrepreneurs: it is the impact center responsible for promoting entrepreneurship in the region, it provides the skills to educate and develop an entrepreneurial mindset.

INCAE has two campuses: Walter Kissling Gam located in the province of Alajuela, Costa Rica and Francisco de Sola Campus located in Montefresco, Nicaragua.

## **CITY OF ALAJUELA**

Alajuela is located in the Central Valley and is part of the Great Metropolitan Area. It is the second-largest city in Costa Rica after the capital, San José. It is formed by 15 cantons, which are divided into 11 districts. It covers an area of 9,757.53 squared kilometers and has a population of 885,571, according to the 2011 census.

Alajuela is home to one of the country's most famous figures: Juan Santamaría, the humble drummer boy who died putting an end to William Walker's campaign to turn Central America into slaving territory in the Battle of Rivas in 1856. Now it is an agricultural hub, in the southern highlands, tropical ornaments, coffee, tubers and green vegetables are the major crops. Towards the north and northeast, rice, corn, pineapple, bananas and sugarcane are the main ones. This region also has large pastoral fields, especially in the San Carlos area.

In recent years, Alajuela has attracted many manufacturing companies, especially within the free trades zones, like El Coyol, which houses multinational companies such as Abbot, Smith & Nephew, Phillips and Apollo Endosurgery, among others.

## **Walter Kissling Gam Campus**

Having founded the first campus of INCAE in Nicaragua, the Board of Directors chose Costa Rica as the site for the second campus in 1981. Three years later, INCAE celebrated the opening of the campus of the Central Institute of Business Administration in Costa Rica. Both offices now operate parallel and in sync.

WKG campus is located in the province of Alajuela, located about 14 km from the International Airport of Santamaria. This campus is not only a complex academic center, but amenities have extended to a local bank branch, gym, convenience store, study centers, sports areas (football, tennis, swimming), among others. Conveniently isolated from the urban bustle, the campus sits on a serene environment surrounded by natural beauty.

## **MORE INFORMATION**

### **Telephone Code:**

Country Code for Costa Rica: +506

### **Time Zone**

Central Standard Time (CST) is 6 hours behind of Coordinated Universal Time (UTC).

**Units of Measurement**

Costa Rica uses the metric system, distances are measured in meters, weight in grams, temperature in Celsius and volume in liters.

**Currency**

Costa Rica's currency is the *colón* (₡). The exchange rate fluctuates daily but it's currently around ₡603 per US dollar. Many major credit cards are accepted.

**Safety**

Keep an eye on your belongings at all times, do not leave your luggage unattended or with strangers.

**Smoking**

In general, it is prohibited to smoke in public places in Costa Rica. At INCAE, smoking is not allowed in the rooms and facilities. We have a specific area for smokers outside the housing units, you can use the green areas beyond the main parking lot. It is forbidden to smoke in and around the main buildings, the soccer field and Hardbar.

**Tipping**

Restaurants: it is required by law to add a 13% tax and 10% tip to the bill, so you are not expected to leave a separate tip.

Taxis: cab drivers are not usually tipped.

Hotels: it is more common to tip bellboys \$1 - \$1.50 per bag and leave the housekeeper a tip of \$2 per day.

**Electricity**

The electrical current used in Costa Rica is 110 volts, AC and the sockets are American-style. The following plugs are used:



