

# Access and Participation Statement 2021- 2022

Published in accordance with advice for providers on good practice in relation to access and participation statements (OfS 2018.07).

## Preface

The European School of Economics was founded by a man with a dream and a mission to make a unique and dynamic system of education able to address the individual available to each one who would commit themselves to its completion, regardless of race, religion or socio-economic background.

One of the most widely used slogans in ESE's promotional material is "Your Dream is the Mark," because we believe that what determines the quality of a person's life is something that is not only exclusive and personal, but invisible and beyond measure, and that the most relevant 'mark' for a student to keep in mind is their progress towards inner goals and the achievement of their professional dream.

## Introduction

ESE is firmly committed to widening participation and access to higher education. We have a proven track record of successfully providing the highest quality education with the most flexible admissions requirements possible and personalised financial plans tailored for students from all backgrounds.

ESE's core mission has always been, and will continue to be, to offer access to a unique system of education aimed at meeting each student's needs, and we will support all our students to enable them to achieve the best possible learning outcomes.

## Access

The University's portfolio of undergraduate and postgraduate programmes offered through its academic centres, in London, Madrid, Milan, Rome, New York and Florence encourages and supports access to higher education through broad entry requirements and a wide variety of modes of study and flexible provision.

In addition, to make its programmes accessible to all students that could benefit, including those students who might otherwise have been excluded because of their life circumstances, ESE is working towards the establishment of additional ESE centres in places like Nigeria, where, for the moment, non-credit short courses are being offered through remote learning. Face to Face short courses will be soon to follow, health restrictions permitting.

Our goal for the next five years is to make our degree courses available online as now only the short courses are. Online courses prove to be, in some cases the only feasible learning solution for students who have more complex situations regarding family and finances and/or health and travel restrictions.

## Equality and Inclusion

ESE is a rich environment with students coming from over 90 countries and a range of economic backgrounds.

We are aware of the Equality Act 2010, and strive to reflect just practice in the recruitment of students and are committed to inclusive learning and teaching. We strongly support the joint report (published April 2019) by Universities UK (UUK) and the National Union of Students (NUS) on Black, Asian and Minority Ethnic Student Attainment and we will be looking to implement its recommendations.

ESE respects individual choices and strives to create an inclusive, flexible and supportive environment which recognises the diversity of every individual.

Further details on this can be found in the **ESE Equality and Diversity Policy** (appendix A).

Furthermore, our President has created a programme designed to bring out not only the passion but also the innate leadership qualities of our students through peer-to-peer learning in the **EX-Duco Project**

## Admissions:

ESE welcomes applications from everyone who meets the prescribed academic standards, regardless of any specific access requirements and our mission is to ensure that our services are accessible to all. We are continually evolving the work of our student experience teams that enable us to provide targeted and dedicated support to applicants from their first enquiry through the application process and during enrolment. These teams also provide advice and guidance on both academic and pastoral concerns. Our admission policies follow the guiding principles for admissions, recruitment and widening access as set out in the UK Quality Code for Higher Education.

**Our Admission and Recruitment Policy** can be seen in Appendix B.

Our financial policy is to make an ESE experience available to all academically accepted students, so whether by fee reductions, scholarship, loan identification and/or long-term payment plans, our goal is to ensure that one's current financial standing does not overwhelm ambition.

ESE currently offers a wide range of individual scholarships. One in particular given to the Justina Mutale Foundation provides full scholarship to one deserving student from Zambia each year. You can find the **Scholarship Policy** (Appendix C)

## Participation:

Separately, ESE has in place a suite of policies and procedures to insure inclusive participation and accessibility for all students, for example adjusting learning and teaching resources to meet students' particular needs.

Student populations arrive from an average of 90 different countries, some of whom would not be able to benefit from higher education were it not for ESE's, broad entry requirements, encompassing payment policies and bursaries, open registration period and flexible pace of progression.

See our **Entry Requirements** [here](#).

Although the vast majority of students do not choose to follow this route, all current courses offer part-time study plans as well as the traditional full-time ones.

## Support

The size and scope of ESE's multi-centre structure was considered with classical criteria in mind. As the ancient Greeks are said to have established city walls within earshot of an individual, so ESE has chosen to open numerous, distributed centres, each sharing a core philosophy and academic body while maintaining uniqueness in character and in which communication between the management and support structure and students remains direct and intimate. This affords the unique opportunity of immediate close-up and individual attention to each one of the students' needs.

Each centre has its own complete facilities and specialised support network to enable students with a diverse range of needs to fulfil both their academic and professional potentials. From the Campus Manager to Academic Coordinator, Head of Placement and Placement Officer(s), Recruitment and Admissions Officers, Student Services and Financial Officers, students have direct access to every form of support they may need including but not limited to: housing provision, cultural integration and local orientation, scheduling and adaptation of learning plans, soft skills support, mentoring, study skills tutors, resume' writing and digital resources. The Campus Manager, in addition to overseeing the general running of the individual centre is usually the one to provide pastoral support for both students and staff.

See the description of our **Roles and Responsibilities** in Appendix D.

Worth noting is the individual-centred advice and support to students through the placement office. With an international network of over 1500 companies, many of which being Fortune 500's best companies to work for, ESE's is widely recognised for its excellence in relation to careers and employability support.

See the description of our **Internship and Career Services** [here](#).

Students are invited to contribute equally and effectively to the best of their abilities regardless of their personal characteristics. Further details and practical guidance/support for students can be found in the **Anti-bullying and Anti-harassment policy** ([Appendix E](#)). No students will be given preferential treatment under any circumstances. For information on what this covers please see our **Anti-Bribery and Corruption Policy** ([Appendix F](#)).

## Success:

The positive feedback received from UK and international students, past and present indicates ESE's success in providing a quality learning experience to students who would not traditionally enter higher education. This is further demonstrated by the high level of our completion and graduate employment. See our **Student Testimonials** [here](#).

To ensure that practices at ESE are up-to-date and reflect the real needs of students in terms of not only a good experience, but also in terms of guaranteeing success and smooth

progression, both programmes and student-related policies are constantly reviewed through the student representation scheme. Student reps from each course year meet with the Academic Coordinator and Campus Manager on a twice-termly basis to discuss everything from course materials to professors, general atmosphere in the classes and social events.

The description of Committees and Responsibilities can be found in Appendix D and its relative **schedule of meetings** in [Appendix G](#).

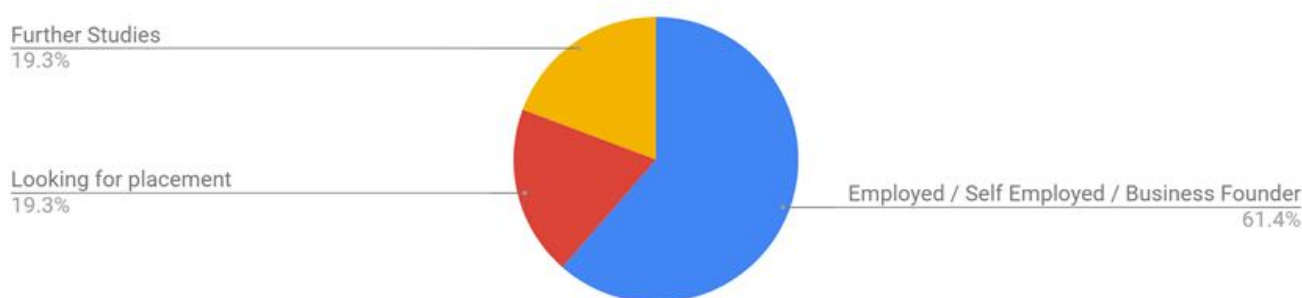
## Future

We are actively reviewing programmes to meet changes in student demand, employer requirements and technological advancements. Additionally, we are developing new strategies to consolidate our success to recruit students from non-traditional educational backgrounds, both in the UK and globally, and we will continue to offer an open and inclusive learning and research-enabling environment to all students who wish to study for qualifications.

Our short programmes are particularly suited to applicants who for whatever reason, wish to study in a way that is not exam-based and/or location-centred. Practical assignments, group activities and live briefs benefit students who prefer on-going and portfolio assessment, and who want to develop confidence in academic study before progressing to traditional degree courses.

The success of our higher education programmes, which have been running at for more than two decades now, can be seen in the completion of degrees and rapid progression into employment with many going on to start up their own businesses. We keep track of statistics on an annual basis.

See below the 2020 statistics (updated in April 2021):



Many of the students' countries economies are in phases of recovery.

Accepting students from a wider base – including those with what may be considered 'lower than average' qualifications' offer a unique opportunity for students from a wide variety of backgrounds and proves that, with the right support and learning environment, you don't have to be a straight 'A' student to succeed in higher education and progress to a successful career.

## **Our Commitment to Students**

We undertake to ensure that students will be offered a place on our higher education programme based on their ability and enthusiasm for their subject rather than on any potentially limiting factor based on background, experience or personal circumstances. We work with each one to help develop the skills, knowledge and understanding that will need to find employment in their chosen profession and will never knowingly put obstacles in their way to success and value their feedback and comments about how we can improve our service offered both formally and informally. The quality of our delivery and the student experience is our priority and, to that end, we will continually review and improve our practices to ensure that we are effective, efficient and transparent in our methods of supporting all students in their journey through higher education to successful futures.

See our Careers Booklet in Appendix H.

## **Review and Publication**

The Access and Participation Statement has been reviewed by ESE's academic bodies and approved by the Board of Trustees. It is reviewed annually and/or when required to ensure the content remains up to date.

It is available on ESE's website at <https://ese.ac.uk>

Reviewed by the Board

May 10, 2021



# Equality and Diversity Policy

**2020-2023**

*This policy is a formal statement of ESE's commitment to equality and fair treatment, and to creating an educational environment where discrimination in all its forms is challenged effectively.*

## 1. Principles and Values

ESE believes that the spirit as well as the letter of equality law and thus adopts a positive approach rather than simply a compliant one. It is committed to ensuring that access to its provision is consistent with its Equality and Diversity Policy.

The importance and value of equality and diversity is inherent in the ESE's philosophy and strategic objectives, including the importance of establishing a culture and environment in which staff, students on full-time and part-time programmes and apprentices undertaking an apprenticeship and visitors understand and embrace the principles and practices of equality and diversity.

Respect for the individual, the freedom of debate, equality and the encouragement of diversity lie at the heart of our values and, as a School with a sense of community, we remain passionate about widening educational opportunity and its contribution to social justice.

We work to ensure that all individuals are able to maximise their potential and recognise that diversity strengthens the institution, stimulates creativity, promotes the exchange of ideas and enriches campus life.

ESE strives to:

- Identify activities that promote a sense of community.
- Promote equality of opportunity to enable staff and students to reach their full potential.
- Promote good relations between all people.
- Celebrate the breadth of experience and intellectual resources in the variety of backgrounds of ESE.

## 2. Statement of Policy

All colleagues, students and external parties in partnership are required to adhere to the principles and requirements of equality legislation and the Equality and Diversity Policy (including any associated procedures), and its implementation.

Equality law seeks to protect those individuals that receive unfair treatment based upon irrelevant criteria, because of a particular characteristic or dual characteristics. Such treatment may be deliberate and overt, though it may also be subtle and unwitting, based upon ill-founded ideas and assumptions.

ESE seeks to ensure that all individuals are able to maximise their potential and do not face unfair barriers. The protected characteristics identified in equality law are:

- Age
- Disability



- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

ESE does not tolerate any form of discrimination or abuse by colleagues, students or anyone else connected with ESE and its activities. This includes all contractual service providers, sub-contractors, apprentice employers and collaborative partners, who are required to adhere to equality legislation when providing goods, facilities or services. For partners outside the UK, ESE will ensure, through its due diligence procedures, that there is a satisfactory alignment between its relevant policies and practices and those of any potential partners.

Whilst there may be special measures to increase the presence of under-represented groups this does not mean that ESE aims to match group proportions within ESE to those in the general or even local population, since staff/student choice, the academic offer, the relative status of different institutions and location all play a part in who seeks to join any university. The proportions of males and females, minority ethnic people, disabled people etc. varies across ESE, often determined by wider cultural assumptions about subject and career appropriateness; not all of which is within the ESE's control, although we may seek to influence it.

### 3. Responsibilities

The Head of Quality & Standards, the Senior Management Team – Heads and Managers of Departments - hold direct responsibility for ensuring that equality of opportunity forms part of the ethos of ESE and is embedded in its practices and operations.

To support this work, the Head of Quality & Standards take a pro-active lead in driving the equality agenda forward, monitoring compliance and promoting good practice across ESE.

Every manager in ESE is accountable for the effective implementation of this Policy and associated procedures and for monitoring diversity in their area of responsibility.

Each member of the ESE community has a responsibility for upholding this Policy and for behaving in ways that are consistent with fair and equal treatment for all. Each person is responsible for their own learning and engagement with equality issues and actions, and has a duty to consider the impact of their actions to ensure that they do not have a detrimental effect on the achievement of equality of opportunity. This includes staff working for contract companies and those involved in collaborative activities with ESE in whatever form.

Equality and diversity are raised as an agenda item on the following Committees and Groups:

- Board of Governors
- Academic Board
- Head of Departments Committee
- Student Representatives Committee
- Learning & Teaching Committee

### 4. Supporting Policies



ESE may introduce additional policies and other documents to support its aim for equality and fair treatment. All such policies and documents should be considered as a sub-section of the Equality and Diversity Policy including recruitment and selection policies for employees and apprentices.

### **Teaching, Learning and Assessment**

ESE recognises that it is imperative that the principles of inclusivity and diversity are embedded across all teaching, learning and assessment and that encouragement of academic and personal development is undertaken with staff having awareness of the differing needs of full-time and part-time students and apprentices. As all protected characteristics could be represented across the student population, ESE recognises the importance of encouraging diversity to be reflected in the content of courses, teaching methods and forms of assessment.

## **5. Communication**

To support all parties in fulfilling their responsibilities the University will ensure that:

- the Equality and Diversity Policy is communicated, in a variety of forms, to all staff in all roles, students and potential applicants (staff or students), contractors and sub-contractors and collaborative partners
- aspects of the implementation of the Policy and related updates and information are promoted across ESE
- external bodies and agencies with whom ESE engages embody the same values in their treatment of the ESE's staff, students and apprentices will communicate this expectation
- that curriculum embeds the principles of equality and diversity and support student and apprentice understanding of how principles effect and can enhance their day to day working and personal life
- the ESE's promotional and other materials reflect the institution's commitment to equality and diversity. Materials in the public domain (e.g., publicity material, posters, electronic information) are reviewed, wherever possible, to seek to ensure that they do not give offence to particular groups of staff, students or members of the public.

## **6. Monitoring and Review**

ESE will:

- review this Policy every three years or more often as required. The Board of Governor's Group will review any amendments to this Policy and its application.
- ensure mechanisms are in place to monitor and review the application of the Policy and the implementation of associated procedures and analyse the available data to identify potential barriers or areas where positive action might be required

## **7. Reporting and Formal Processes**

Individuals should feel able to inform an appropriate person within the University, for example in Student Support and Wellbeing, Human Resources (HR Officer or Inclusivity Officer), Students' Union, managers and Heads/Directors of Department/Institute, wherever inappropriate or discriminatory practice occurs, without fear of retribution and in the knowledge that the matter will, where required, be handled effectively under the ESE's staff or student complaints procedures. ESE will treat any contravention or breach of this Policy very seriously and will take appropriate action wherever it is justified.





### Procedures for Processing Enquiries and Applications

#### **Procedures Overview**

European School of Economics has developed its own 'Guidelines for Processing Enquiries and Applications' in order to ensure that all queries are dealt with efficiently and addressed in time.

European School of Economics will keep both computerised and manual records for all its students. The information that European School of Economics will hold will be collected from data that the student will provide through the application and enrolment processes and through students' course and module registrations. The information European School of Economics will hold about student will be covered by Data Protection Legislation and students will have the right to access to this data at any time through European School of Economics administration.

All applications received will be divided by course; and the Admissions Officer will subsequently decide whether to accept or reject an application. All the decisions taken by European School of Economics will be recorded in European School of Economics Management System. Applicant's decisions accepting or declining our offer, and their responses will also be updated on European School of Economics Management System.

A warm letter along with European School of Economics Prospectus will be sent out to all the applicants containing the following information:

- Application Processing Time
- Tuition Fees
- Entry Requirements
- Other relevant information.

#### **Prospective Students' Enquiries**

##### **Receiving enquiries**

The European School of Economics Front Desk Unit along with Marketing and Admissions Office is responsible for dealing with all initial course enquiries, whether in writing, by telephone, e-mail or face to face and fulfilling requests for information and recruitment materials.

Enquiries will be received at the European School of Economics Admissions Office. The Front Desk Unit will provide a fast, reliable and professional service to enquirers for information about programmes of study at European School of Economics. They will ensure to track enquiries, log sources of information and follow-up initial contact.

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Enquiries can also be posted to the relevant office including marketing and admissions office to be addressed and processed.

When dealing with enquiries about applications suitable checks should be made to verify that the caller is, or is speaking on behalf of, the applicant concerned.

### Replies to enquiries

Admissions Office will reply to applicants answering specific questions wherever possible (normally within two working days), and reassure the applicant by e-mail that the enquiry is being dealt with and provide him/her with a contact name for future reference. The email should usually:

- state that a letter/department brochures/other literature is being posted;
- refer applicant to the European School of Economics web-site if appropriate.

However, acknowledging and dealing with an enquiry may take a lesser or a longer time depending on the nature and urgency of the enquiry.

The Admissions Office will also send the applicant a prospectus, which will include an overview of the School and the chosen programme with an Application Form, or information directing them to the suitable online application form.

### Other Sources of Enquiries

European School of Economics may also receive enquiries from existing students or someone on behalf of a student. Enquiries may also come from an Awarding Body, Immigration Department and other regulatory bodies or anybody interested in European School of Economics. All relevant queries will be recorded in order to ensure a proper handling. A copy of the correspondence with the Immigration Department, other Regulatory Bodies and the Awarding Bodies will be kept on file for future record.

### Methods of Communication

In dealing with enquiries European School of Economics will use the following methods of communication:

- Telephone
- E-mail
- Post
- In Person
- Courier Service

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### **Record of Enquiries**

Online enquiries will be generated when a potential student completes the initial application form, and requests a prospectus from European School of Economics website. The resulting records will then be captured and recorded. Likewise, an enquiry received by post, telephone, e-mail etc will also be recorded. These collated records will then be forwarded to European School of Economics' Marketing Office. European School of Economics' Marketing Office will regularly review these records for the purpose of evaluation and take appropriate initiatives wherever required.

### **Applications**

#### **Processing Web-based and Postal Applications**

Most applications for courses will come to European School of Economics via an electronic link from our website. The Admissions Officer will download and process the files containing the application details every day. Applications received through this process will automatically create Student records.

#### **Time to process an application**

Web-based applications received by the European School of Economics will be processed by the Admissions Officer within five working days. Similarly, postal applications will also be processed within five working days.

#### **Extended time to process an application**

The time to process an application may have to be extended exceptionally in some cases (e.g., missing references), or where the Applicant is applying for an exemption or where the applicant has completed part of the programme in his/her home country, European School of Economics needs to consult the respective Awarding Body prior to giving an offer of Admission. If this is the case, the Admissions Office should write to applicants

- explaining the reasons for delay;
- inviting their help in obtaining missing information, as appropriate.

#### **Contacting Awarding Bodies**

The Admissions Office may contact overseas Awarding Bodies in cases of doubts as to the authenticity of overseas certificates.

#### **Conditional Offers**

The Admissions Officer will review the application and after a careful consideration of the information provided by the student in the completed Application Form and copies of the documents enclosed, the he/she will send a Conditional Offer Letter which will state that European School of Economics is willing to offer the student a place on the course subject to the payment of the tuition fee in full or in instalments,

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and/or after receiving all the required documents, the conditions of which will be stated in the Letter. The following will apply to conditional offers:

- all successful applicants to any of the European School of Economics programmes are required to pay a minimum deposit plus non-refundable registration fee of £600.00 to accept their place;

Upon receiving the deposit and/or the required documents, the Admissions Officer will send the prospective student:

- a Confirmation of Acceptance Letter;
- other relevant documents which he/she can present to the authorities concerned, e.g. local authorities in the student's country of origin.

### **In Person Applications**

Postal and in person applications received by the European School of Economics will be processed by the Admissions Officer within five working days.

### **Home Students**

Prospective Home students are invited and encouraged to visit European School of Economics during European School of Economics opening hours. The Admission Officers are always pleased to discuss entry procedures and show visitors European School of Economics facilities. To arrange an individual appointment please contact the Admissions Office.

### **Record of Applications**

Like enquiries, the data of all applications received by European School of Economics and the decisions taken by European School of Economics regarding the applications will be recorded and regularly monitored. European School of Economics will ensure that all incoming applications and associated personal data are securely held within the admissions department and are also distributed and processed with appropriate security throughout the institution. There is particular concern to avoid potential damage and distress in cases of loss of personal data – which may occur particularly when large volumes of applications are received and processed in a short space of time.



## 1.0 SCHOLARSHIP POLICY

ESE encourages students – both undergraduate and postgraduate – to come to the European School of Economics regardless of their financial circumstances.

The scholarships ESE offers enable prospective students to receive reductions on tuition.

No reduction is allowed on the Registration Fee and/or on other applicable fees.

### 1.1 ELIGIBILITY

All scholarships are awarded subject to the prospective student meeting ESE's entry requirements and abiding by the rules and regulations.

To be eligible to apply for a scholarship the student will need to have been accepted and admitted to study at ESE.

Scholarship annual renewal conditions described under paragraph 2.8.

### 1.2 APPLICATION FOR SCHOLARSHIP

Scholarships are awarded across all programmes of study, varying from nominal to substantial tuition reduction.

Students interested to secure scholarships are encouraged to apply using the prescribed Scholarship Application Form available online and at the Office of Admission.

### 1.3 SCHOLARSHIP SCORING SYSTEM

In the Scholarship Application students must provide accurate information about their individual situations.

Upon receipt of the Scholarship Application, all the information, and particularly the student's previous academic achievement, financial need, and achievements in extra-curricular activities are reviewed and converted to points based on a scoring system.

The points assigned under each category are fixed and cannot be changed within a specified category. For example, every applicant having letter grades between C and B, will get 10 points, not less or more.

#### Educational Record:

<b>Educational Achievements</b>	Letter grade Below C or equivalent	Letter grade between C and up to B, or equivalent	Letter grade B+ and above or equivalent	Letter grade A or equivalent
<b>Points</b>	10	20	30	40

**Financial Profile:**

<b>Financial Status</b>	Family/Own resources are sufficient to support the academic and personal cost of pursuing the education at ESE	Family/Own resources are barely sufficient to support the academic and personal cost of pursuing the education at ESE; may need loan or other external support to the extent of 10% of the total expenses	Family/Own resources are not adequate to support the academic and personal cost of pursuing the education at ESE; Definitely needs loan or other external support exceeding 10% but less than 40% of the total expenses	Family/Own resources are not adequate to support the academic and personal cost of pursuing the education at ESE; Definitely needs loan or other external support exceeding 40% of the total expenses
<b>Points</b>	10	15	25	35

Applicants are encouraged to provide supporting documents to certify their financial resources, requests without supporting documents may not receive scores for point B

**Extra-curricular activities:**

<b>Extent of Participation and achievements</b>	Adequate	Strong	Exceptional
<b>Points</b>	10	20	25

Points scored on the above criteria are then aggregated and a composite Scholarship Score is assigned. The aggregate score determines the extent of scholarship and extent of tuition reduction that a student may be eligible for. The procedure is transparent and uniform. The Aggregate Composite Scholarship Score table lays down the chance of securing a scholarship and the extent of tuition reduction a student may get depending on her aggregate score.

**Aggregate Composite Scholarship Score:**

<b>Aggregate Scholarship Score</b>	<b>Percentage of tuition discount</b>
Between 50 and over	50%
Between 45 and less than 50	40%
Between 40 and less than 45	30%
Between 35 and less than 40	20%
Less than 35	10%

**1.4 SPECIAL PROVISION FOR ESE LONDON:**

Every calendar year, ESE London may award two special scholarships: one student each in the Winter and Fall intakes. The Special Scholarship covers 100% tuition, which means the student securing the Special Scholarship will study at ESE, London free of any tuition charges. The purpose of the Special scholarship is to attract and to help exceptional students complete their studies at ESE London. Since there will be only one special scholarship for each semester, prospective students are encouraged to apply for the special scholarship well in



time before the commencement of the semester. The Special scholarship will be granted to a student who, according to the best judgment of the London campus leadership, is truly an exceptional student among all the enrolled students in a specific semester. Since Special Scholarship is granted for overall excellence and exceptional qualities, it is not necessary that the student must have aggregate scholarship score of 95 and over. It may also be possible that the London campus leadership may not find a qualified candidate in a particular intake for awarding the Special Scholarship and decide not to grant the scholarship to any student for that semester. All other students will be considered for regular scholarships under this policy.

### 1.5 ADMINISTRATION OF THE SCHOLARSHIP POLICY:

ESE Bursar's Office will approve scholarships to all qualified students in accordance with the Scholarship Policy. Students must file scholarship applications with the campus admission office. Each campus Admission Office will review the application and send the application to the Bursar's Office with their recommendation. Before forwarding the scholarship applications, the campus office must ensure that all the required information has been provided. If warranted, Admission Office can ask for additional information and/or documentary evidences in support of their applications. Once the local campus is satisfied that the application is complete in all respect, the application should be forwarded to the Bursar's Office. The Bursar's Office will make every effort approving the scholarship expeditiously and inform the local campus of its decision. The local campus in turn will inform the student about the scholarship decision.

### 1.6 EXCEPTION TO THE POLICY

Applications from all eligible students will be considered and scholarships would be generally awarded in compliance with the criteria specified in this policy. Any exception to the policy will require the prior approval of the CFO.

### 1.7 MODIFICATION TO THE POLICY

The scholarship policy is subject to periodical review and modifications if necessary.

### 1.8 SCHOLARSHIP CANCELLATION

Following the signing of the enrolment agreement, and thereby acceptance of the terms of payment, should the student fail to meet the established deadlines, his scholarship will be considered null, and full fees will be applied for the current academic year. Results will not be issued to students with delinquent accounts.

In order to receive progress reports, grades and degree certificates, students must be in good financial standing with the school.

Each Applicant awarded a scholarship from ESE is requested to maintain his scholarship amount private. In the unlikely event the student should divulge/share his scholarship details to his fellow students, the scholarship will be automatically ceased.

Annual renewal of the scholarships is based on satisfactory progress of the student who is expected to maintain an academic standard equivalent to at least an upper second-class honour (2:1) throughout the undergraduate programme.

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### ESE ROLES, RESPONSIBILITIES and COMMITTEE STRUCTURE

*“One day, industries and corporate enterprises will teach ‘The Art of Dreaming’ – the principles of self-improvement and inner integrity to enable their people to become advanced beings. The world of business has to realize that real, financial expansion comes out of quality, and declines rapidly when quality is missing.”* ESE Founder and President, Elio D’Anna

#### **From the ESE Mission Statement:**

“Our primary objective is the development, growth and success of visionary business leaders and entrepreneurs. We embrace the idea that developing career skills together with the individual human potential are equally valuable. Thus, at ESE learning is paramount and comprises not simply the transfer of knowledge and skills but also the unique philosophy of the School, that provides an approach to, and a process of, intellectual, artistic, political, ethical and socio-cultural exploration and integration.

We recognize the interrelatedness of all learning. We believe that such learning and growth is the mutual responsibility of the School and the student. Toward this end, ESE provides undergraduate and postgraduate education emphasizing self-knowledge, the theoretical and conceptual underpinnings of business and the liberal arts, and the application of knowledge, ideas and innovation to a global environment.”

In order to achieve our vision of providing unique Quality Education across all centers and eventually the world, ESE has established a system of quality assurance and enhancement processes and procedures. Underlying these, is a set of principles that informs our approach. Clear understanding and acceptance of these principles by all staff members will ensure that our quality assurance and enhancement system works effectively.

*We aim to assure and enhance the quality of the student’s learning experience.*

The focus of our approach to quality assurance and enhancement extends much further than the maintenance of academic standards, but includes social life, cultural input and exposure and even geographical locations. We aim to enhance as well as to assure the quality of the students' learning experiences whilst they are studying at ESE. In this context, we recognise the fact that all areas of the College’s operations impact significantly upon the quality of that experience and are likely to influence students’ future prospects for success in the world of work.

*All staff members are responsible for quality*

Quality is the responsibility of every staff member. Everyone has a contribution to make. In order for this approach to be successful, clear lines of responsibility have been established. Within the structure, adequate support at all levels must be provided to enable staff to achieve their quality objectives.



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*We aim to improve quality standards at all levels across the School.*

We aim to provide students with the best possible experience on all of our programmes, aware of the limits both psychological and emotional each may bring to the classroom, we aim to provide a unique, personal experience with an eye towards expanding to erase them. We also aim to foster quality improvement in academic delivery and in the provision of all support services.

*We are committed to the principles of internal and external peer involvement in assuring enhancing the quality of our academic provision*

We recognise that assuring and enhancing the internal quality our systems requires the constant re-examination of our own approaches and comparing those against ideas put forward by our peers, as well as external reference points established by recognised external bodies: in particular, benchmark standards set out by the QAA in the 'Academic Infrastructure' for Higher Education Institutions and the quality standards established by our external validating bodies. By so doing, we develop and maintain the rigour of our internal quality processes and demonstrate accountability to external bodies.

*We take the views of our students into account.*

We recognise that students can make a valuable contribution to the assurance and assessment of quality within ESE. We are therefore committed to seeking the views of our students and using the feedback gained to improve the quality of their experience. Details on the Student Representation System and Process XXXXXX

#### **General Roles and Responsibilities**

While many of the roles at ESE follow those of a traditional University campus and vary from center to center according to each one's unique mix of personnel, hereafter are outlined only the main functions of ESE's Key Management Roles.

Director of Quality and Standards

Head of Business Development

Head of Academics

Program Directors

Director of Operations

Dean(s)

Campus Managers

Heads of Placement

Director of Quality and Standards – The individual who is responsible across all campuses to ensure quality is delivered, maintained and enhanced regardless of the program and in all of its

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aspects from Marketing to Delivery and Degree awarding. A vital part of the Director's role is insuring that the ethos of the School pervades regardless of the size or length of any given program or initiative, and that communication of School activities remains clear and transparent at all times.

Head of Business Development - The individual who, in keeping with ESE's mission statement, must seek out new locations and partnerships that will enhance quality and provide opportunities of every kind to an increasing number of candidates. This includes, but is not limited to academic partnerships, business collaborations and diplomatic and financial resources.

Head of Academics - The individual who is responsible for the correct delivery of all accredited courses and the proper quantification and reporting of students' marks. The Head of Academics is the key point of reference for the quality enhancement of the programs and main liaison between Senior Management and Program Directors.

Program Directors - The individuals who are responsible for maintaining quality and freshness in the programs and for ensuring that necessary changes are made in order to keep the programs competitive and useful for students. Program directors must manage the module leaders for their particular course and ensure that each knows exactly what to do and when. Directors should ensure that module leaders communicate the School ethos to lecturers and students alike.

Directors of Operations – These are each relative to a specific geographical area and for the moment are divided between Spain, Italy, New York and UK, to ensure that each has an area whose jurisdiction is familiar. Directors of Operations are expected to do everything possible in their areas to consolidate the School's presence, to create fluid communication and to promote valuable collaboration with both local and national entities both public and private.

Deans – While ESE's main figurehead is traditionally Founder and President Elio D'Anna, due to its multi-campus structure, local Deans may be elected whose mission will be not only to oversee and enhance the local experience of the students, but through their business expertise and contacts to enrich the corporate life and prospects of both ESE as a whole and its individuals. Reflecting the Ethos of ESE, Deans are those who, while having achieved and maintaining exceptionally high standards in their professional lives, do also exhibit exceptional character and evidence of personal life achievement. Deans will be responsible for appearing at their local centers and abroad when profitable – their main function being not only that of providing a positive role model for ESE students but also to all those with whom they come into contact. Deans having particular expertise in any academic material are welcome to contribute to program meetings and may well have a say on the modification of existing programs and the creation of new ones.

Campus Managers - A campus manager is not only the 'householder' for all ESE activities, but an ambassador in his city who should represent and diffuse the ESE culture locally. Campus managers will take care of all aspects of the management of their center and will report to their Director of Operations when necessary for guidance or instruction on specific matters.

Heads of Placement - Each ESE center will have a Head of Placement who will be in charge of the maintenance and generation of contacts for internships for all students. This individual must

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not only liaise with existing companies, but find new opportunities for students, be a point of reference for local regulations governing these, and produce a report on both student placements and company contacts at the end of each academic year.

## Key Committees and their Functions

While many committees focus on academics, in order to uphold ESE's mission to promote work, study and travel throughout all centers and thus provide a both rich and tangible experience, we have created a Development Committee whose aim is to, in accordance with the High Quality and Standards of the School, continue to provide additional locations and opportunities for both work and travel for all accepted students. **This Committee, as also the Academic Council, while overseen by appointed individuals, is chaired either directly or indirectly by the President himself.**

Committees exist to provide the necessary structure and means of communication to ensure standards and promote sustainable growth. While the President does not have a formal obligation to attend either the Academic or Local meetings, he will receive a listing of all scheduled meetings and will on occasion attend either in person or virtually as he sees fit.

Each Committee Chair, in addition to being responsible for calling in order each required meeting outlined in the attached schedule, may request additional meetings when necessary. The Chair is also responsible for making sure minutes are taken and for submitting these to his immediate superior no later than 7 days following any meeting. Copies must also be made available to the Director of Quality and Standards on an annual basis by June 1.

## I. Senior Committees

### Development

The Development Committee exists to pursue and obtain the objectives and fulfil the mission of the President and Founder as stated in the Mission Statement. That includes seeking out and establishing new partnerships and locations, and reinforcing the ethos of ESE in its surrounding local communities through both social and commercial interaction.

Depending on the needs of the project, his/her team may also include local legal and/or financial advisors on a once-off basis.

Chaired by the Head of Business Development, it should meet on a termly basis ( at least) to communicate new directions, to set goals, and to discuss proposals that may arrive from time to time. In addition to the mentioned members, the Heads of Placement should also attend as they are responsible for the nurturing and addition of new destinations for students' internships.

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### Membership

Head of Business Development  
Director of Quality and Standards  
Marketing Director  
Program Directors when relevant  
Relative Deans  
Heads of Placement

### **The Academic Council (AC)**

Oversight of academic quality and all policies affecting the academic life of ESE, including, but not limited to, academic regulations, academic misconduct and problematic student cases. The Chairs of the Academic Council are also the main liaisons with academic partners.

Within the new quality management structure, responsibilities associated with the quality assurance and enhancement of academic standards are overseen not only by the Director of Quality and Standards, but by the Head of Business Development to assure usefulness to society and to the ESE Mission as a whole as well as the students.

The Academic Council aims to monitor and review the quality and standards of all academic programmes within ESE, and, in light of this, to initiate progressive movements to raise quality standards and promote quality enhancement on a College--- wide basis, including the establishment of Programme Directors and Module Leaders to achieve specific quality objectives across the College.

Particulars relating to AC terms of reference and membership are set out below:

To identify issues relating to the assurance and enhancement of quality standards across the College and to develop viable strategies in consultation with its validating partner.

To monitor and review the School's academic policies, systems, activities and procedures, making appropriate recommendations for improvement as required

To develop a collegiate culture committed to the principles of self--- evaluation and critical reflection which supports and encourages the sharing of best practice within and between departments and programmes across the College

To monitor and review all external accreditation and validation activities, including the preparation of required documentation, thereby ensuring that uniform quality standards across the College are maintained.

To assess the robustness of all annual course monitoring reports and all other reports, with the aim of ensuring that content meets the requirements of the validating body in respect of quality matters

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To establish clear audit trails for quality management over time which can be used as evidence to demonstrate to external bodies, such as the Quality Assurance Agency (QAA) that robust internal quality procedures within ESE are in place

To ensure that information relating to School policies and activities which is destined for public consumption is accurate, transparent and disseminated in an appropriate and timely manner

To ensure that the regulatory framework governing academic administrative procedures within the School (e.g., student admission, progression, assessment regimes, and appeals and complaints procedures) remains appropriate and is implemented fully and consistently across the ESE

To review the quality of learning and teaching throughout the School, with a view to developing a School--- wide Learning and Teaching strategy and making recommendations for enhancing the value of the students' learning experiences

To review and facilitate the development of research and consultancy activity within the School, ensuring that levels across the School are sufficient to sustain the development of academic excellence

To ensure that the School's staff development programme remains fit for purpose in enabling the learning and teaching and research aims and objectives of the School to be met

To review the learning resource provision within the School, making recommendations for improvement, as appropriate

To review and evaluate student and staff feedback on the quality of the College's academic provision and to ensure that actions, and where appropriate in consultation with UB, are made in an appropriate and timely manner. Thereafter, to implement and monitor the effectiveness of procedures set in place for closing the feedback loop

To act as a forum for raising the levels of staff and student awareness of quality issues within the College and to facilitate the development of a common School culture committed to the notion of assuring quality standards and enhancing the students' learning experiences

#### Membership

Head of Academics

Director of Quality and Standards,

Programme Directors

Academic Coordinators

Head of Business Development

Relative Deans

#### **II Local Committees**

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In the individual centers the leading member will be the Campus Manager who will be generally responsible for all of the following:

Faculty (hiring and administration)  
Student Advisors ( together with Academic Coordinators/ Academic Directors & Module Leaders)  
Recruitment and Admissions  
Local Marketing  
Internships  
Student Service  
Finance  
IT

and will chair the following committees:

#### **Campus Academic Management Committee**

This Committee's job is to ensure the smooth running of all programs in every aspect. At this meeting the academic advisors will be appointed for both Pre-majors and Majors.

##### Membership

Campus Manager  
Academic Coordinator  
Academic Secretary if applicable  
Academic Advisors

Program Director and/or Module leaders if necessary  
Head of Academics if necessary

#### **Campus Non-Academic Staff**

The campus manager will report on all ESE activities academic and otherwise to the staff and gather impressions for the management and improvement of the centre in general. Staff will be updated on best practice as well as having gaining knowledge of goings-on in other centers. Each will be asked at the beginning of the academic year to discuss a personal improvement project which can and should be supported by the School either locally or abroad.

##### Membership

Campus Manager  
Staff

#### **Campus Student Reps. Committee**

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Student advisors will be available to students in the form of peer advisors, Pre-major advisors and an area specialist for their chosen major. (See attached Academic Advising System doc).

For students studying short courses, the placement officer and internship director will serve as advisors. This Committee will serve to monitor the student advisor system, the relationships between students, faculty, management and related companies, and the quality of the student experience in general.

#### Membership

Campus Manager

Academic Coordinator

Student Reps

Student Services Officer

Academic Advisors if relevant

#### **Health and Safety**

This committee will ensure that standards are observed and upheld including maintaining relative safety equipment and conducting regular fire alarms and advising new and incoming students of regulations and provisions.

#### Membership

Campus Manager

Facilities Manager if applicable

Student Reps

Health and Safety Officer

Fire Marshals

#### **Ethics Committee**

This committee is responsible for overseeing policies and procedures on Ethics including everything from Ethical Research Guidelines, student complaints procedures, class attendance registration, procedures for exam monitoring and double marking to ensure fairness and consistency are in place, and facilities provisions to see that all student activities are conducted in a safe and secure setting towards established learning outcomes

#### Membership

Campus Manager

Academic Coordinator/local director

Student Reps.

Program Directors if local

Director of Q&S if needed

#### **Grievance Committee**

Convened when necessary, this committee handles student complaints.

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### Membership

Campus Manager

Academic Coordinator

Student Representative

Program Director if relevant

Director of Q&S if needed

### **Academic Resources**

In addition to the Head of Resources, each campus will have a local Resources Manager who is responsible for keeping track of the School's Library and for providing for access to external resources. Meetings serve to address issues arising from the need or surplus of such resources.

### Membership

Campus Manager

Academic Coordinator

Lecturers (optional)

Head of Academic Resources

## **III School-wide Committees for Internal Quality Assurance**

ESE takes all aspects of development and maintenance of the quality of programmes it offers to students very seriously and implements rigorous policies and procedures to ensure that the very high standards set are maintained. This is driven by policies and procedures drafted to comply with the current QAA Codes of practice and more particularly, Section 2 of the "Code of practice for the assurance of academic standards in higher education".

Any system has areas of improvement and ESE is very conscious of the requirement to continuously improve. This statement focuses on the quality assurance and academic governance structures but it is the students, alumni comments and employers feedback on ESE graduates that create a reputation of excellence and a credible institution that all stakeholders can be proud of. The numerous testimonials and references from students and employers attest to this and support the contention that the vision and mission of the ESE is being achieved.

Detailed Quality Procedures are clearly stated in all Programme Specifications to provide students with guidelines and transparency in the way that the ESE ensures academic quality.

At the programme level, policies and procedures are clearly laid down for the development of module/course syllabi stating aims and objectives of the module, Intended Learning Outcomes (ILO), and methods and range of assessment, together with the contribution that each assessment makes to the final grade. Lesson plans for the entire term have to be submitted by the lecturers to both the Module Leader and respective campus managers before the start of term. These must achieve the learning outcomes as stated in the approved course syllabus.

Quality of teaching is assured by setting recruiting standards for lecturers. All lecturers attend an induction and a classroom observation review is conducted each year.

## **Campus Teaching and Learning and Peer Review**



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Student Feedback and Peer Review forms will be reviewed and discussed with the objective of improving teaching standards. If there is not a Program director on Site, then a faculty rep will be chosen to represent the voice and interest of the lecturers.

#### **Members**

Head of Academics, chair  
Program Director/Faculty Rep.  
Campus Manager  
Academic Coordinator

#### **Campus Academic Management**

This committee serves to ensure the smooth management of all programs including advisor appointment.

#### **Members**

Campus Manager, chair  
Academic Coordinator  
Head of Academics if needed  
Faculty Rep.  
Academic Advisors

#### **Annual Program Review**

The quality of programmes is monitored regularly through analysing and responding strategically to External Examiner reports (considering quality and standards) Drawing on this and other information, programme review is undertaken by Programme Directors (PD) in consultation with module leaders and, where appropriate, elected student representatives. PDs undertake an annual review.

- Statistical analysis such as pass rates and grades
- Module reports submitted by lecturers each term
- Employer, Internship Companies, Student and alumni feedback

#### **Membership**

Program Directors  
Director of Q&S

Head of Academics  
Heads of Placement  
Module Leaders  
Relative Deans if AP

#### **Quinquennial Program Review**

Once every five years an in--- depth review of an entire Programme will be undertaken by a panel

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that includes at least two external subject specialists. The panel will consider documents, look at student work, speak to current and former students and speak to staff before drawing its conclusions. The result will be a report highlighting good practice and identifying areas where action is needed.

External examiners administer their responsibilities in a variety of ways:

- Proofing and approving summative end of term exam papers/assignments;
- Attending assessment boards;
- Reviewing samples of student work and the moderated marks;
- Understanding the regulations;
- Providing feedback through an annual report that ESE will respond to through action.

The following methods for gaining student feedback are used on the all programmes:

- Module evaluations ( student feedback forms done at the end of the term)
- Student representation (meeting 2 times per year)
- Programme evaluations

The following methods are used for gaining the views of other interested parties:

Questionnaires to former students

Annual student satisfaction questionnaires and feedback from companies within the Internship programmes

Administrative and management structure to oversee the process both at the administrative and academic level to manage and monitor the academic delivery of courses are clearly set out providing relevant roles and reporting lines as illustrated on the Organisational Chart demonstrating a transparent system of accountability.

#### Membership

Program Directors, chair

Director of Q&S

Head of Academics

Module Leaders and interested faculty welcome

Deans

#### **Module Leaders Team**

This Committee is led by the Head of Academics and Program Directors. Meetings are held to ensure module leaders are informed of latest practices and program updates as well as any new lecturers.

#### Membership

Head of Academics

Program Directors

Module leaders

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### **Resources Committee – Ways and Means**

In keeping with the ESE mission to provide the opportunity of an individual, unique educational experience to an ever greater number of students, the resources committee had been formed to seek out opportunities of every kind for not only students, but for the advancement and improvement of the school as a whole.

#### **Membership**

Head of Business Development, chair

Campus Managers

Financial Officers

Deans – when relevant

#### **Committee Meetings and minutes obligation**

Each member of senior staff outlined above will receive copy of the committee structure and responsibilities outline and will be responsible for duly organizing those meeting which they must chair and submitting copies of all relative minutes to the Director of Quality and Standards for eventual review by the President, Academic Partner(s) and Accrediting Bodies.



## **Anti-Bullying and Anti-Harassment Policy**

### **1. Policy Statement**

The School is committed to a working and learning environment where people can achieve their full potential free of bullying and harassment. It will take appropriate action to try to eliminate bullying and harassment, as well as put in place procedures to resolve complaints as swiftly and amicably as possible. These procedures will also make provision for disciplinary action to be taken.

For the purposes of this Policy, references to 'the ESE community' includes all salaried and non-salaried members of staff, students and lay governors of the School. The School will try to ensure other relevant parties comply with the required standards of behaviour in this Policy by way of contract.

### **2. Action Against Bullying and Harassment**

It should be noted that a member of the ESE community is personally liable for their actions, which in some instances could lead to criminal or civil action in the Courts under the Protection from Harassment Act 1997, Equality Act 2010 or other relevant legislation, such as the Crime and Disorder Act 1998.

The School may use their own separate procedures to investigate and take appropriate action to resolve the same allegation of bullying or harassment

The School will take appropriate steps to deal with behaviour, intentional or unintentional, that results in a breach of this Policy. The School will conduct confidential and impartial investigations into allegations of bullying and/or harassment. It will at all times comply with the Data Protection Act 1998.

Disciplinary action may be taken if allegations of bullying or harassment are found to be malicious or vexatious.

### **Purpose of Policy**

The School will not tolerate any form of bullying or harassment within its community or against its members, which may go beyond the physical premises and normal business hours of the School, such as conduct at events and trips abroad or on social media.



This Policy applies to the ESE community and relates to bullying or harassment perpetrated by:

- a student against a student, member of staff or lay governor;
- a member of staff against a student, member of staff or lay governor; and
- a lay governor against a student, member of staff or lay governor.

Bullying and harassment is not necessarily confined to the behaviour of senior staff towards more junior staff, or indeed staff towards students; it can take place between persons at the same level or involve staff or students behaving inappropriately towards more senior members of the School.

#### **4. Definition of Bullying and Harassment**

For the purpose of this Policy:

Bullying is defined as offensive, intimidating, malicious or insulting behaviour, which may include an abuse or misuse of power, through means that threaten, undermine, humiliate, denigrate, take advantage of, or injure the recipient.

Harassment is defined as unwanted conduct that has the purpose or effect of:

- violating a person's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment.

A person is also guilty of harassment if they treat a person less favourably because that person has rejected or submitted to unwanted conduct of a sexual nature or that is related to gender identity or sex, and which has had the purpose or effect described in this section. In this scenario, the person who is guilty of treating someone less favourably might not be the person who engaged in the unwanted conduct.

In deciding whether conduct is bullying or harassment, the School will take account of the following factors:

- the alleged victim's (or victims') perception of the conduct;
- the other circumstances of the case;



- whether it is reasonable for the conduct to have had the effect of bullying or harassment.

### **5. Responsibility of the ESE Community**

All members of the ESE community can help to:

- prevent bullying and harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
- discourage bullying and harassment by others by making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment.

The School is responsible for:

- taking steps to eliminate bullying and harassment and other unlawful discrimination, as well as to actively promote equality to provide a collegiate, lawful and harmonious working environment;
- taking appropriate action when it is aware that bullying or harassment may be or is taking place;
- raising awareness to help members of the ESE Community identify and deal with bullying and harassment.

### **6. Monitoring of Bullying and Harassment Cases**

The School will compile anonymous information about the number, nature and outcome of bullying and harassment cases each academic year, with a view to keeping the Ethics Policy Committee updated.



### **Appendix A: Examples of Bullying and Harassment**

#### **1. Introduction**

Bullying and harassment are not always easy to identify and sometimes difficult to distinguish from one another. The purpose of this appendix is to describe some of the ways in which bullying and harassment can take place.

#### **2. Bullying**

Bullying may be physical or psychological in nature and conducted in an open environment or a secretive manner. It is behaviour that is often repetitive and intended to dominate another person or group by making them feel degraded, humiliated, intimidated or offended. It can cause a person to lose respect and confidence. The types of behaviour may include:

- unmerited criticism, exclusion, isolation and/or gossip;
- gossiping campaigns or spreading rumours about a person;
- stalking or persistently displaying unwanted conduct to a person face-to-face, online or by another means of communication;
- taunting, teasing, ostracising or ridiculing a person either directly or to a third party;
- shouting at or berating a person in a public environment, such as in an office, during a committee session or in a classroom;
- taking or hiding another person's property;
- undermining a person's ability to carry-out or take credit for their work by unfairly overloading them with menial tasks, taking their work away from them, or stealing or copying their work;
- physically or verbally threatening or intimidating a person; and
- making unwelcome sexual advances.

#### **3. Harassment**

Like bullying, harassment can occur in many different forms: orally, in writing, in person or on social media. The School considers any unwelcome behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment to be a breach of its Anti-Harassment Policy. Unwelcome behaviour may relate but is not restricted to a person's age, disability, gender identity, ethnicity, race, religion or belief, sex and/or sexual orientation. The kinds of actions or behaviour that is considered to be harassment include:



- jokes, offensive remarks or intimate questions conveyed orally or in writing directly to a person or about a person to a third party;
- producing, sending or displaying inappropriate and/or offensive images or other material to, or about, a person or group;
- abuse, threats or intimidation towards a person or group;
- damaging, defacing or removing a person's or group's property;
- breaching a person's confidentiality by disclosing their sensitive personal information;
- less favourable treatment by excluding a person from a benefit or opportunity that is open to others;
- unwanted physical conduct such touching, staring at or hitting a person; and
- sexually assaulting or making sexual advances towards another person.

Stalking is also considered a form of bullying and/or harassment, regardless of whether the perpetrator is known or a stranger to the victim. It is usually persistent and unwanted conduct of one or different kinds that meets the School's definition of bullying and/or harassment in its Anti-Bullying and Anti-Harassment Policy. It can be physical or psychological and take place directly against a person, or by approaching a third party about a person. Following a person home, sending or leaving them unwanted and repeated messages on their telephone or email, bullying them on social media or making intrusive or unwanted visits are examples of how stalking may take place.

Harassment may also involve the actions of a third party, if this third party treats a person less favourably because the person has rejected or submitted to unwanted conduct of a sexual nature or behaviour that is related to gender identity or sex. Examples could include a person being moved from a committee, department or study group, because the person being moved has rejected sexual advances of another member of the same group.

#### **4. Information on the Anti-Bullying and Anti-Harassment Policy**

You are encouraged to approach one of the following members of School staff if you have any concerns about harassment and bullying:

- Your Academic Coordinator
- Campus Manager: Kristin Sharpe [k.sharpe@eselondon.ac.uk](mailto:k.sharpe@eselondon.ac.uk)
- The Student Counselling Service at: [studentservices@eselondon.ac.uk](mailto:studentservices@eselondon.ac.uk)
- The School's secretary at: [info@eselondon.ac.uk](mailto:info@eselondon.ac.uk)





European School of Economics

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Anti-Bribery & Anti-Corruption Policy

# Contents

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## **1. What does your policy cover?**

**1.1** This anti-bribery policy exists to set out the responsibilities of European School of Economics and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.

**1.2** It also exists to act as a source of information and guidance for those working for European School of Economics. It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

## **2. Policy statement**

**2.1** European School of Economics is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. European School of Economics has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.

**2.2** European School of Economics will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the UK, including the Bribery Act 2010, in regards to our conduct both at home and abroad.

**2.3** European School of Economics recognises that bribery and corruption are punishable by up to ten years of imprisonment and a fine. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business, and take our legal responsibilities seriously.

## **3. Who is covered by the policy?**

**3.1** This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the UK). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

**3.2** In the context of this policy, third-party refers to any individual or organisation our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

**3.3** Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

## **4. Definition of bribery**

**4.1** Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

**4.2** A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

**4.3** Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

**4.4** Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

## **5. What is and what is NOT acceptable**

**5.1** This section of the policy refers to 4 areas:

- Gifts and hospitality.
- Facilitation payments.
- Political contributions.
- Charitable contributions.

### **5.2 Gifts and hospitality**

European School of Economics accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.

- h.** It is given/received openly, not secretly.
- i.** It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j.** It is not above a certain excessive value, as pre-determined by the company's compliance manager (usually in excess of £100).
- k.** It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the company's compliance manager.

**5.3** Where it is inappropriate to decline the offer of a gift (i.e. when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the compliance manager, who will assess the circumstances.

**5.4** European School of Economics recognises that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

**5.5** As good practice, gifts given and received should always be disclosed to the compliance manager. Gifts from suppliers should always be disclosed.

**5.6** The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the compliance manager should be sought.

## **5.7 Facilitation Payments and Kickbacks**

European School of Economics does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

**5.8** European School of Economics does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.

**5.9** European School of Economics recognises that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a.** Keep any amount to the minimum.
- b.** Ask for a receipt, detailing the amount and reason for the payment.
- c.** Create a record concerning the payment.
- d.** Report this incident to your line manager.

## **5.10 Political Contributions**

European School of Economics will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.

## **5.11 Charitable Contributions**

European School of Economics accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

**5.12** Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

**5.13** We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the compliance manager.

## **6. Employee Responsibilities**

**6.1** As an employee of European School of Economics, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

**6.2** All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

**6.3** If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the compliance manager.

**6.4** If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. European School of Economics has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

## **7. What happens if I need to raise a concern?**

**7.1** This section of the policy covers 3 areas:

- a. How to raise a concern.
- b. What to do if you are a victim of bribery or corruption.
- c. Protection.

## **7.2 How to raise a concern**

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to European School of Economics , you are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your line manager, the compliance manager, the director, or the Head of Governance and Legal.

**7.3** European School of Economics will familiarise all employees with its whistleblowing procedures so employees can vocalise their concerns swiftly and confidentially.

## **7.4 What to do if you are a victim of bribery or corruption**

You must tell your compliance manager as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

## **7.5 Protection**

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, European School of Economics understands that you may feel worried about potential repercussions. European School of Economics will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

**7.6** European School of Economics will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

**7.7** Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavourable treatment in relation to the concern the individual raised.

**7.8** If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager or the compliance manager immediately.

## **8. Training and communication**

**8.1** European School of Economics will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy, and will be asked annually to formally accept that they will comply with this policy.

**8.2** European School of Economics 's anti-bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all suppliers, contractors, business partners, and

any third-parties at the outset of business relations, and as appropriate thereafter.

**8.3** European School of Economics will provide relevant anti-bribery and corruption training to employees etc. where we feel their knowledge of how to comply with the Bribery Act needs to be enhanced. As good practice, all businesses should provide their employees with anti-bribery training where there is a potential risk of facing bribery or corruption during work activities.

## **9. Record keeping**

**9.1** European School of Economics will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

## **10. Monitoring and reviewing**

**10.1** European School of Economics's compliance manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

**10.2** Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits to ensure that they are effective in practice.

**10.3** Any need for improvements will be applied as soon as possible. Employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the compliance manager.

**10.4** This policy does not form part of an employee's contract of employment and European School of Economics may amend it at any time so to improve its effectiveness at combatting bribery and corruption.



# APPENDIX G

Senior Committees*	
Development	Academic Council
Semestral/ on Request	Monthly (1st Tuesday)
Head of Business Development, chair	Head of Academics, chair
Director of Q & S	Director of Q&S
Marketing Director	Programme Directors
	Academic Coordinators
Program Directors when relevant	(when relevant)
Relevant Dean(s)	Relevant Dean(s)
Heads of Placement	Head of Business Development

Local committee and committee membership					
Campus Non-Academic Staff (Internship, Admissions, Recruitment & Marketing, Finance, IT)	Campus Student Representatives committee	Health & Safty Committee	Ethics Committee*	Grievance Committee	Resources Committee
Monthly - first Wednesday	Monthly	Termly	Termly	As required	October/April
Campus manager, chair Staff	Campus Manager, chair Academic Coordinator Student Services Assistant Student Representatives Academic Advisors	Campus Manager, chair Facilities Manager ( if app.) Student representative Fire Marshals First Aid officer	Campus Manager, chair Head of Academics Academic Coordinator Student Representative Program Directors Director of Q & S	Campus Manager, Chair Academic Coordinator Student Representative ( of interested program) Director of Q & S	Campus Managers, chair Academic Coordinator Lecturers ( optional) Head of AC. Resources

Schoolwide *					
Campus Teaching & Learning Peer Review	Campus Academic Management Committee	Annual Programme Review*	Quinquennial Review	Module Leaders Team	Resources Committee (ways and means)
<b>Termly</b>	<b>Monthly</b>	<b>Fall - yearly</b>	<b>Every 5 Years</b>	<b>Termly</b>	<b>October/April</b>
Campus Head of Academics, chair Program Directors Faculty  Campus Manager	Head of Academics, chair Academic Coordinators Campus Managers  Programme Directors Academic Advisors	Programme Directors, chair Module Leaders Director of Q & S  Head of Academics Dean(s)	Programme Directors, chair Director of Quality & Standards Head of Academics Module leaders by invitation Dean(s)	Headed by Programme Directors Head of Academics  Module leaders	Head of Business Development (chair) Campus Managers Financial officers  Dean(s) when relevant

\* As active member in the academic community, the President will be advised of the annotated meeting times in order to advise any eventual instructions to the Director of Quality and Standards, the Head of Business Development or attend in person.

Provisional Calendar - Developmental Meetings - Approximate Timeline
End August: Development Committee Meeting
September: Annual Program Review
December: Development Committee to submit proposals to Partner
January: Minor Changes to be submitted to partner
February: Quinquennial Reviews

# ESE CAREER BOOKLET



*European School of Economics*

**The International Business School for the 21<sup>st</sup> century.**

ESE CAREER BOOKLET

INTERNSHIPS, STUDENT STATISTICS, STUDENT TESTIMONIALS,  
GRADUATES EMPLOYMENT PROFILE

THE EUROPEAN SCHOOL OF ECONOMICS  
The International Business School for the 21<sup>st</sup> century

The European School of Economics is a Business School offering unique undergraduate and postgraduate programmes at its centres in London, New York, Rome, Milan, Florence and Madrid.

A university can no longer limit itself to provide textbook knowledge and mere academic preparation reducing itself to an ‘exam house’ attaching titles and empty labels. A university should propose a system of vital ideas and prepare its student body to become revolutionaries founding a new humanity - individuals inspired by an objective ethic - visionary men capable of nurturing the ‘dream’ of a global economy and planetary diplomacy.

Beyond academic excellence, cross cultural studies and a very pragmatic approach the European School of Economics aims to facilitate in each and every student a process of inner revolution, encouraging personal development through self-study and individual research leading to self-knowledge.

The School offers specialised modules in today’s emerging and cutting-edge business sectors, such as Entrepreneurship, Finance and Marketing, Event Management, Environmental Economics, Fashion and

Luxury Goods, Music Industry Management, Sports Management, Hospitality and Tourism Management, Art Management and Media Management.

The European School of Economics’ mission is to prepare a new breed of leaders, courageous, sincere individuals with the intellectual abilities, cross cultural versatility, practical skills and ethics needed to operate today’s business world.

ESE offers its students academic space without borders in six different centres, al situated in some of the most beautiful settings that Europe and the United States have to offer.

These settings complement the cosmopolitan atmosphere of our ESE centres and provide students a rich and stimulating environment in which to pursue their studies.

Students can move freely between the centres during their course of study on either a semester or yearly basis having the possibility of attending the same programmes in London, New York, Rome, Milan, Florence and Madrid.



*“Beyond the powerhouses of industry and skyscrapers of finance behind all that is useful, beautiful, and true among man’s conquests... at the origin of every institution and scientific achievement there is always one man’s dream an individual’s vision.”*

**Elio D’Anna**, ESE President and Founder







ESE STUDENT STATISTICS

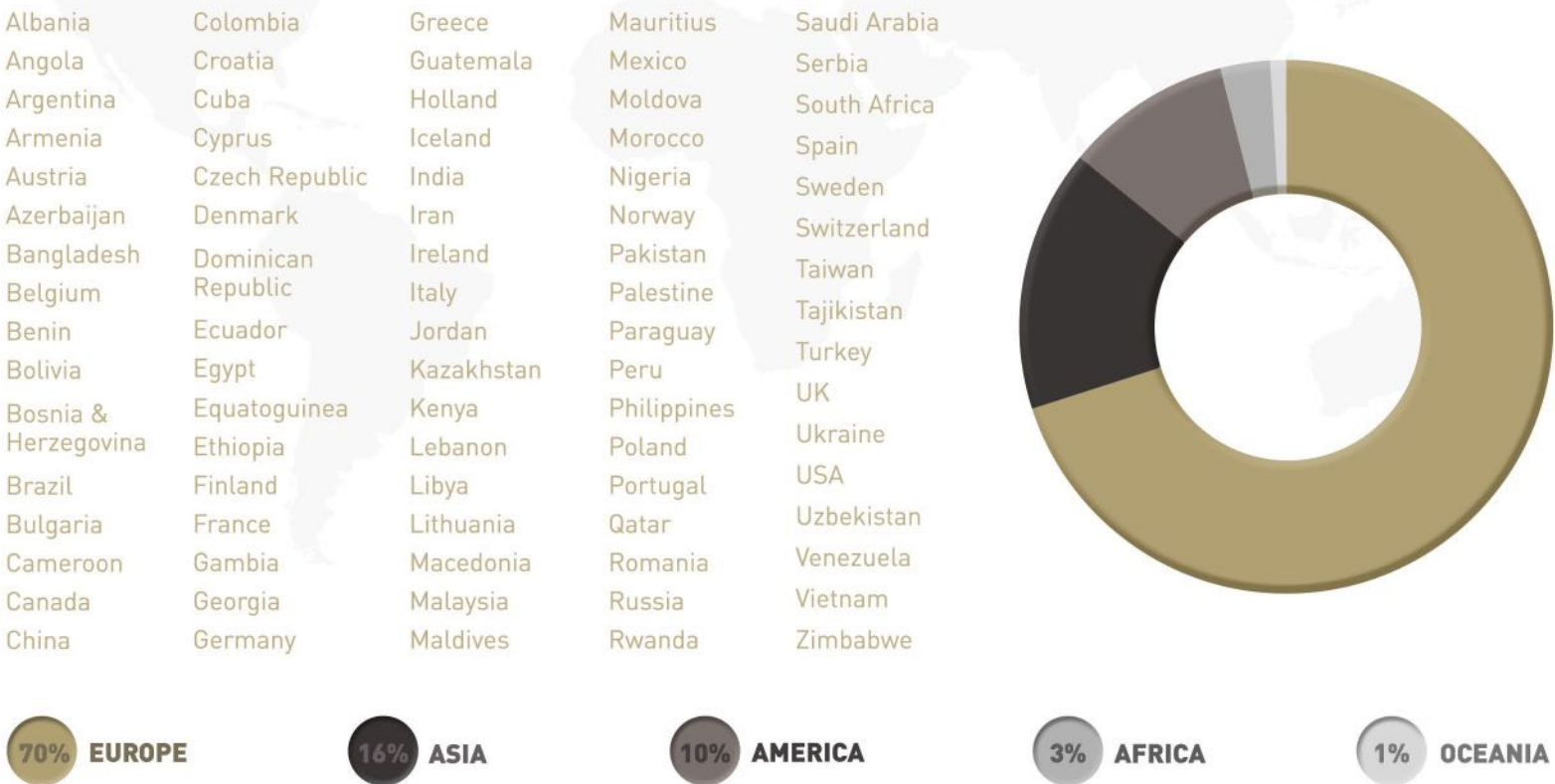
**Prestigious Faculty and Visitors**  
Distinguished faculty and seasoned academic staff provide students with a specially-tailored set of learning experiences that help them identify and achieve their career objectives. Visiting professors and guest speakers are frequently invited to further enrich the student’s learning experience, and are chosen from among the leading figures in the world of current events, academics and business. Nobel Prize winners and Heads of State are constant guests for international business meetings and seminars as well as academic ceremonies at ESE.

**Small Classes and 1:4 Teacher - Student Ratio**  
Learning takes place in small group settings where individual student attention is given top priority.

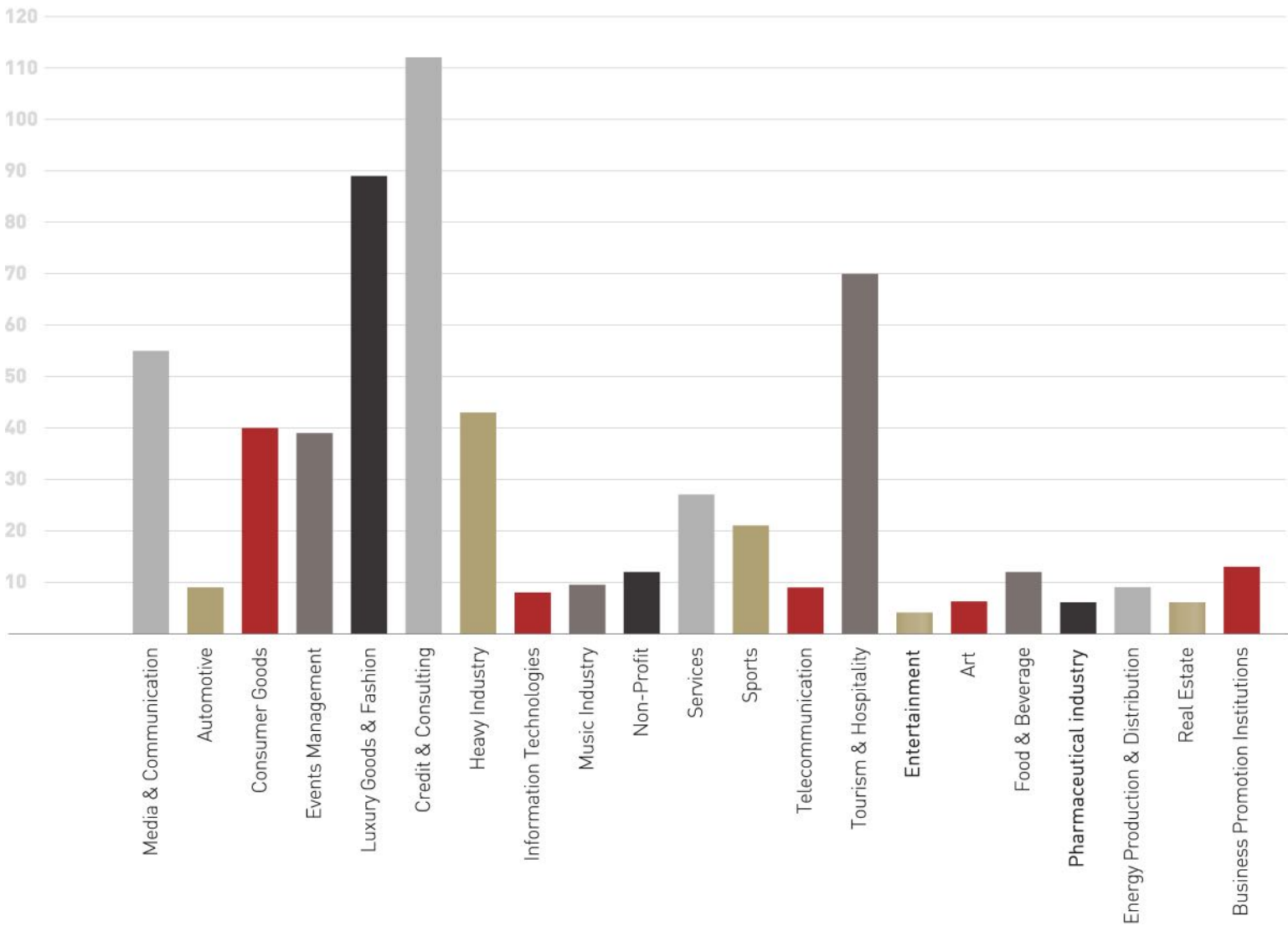
**Challenging Learning Environment**  
International learning environment with instruction in English that embraces the most select students from over 70 countries and fosters tolerance and understanding through healthy competition.

ESE STUDENTS NATIONALITIES

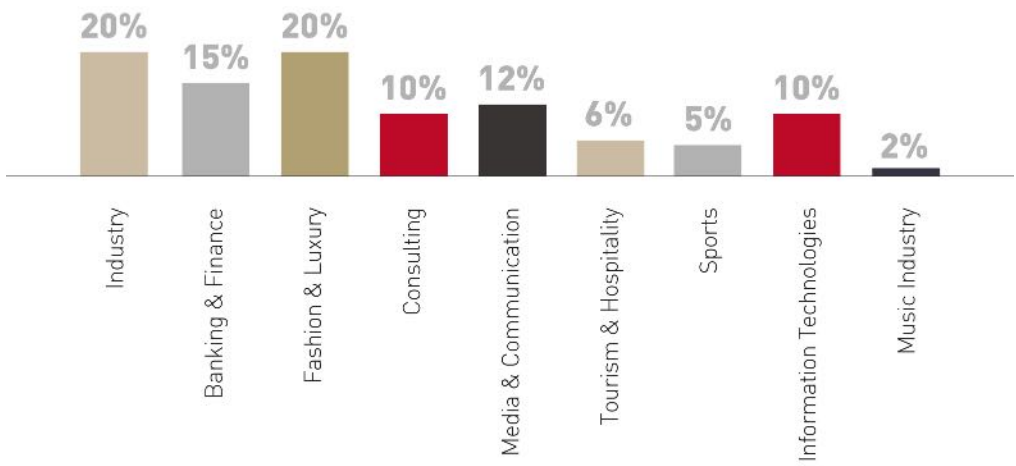
Average percentage of students by Continent



• INTERNSHIP PLACEMENTS FOR 2010-2021 ESE STUDENTS



• SECTOR OF EMPLOYMENT FOR ESE GRADUATES





## INTERNSHIP TRAINING

In today's competitive job market, it is becoming increasingly important to help students clarify their own life goals and show them the way toward building their unique and personal dream. **We believe that anyone can realize their dreams and have the ability to do what they really love.**

From the very first year of study, our students have the concrete opportunity to proactively move towards their goals and target their objectives, through a combination of **extra curricular activities and in-company training** which – at the end of the programme - amount to a bona fide mini-career.

While developing a range of marketable skills and competencies, internship will allow students to:

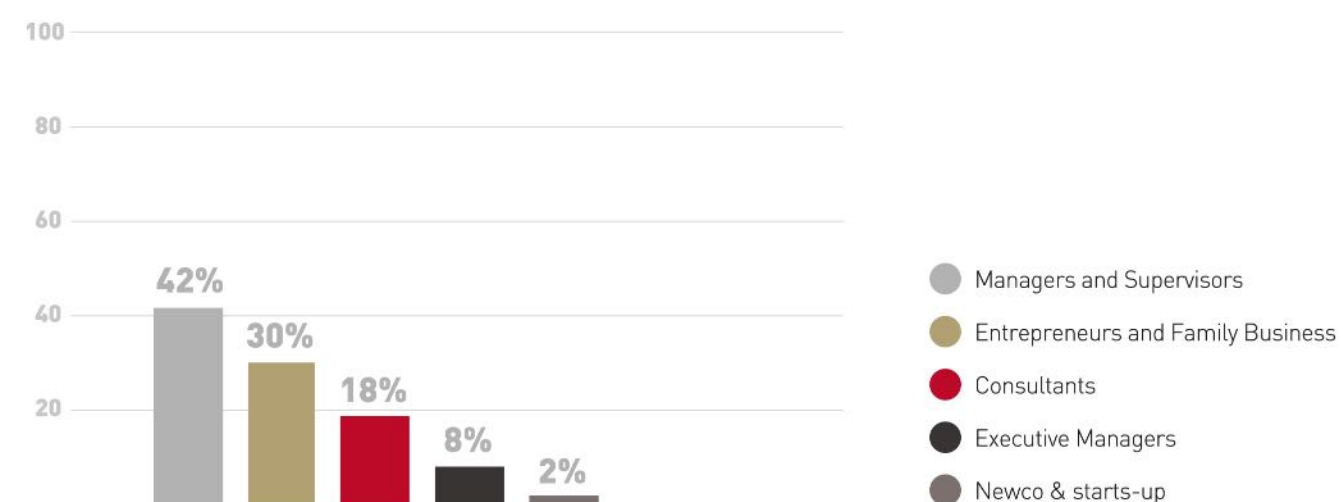
- apply course knowledge in practical situations within the work environment
- bridge the gap between study and work
- develop inner qualities and gain a practical understanding of the concept of individual responsibility, according to which external events are projections of one's own inner states
- test individual career plans by obtaining experience in a chosen field, and thus helping one to better understand what it is that they really love to do
- develop a professional network and assess internship providers for future employment opportunities

Working in collaboration with more than fifteen hundred leading international companies, including some of FORTUNE'S 100 Best Companies to Work For, the European School of Economics offers one of the most competitive university internship programmes available today. **Many students are offered jobs even before graduation.**

The Internship Department plays a crucial role in assisting students to identify their objectives and learn how to exert their full potential. It provides each student, in all the campuses worldwide, with individual and active support aimed at building up a strong professional profile with particular emphasis on internship experiences.

This table shows the diverse company sectors where our students have interned.

### • POSITIONS HELD BY ESE GRADUATES







# ESE INTERNSHIP COMPANY PROFILE

Where  
ESE students  
have interned  
or are still  
interning

**Automotive**  
BMW  
General Motors  
Mv Agusta - Motorcycle Art

**Consulting**  
EBS Consulting  
GDSSLURP  
Kienbaum Exec. Consultants  
Price Waterhouse Coopers  
QRP  
Willis Italia  
Consumer Goods  
Black & Decker

Campari  
Coca-Cola  
Dalmar Energia  
GEM Craft  
General Electric  
Hewlett Packard  
IOLO Ltd.  
La Gioiosa  
My Vision International  
Pirelli  
Radici Group  
SAIWA Srl  
Securicomm Italia Srl  
Unilever

**Event Management**  
AFM Banqueting  
Bodacllick  
Fiera Milano International  
Gruppo Rosso/TownHouse  
Hotels  
Keyword Europa  
My Way Corporate  
Outline SAS  
St. Regis Florence  
Tres Chik  
Westin Excelsior Florence

**Fashion and Luxury**  
Agatha Ruiz De La Prada  
Alexander McQueen  
Braccialini  
Calzedonia  
Chanel  
Conte of Florence  
Dada  
Damiani  
Ferragamo  
Gilli  
Gucci  
La QuintaGroup Srl  
Lardini  
LVMH  
Marco Polo Milano  
Marina Rinaldi  
Max Mara  
Nicole Farhi  
Nike  
Pampaloni Argenti  
Phillipp Plein  
Richmond Italia Milano  
Societa Italia  
Spazio Sei  
Stefanel Spa  
Stone Island  
Studio Zeta Milano  
Swatch Group  
Tomorrow Group Ltd

**Finance**  
Allianz Bank  
Apogeo Consulting  
Banca Italo-Romena  
CES Finance  
Deutsche Bank  
Equita, Inv. Banking  
Ernst & Young  
European Investment Consulting  
Finlombarda  
Fitch Ratings  
Global Europe  
Goldman Sachs  
HEC Finance  
I&B  
Intesa San Paolo  
Pioneer Investments  
Price Waterhouse Coopers  
Société Générale  
Sumitomo Mitsui Banking  
Tradeville

**Industrial**  
Faca  
GSA Srl  
Radici  
RH REG Holding  
RHIAG  
Steel Trading Solutions AG

**Media and Communications**  
Attila & Co. Srl  
Class Editori  
Egg Media  
Il Giornale  
Inventa CPM  
Karla Otto  
L'Officiel Hommes Italia  
Neo Network  
New Partners Film Production  
MdC - Marco de Comunicaciòn -  
Madrid  
Modenese & Modenese  
Pink & Chic  
Rock Media  
Saachi & Saachi  
Sky TV  
Totalcom  
Wise Media  
Radio Cope - Spain

**Music and Film Industry**  
Amiata Records  
Filmmaster  
Milano Film Festival  
Red Onion  
Preludio

Auditorium di Roma  
Music Media Srl

**Non-Profit /  
Government Organizations**  
European Parliament  
Idee Migranti  
UNESCO

**Oil & Gas**  
Paymar Oil & Co.  
Petropars

**Pharmaceutical**  
Pharm

**Real Estate**  
Acocella Group  
DiFarCo Real Estate  
SC Central Residential Park

**Services**  
ELBI Electric  
GE Healthcare  
Georgian Railway  
Human Lab  
Immigration Italy  
MCD SARI  
Silk Road Group  
Thai Air  
UPS  
Valspeed

**Sport**  
Alto Spa  
Global Europe  
Inter Football Club  
Juventus Football Club  
Milano City Marathona Club  
Palauno  
Parma FC  
Polisportiva Lombardia Uno  
RCS / La Gazzetta  
Rotterdam Racing BV

**Tourism & Hospitality**  
Antoitalia, San Pietro all'Orto  
Bulgari Hotels & Resorts  
Forte Village Resort, Sardegna  
Town House Hotels incl. Seven  
Stars Galleria

**Gaming**  
Mangatar

**IT - Technology**  
Bizmatica



ESE GRADUATES  
EMPLOYMENT PROFILE:

Find out where  
some of ESE Graduates  
have been employed,  
and are still working

- ABERDEEN ASSET MANAGERS LTD, ITALY BRANCH
- ACCENTURE
- ACONEX
- ACTIVEAST MANAGEMENT (UK) LIMITED, LONDON
- AUDITORIUM PARCO DELLA MUSICA, ROME
- AMAZON
- AMELIE ALLURE
- AMERICAN EXPRESS
- ARMANI GIORGIO
- ARMENTA
- BANCO SANTANDER
- BARCLAYS INVESTMENT BANK
- BLOOMBERG, LONDON
- CARTIER SPA
- CONDÉ NAST ITALY - VANITY FAIR MILANO
- KARLA OTTO LTD, NEW YORK

- DANONE SPA
- DELOITTE, MILAN
- EXPEDIA
- FAO, ROMA
- FITCH RATING
- GIORGIO ARMANI, MILAN
- GOOGLE, MILAN
- GUCCI, FLORENCE, MILAN
- HEWLETT-PACKARD
- HUGO BOSS
- IBM
- IFAD, ROME
- HARRODS, LONDON
- HILTON WORLDWIDE, ROME
- HUGO BOSS
- JOHNSON & JOHNSON
- INVENTA CPM
- L'ORÉAL
- LVMH, BRAZIL
- LVMH, FRANCE
- LVMH, ITALY
- INTER ACADEMY, FLORIDA
- MCKINSEY & COMPANY
- MICROSOFT
- MINISTERIO DE TURISMO, ECUADOR
- MISSONI

- NEOMOBILE SPA
- NESTLÉ
- NEXEN SPA
- NIKE
- NOVARTIS
- OGILVY HEALTHWORLD, LONDON
- PARMALAT
- PENSPLAN INVEST SGR SPA, BOLZANO
- PFIZER
- RALPH LAUREN
- RDS PARTNERS
- RICHEMONT ITALIA SPA
- SOCIÉTÉ GÉNÉRALE
- SWAROVSKI
- TOMORROW LTD, LONDON
- TWBA, LOS ANGELES
- UEFA
- UNICREDIT CORPORATE, MILAN
- UNILEVER
- VALENTINO SPA, MILAN
- VALENTINO SPA, ROME
- YOOX GROUP
- YOUNG & RUBICAM, MILAN
- YOU FIRST SPORTS





ESE STUDENT  
TESTIMONIALS

WE HAVE  
COLLECTED  
SOME OF  
OUR STUDENTS’  
TESTIMONIALS  
REGARDING THEIR  
INTERNSHIP  
EXPERIENCE AND  
THEIR CURRENT  
CAREER.

“The group Radici is a family owned Italian **chemical production company with a wide international activity**. It spreads its operations in four sectors: Chemicals, Plastics, Synthetic Fibers and Textiles.

While being an intern in the Radici Group I had the opportunity to participate in the development of new horizons for further evolution of their business. Market research and business planning in the company of such a level is difficult, but at the same time an informative and fascinating process. After completing the 3-month internship, I along with my Russian family business, hope to continue to collaborate with Radici towards establishing a professional business relationship to develop new channels of production between the two countries.”



**Oxana Kiy**  
BA in International Business (spec. Finance)  
MSc in International Finance  
ESE Milan



**Federica Coppola**  
MSc in Management  
ESE London

“My experience at the European School of Economics has been amazing both on the Academic side as well as for the Internship, where I was fortunate to work in a world-renowned cosmetic company.

The ESE Placement Office was very pro-active and gave me invaluable advice to help me prepare for the interview and secure the position.

I read all about the company, its philosophy and products, studied their business and tried to establish what they would expect from an intern.

The meeting was successful and after a meeting with the CEO I was asked to start for a 3-month period.

**The learning experience was far beyond my expectations.** The company works on a flat structure therefore I had the chance to engage in many different tasks and develop my management and marketing skills in the international arena.”



"I am a Graduate in Foreign Languages and Literature who decided to enroll on the Certificate Programme in **Event Management** at ESE Florence, an environment I truly loved as the school is located in the heart of Florence and is based in a wonderful historical building.

I found the course to be the most useful, interesting and informative way to learn about Event Management and the programme has undoubtedly enriched my understanding in this fascinating field.

Organizing events has always been my dream and after a few work experiences, including an internship at Salvatore Ferragamo, I had the opportunity to realise one of my greatest dreams: to complete the internship in London, my favorite city, at Il Bottaccio, a prestigious events venue, where I had an amazing experience which has broadened my horizon and really changed my view about many things.

**I am currently employed in an international event organisation**, where I hope to continue gaining experience in the event sector in order to realize one of my biggest dreams: to organise the Baftas in London and the Oscar ceremony in Los Angeles.

"Dream, Plan, Achieve...and Enjoy" is the motto I live by (quote from Dr. Brian May), and ESE is the best place to study if you are a Dreamer like me."



**Ilaria Di Mascio**  
Event Management Certificate  
ESE Florence

"For the past two months I have been working in Inventa CPM as an **Account Manager**.

To describe the agency in a nut shell, the operations carried out are heavily focused on branding for the various high level clients I have had the opportunity to follow and work with, including The Diners Club International, UBI Banca and Compass Bank.

My duties have included tasks such as administration - working with Excel charts and databases - to taking part in several interesting projects, such as following from start to finish the opening of a "vintage" temporary shop in the centre of Milan to **promote the launch of a new credit card for The Diners Club**.

I would classify this experience as completely positive and informative, providing an overall perfect immersion into one of the most important business sectors to date, beginning with the professionalism of my colleagues to the fact that the work here is stimulating and continuously evolving. I simply cannot wait to add this Multinational name to my CV!"



**Riccardo Ray**  
BSc in International Business  
ESE Milan

"I am currently enrolled on a Bachelors in Business Administration at ESE Madrid and as part of my first year I have had the opportunity to complete a 3-month internship with Bodaclick.com, Madrid, a website that organises weddings in over seven countries worldwide. I'm working in both, the Wedding List Department where I am responsible for mailings; and the Marketing Department where I work as part of team **responsible for website content**.

Thanks to Bodaclick, I have gained an overview of the internal operations of an international company and an insight into international meetings, team work and customer relationships, which permit me to increase my knowledge of the Spanish language.

Furthermore my colleagues are all very kind and helpful, which helps a lot! I have really enjoyed the experience, thank you Bodaclick and ESE."



**Florent Bailly**  
BBA  
ESE Madrid

“I am currently coming to the end of my 6-month work placement in a world leading financial institution, which specialises in **Intelligent Information for Business**.

I am extremely grateful to the Internship Office for helping me find such an incredible opportunity and for which I am extremely grateful.

I have been fortunate to work as part of a team on the EXTEL project which has given me hands-on experience in dealing with international clients and performing market research, surveys and perception studies for some of the world’s most important companies.

I have improved my skills in analysis, communication and commercial relationships providing consultancy to the IR teams.”



**Francesco Bertacchini**  
MBA in Marketing  
ESE London

“I graduated from the Faculty of Literature and Philosophy of the University of Florence. Having focused on Humanities I felt the need to complement my studies with a degree that allowed me to develop my managerial skills and that gave me the possibility to join the more modern and dynamic job market. It was for this reason that I decided to do a Master in Marketing at ESE Florence. In this school I discovered an international, welcoming and bright environment where the professors are qualified and always available to help and encourage students. I decided to specialise in **web marketing**: in fact my internship consisted in assisting a young and esteemed Florentine SEO Specialist.

**What ESE offered me was the very unique possibility to “invent” my future:** firstly discovering what my strengths and dreams were and then supporting me in realising them.”



**Carlotta Carucci**  
MSc in International Marketing  
ESE Florence



“After having attended a master’s degree at ESE, I started my internship at 1927 Limited in London. 1927 Limited is a distribution company of several **fashion brands** such as Juicy Couture, Sam Edelman, See by Chloe and so on.

I was part of the sales and marketing team. From the very beginning I was trained starting with quite banal tasks and as I became more familiar with the system and showed my abilities to my colleagues, I gained more and more responsibility and trust. I was in charge of doing market researches aiming at finding the most suitable and potential customers as well as contacting them personally.

During the sale periods I had the chance to present and sell the collections to customers coming from all over the world, refining the languages that I speak.

During the internship I had the possibility as well to travel with the marketing and sales team: **we were in Milan** for a week and at the end of June and I will probably **fly to Paris** in order to present with a colleague of mine a French fashion brand that we are currently promoting.

I work in a very cheerful, informal and organic environment, even if we definitely toil.”



**Marco Ferri**  
MSc in International Marketing  
ESE Milan

*After having interned with 1927 Limited company in London, ESE placed him at YouFirst Sport in Milan. Currently, he is working in the field of Football club in Florida, USA.*





“Once I graduated in 2008, thanks to ESE, I had my first work- experience at the Futurnet Group (now called Tomorrow Ltd). I started looking at fashion from two different perspectives: as a way to express myself and as a real business where I could grow and use my knowledge. My adventure there lasted for two years.

In late 2013 I created my own agency and what pushed me to create it was first of all the fact that I always felt the need to work according to my needs and then because I really wanted to help, first hand, designers and startups. I learn so much from them. I help them, but during each project they literally teach me something new and mostly from the human part.

I can honestly say that ESE taught me the power of creativity. Creativity is inventing and experimenting, which means to take risks and to break rules. I am in love with creative personalities. I want to give the chance to me and to all my clients to achieve their dreams and to create something even bigger than what they were expecting. That’s the reason why the agency is called: CREATIVE AND MORE. At the end on November 2018, I joined PITTI IMMAGINE as Tutoring & Consulting Director.

I can honestly say that what I learned at ESE helped me on both sides: in my career and as a human being.

Luca Rizzi  
MSc in Management  
ESE Milan



“During my internship experience at **Class Life**, the division of Fashion, Luxury and Lifestyle for Class Editori, **one of the biggest publishing houses in Italy**, I was able to overcome many different barriers.

In the beginning I was having a hard time adapting to my new position as I was doing something I didn’t really enjoy. However as I became more confident I started to show my abilities to my colleagues and I gained more responsibility and trust.

I started to do projects by myself, which required a lot of managerial skills in order to achieve the required positive outcome.

**I learned how to write articles and news for television** and watch them being read on live TV.

Eventually **I was able to conduct the news** and prepare news stories by choosing applicable images, audio and video. I gave interviews and followed important events around Europe (St. Tropez, Venice, Milan) relative to fashion, travel, cooking, sport, art and music amongst others.

I am happy with my job now and Class Editori have extended my internship for another three months in which I will travel Europe, visiting major cultural events and have the opportunity to work with many people from different sectors.

Overall the experience has helped me to grow on both a personal and professional level.”

Luisa Pedetta  
MSc in Management  
ESE Milan



“I arrived at the European School of Economics through an international program offered by the Graduate School I went to in Belgium.

During the few months I spent at ESE New York, I attended classes for the Certificate Program in Event Management. Even though I had had event and marketing classes before, I learned many things then that I had never heard of before. The classes are very much oriented towards the international side of things, which I found very interesting. But despite focusing on Event Management, my area of interest is more turned towards everything related to the media.



**Isaline Van den Abbeele**  
Certificate in Event Management  
ESE New York

**I had always dreamed of being part of the production team of a movie, TV or radio show, without really thinking that this would ever come true. But that was before setting foot at ESE!**

ESE gave me the opportunity to take an internship at ABC, in the production department of the Katie Show. During this internship, I had the opportunity to work with many different people and I had been put in charge of several missions; It went from the very basic chores such as filling in for reception, to major tasks such as taking care of the show’s guests, or assisting producers in their work.

**I had the opportunity to meet and take care of many US and international celebrities**, and I also had the chance to pitch some show ideas immediately to Katie Couric herself!

During this internship, I saw the “behind the scenes” of the production of a TV show.

I loved having been given the opportunity and trust to “touch” all levels of production, whether the smallest duties to the very important ones.

I also met very interesting people, through which I received several job offers to work as a production assistant for other TV shows, which I declined in order to pursue my education with an MBA.

New York has definitely been, for me, the concrete jungle where dreams are made, and all this couldn’t have happened without ESE!”



“I am a 21 years old student of the European School of Economics who has just graduated.

I chose the Bachelor of Science in International Business. I found this university the perfect choice for me since I have always believed in international realities and international schools.

**I chose the Milan campus because I have always dreamed to work in the fashion and luxury world.**

It was precisely ESE to put myself in a position to work for the brand that I love and whose history fascinates me most: Chanel.

After working for a year at the magazine L’Officiel Hommes Italia, I finally did an interview for the company of my dreams.

So, in May 2012 I started **an internship in the marketing department at Chanel.**

I understood how a big fashion company works and what are the studied and complicated mechanisms that the public does not know.

Dozens and dozens of people who move, only in the Milan office, the reins of Chanel business here in Italy. The curriculum is usually empty when you finish to study but thanks to my wonderful college I started working at 18 and I will be forever grateful to my school and my parents to supported me in this. Now I can start my working life with more self-confidence.”



**Arianna Pischiutta**  
BSc in International Business  
ESE Milan



“Thanks to the work of the ESE internship department, as a first internship experience I worked for MV Agusta, as a multitasking member of this organisation. MV Agusta is a **motorcycle-leading producer in the sport luxury sector**.

My duties mainly involved cooperating in the activities of the post sales department, including improvement of the dealer’s network efficiency, problem solving of dealer’s issues, and customer service. However, I have also participated at several quality councils in order to make evaluations on the ratio between; quality perceived by the customers and the real value of the products. Part of the good work I carried out during these 3 months was due to the several skills I learnt in class at ESE, by giving me a general idea of the business environment.

This experience led me to live my dream of working in the automotive-motorcycle sector and it was an amazing first step for my career. I have also been keeping in touch with the company and for the “EICMA motor show 2013” **I went back to work with them as customer care crewmember, and assistant of the sales department**. I hope every student will have the same opportunity! Good luck!”

**Bartolomeo Sessa**  
BSc in Marketing  
ESE Milan



“Coming in contact with the so-called “working world” as an intern, it is not so easy as it could appear. My personal experience was curious and at the same time gave to me the strong sense of what it means perceiving your own goals. I had the chance to join **two different companies with two different environments**, team-workers, objectives and daily timing tasks. As I am very energetic and open-minded person, I was ready to push myself into a very dynamic environment as the Events world is. However, my first experience made me realize that even if you feel that you can do whatever the managers would ask to you to do or vice versa when they do not even take you in consideration, the most important aspect to



**Maria Vittoria Collu**  
BSc in Business Administration  
ESE Rome

evaluate is to keep in mind what, why and for which intentions you choose to start an internship. Once I realized that the atmosphere where I was involved in, was not proper for me I questioned to myself: “For which reason am I here? I have three months possibility on being part of a real company, would I enjoy doing so or not? Even if it is not so comfortable, am I learning something useful for my future goals or not? Well, after the first month I decided to leave the company giving my clear motivations and the internship department promptly answer to my decision and we choose to offer to me the chance to join another company even if, for some technical reasons, it was not so easy to do. After one week, **I could enter in one of the best working team that I have never met until that moment**. I worked with them for two months, they were incredibly well organized and supportive one to another; they loved what they were doing and I could absorb plenty of things, we worked hard and at the end of every week we achieved the objectives planned. I definitely felt part of the group. I believe that, once you recognize and you have clear in your mind what you strongly want to achieve in order to increase your personal knowledge and skills, do not be afraid to express yourself and show that your purpose is to learn as much as possible even if the conditions around you are not hundred per cent favourable. This experience thought me and confirmed that being capable could give you “The Chance”.”

WATCH THE INTERVIEW



“In 2011, I have successfully completed the High School for Management and Engineering at the Claude-Dornier-School in Germany. Regarding my educational career, I was looking for an international University, teaching Economics and Finance in English to have far more job opportunities on the global marketplace later. Beside the theoretical lessons in class a formative experience outside, in form of an internship, was the best combination to graduate. I am enrolled in the B.Sc. Program in Finance at the European School of Economics in Milan. After the second term, I was excited to experience the **banking and finance sector** during my first internship period in Summer 2012.



**Thiemo Storz**  
BSc in Finance  
ESE Milan

The ESE Internship Department provided me with all the necessary documents and information to apply successfully for an internship position at **Volksbank** in Germany. It was probably the best start into a banker career as I had numerous of possibilities to learn more about each department in a bank institute. In general, it helped me a lot to find out where my strengths meet my interest which defined my future in more detail. The goal for my next internship was clear and in fact, the year after, I had the outstanding opportunity to work three months for **Deutsche Bank** in the **Investment Banking** (Asset & Wealth Management).

I am fascinated by my work and had a great time during my Summer Internship. Additionally, my overall feedback was better than expected, plus I got promising support by several employees and the department director to go ahead with Deutsche Bank after my B.Sc. graduation.

The European School of Economics provided me with the necessary knowledge and important recommendations to achieve my goal. Moreover, I am thankful to the ESE Internship Department who comprehensively supported all my applications.

I am looking forward to an exciting career in Investment Banking and can recommend every student to take the opportunity of an internship within the business of your dream.”

WATCH THE INTERVIEW 



**Ana Giselle Kafie**  
Master in Business Administration  
ESE Rome

“Probably most would agree saying students at ESE are characterized for being young professionals with different cultural backgrounds from (literally) all over the world. With no doubt there is a well supported reason to why students, when asked about their personal experience at ESE, will most probably have a similar response: “**A truly diverse and culturally rich atmosphere.**”

Our MBA class was an exceptionally small one, which in a way allowed us to share and connect in a deeper sense. Being part of such a small group also gave place to a unique learning experience embodied with enriching one-to-one discussions with our professors, who would then gracefully adapt their teaching modalities and assignments to our individual preferences.

I believe it takes preparation, perseverance and even “fate” (call it luck, chance or coincidence), among other factors, to achieve one’s goals, both professionally and individually. It was only a couple of minutes after finding out that ESE would have a guest speaker from FAO, delivering a lecture on the Decentralization process of the organization, when I started preparing myself for it (which went further into including “frameworks for measuring and managing sustainability at FAO’s decentralized offices” in one of my final MBA assignments). Shortly after being interviewed, I started an internship and after five months I started working as a Consultant, in what is still today a progressive learning and growing experience.

I am most thankful to the school for giving me such a remarkable experience, from first-hand cultural exchange with other students and personalized attention provided by professors and staff to being one of the founding blocks into a professional career in an multi-cultural environment.”



“I am from Sorrento, Italy and I got my bachelor degree in Tourism Management in Naples in 2012. In 2013 I moved to New York to get a Master of Science in Marketing at the European School of Economics.

New York is a wonderful city, but living there might be tough and not easy for a stranger, ESE has really helped all us students feeling comfortable and enjoying the opportunities that the city has to offer.

One of the best things ESE NY provides its students with is guiding us to the process of really getting the internship of our dreams.

I got to choose among many companies in very different industries, and eventually selected Kiton, an Italian tailoring clothing company.

Working for a **luxury brand** has always been my dream, and when I finally got there, I was surprised all my high expectations were met, if not exceeded.

Not only I had the possibility to practice everything I had always been studying in theory, but I also learnt from my manager work ethic and the respect for other people and for one’s work.

I loved my internship so much that I managed to go on working at Kiton for almost a year, much longer than the three months originally planned!”

Martino Di Leva  
MSc in International Marketing  
ESE New York



“I am a former student of ESE from Turkey. I did an MBA program just at the end of the school year, I was offered an internship in Gucci London office.

**I actually was the first ESE intern in Gucci London and represented the school very well in their ‘Corporate Image Department’.**

Right now I am the **Brand manager** of Clinique and I am managing a team of 120 people including marketing, sales and education managers.

However, I have decided to make a career move and I will continue my path at Unilever as **Marketing Manager** for all Home Care and **Personal Care** Categories.

I mention these experiences because my life in Italy has shaped me tremendously and the ESE has contributed a lot to my career and life.

I have actually written a novel recently and the first publisher that I sent it to wanted to publish it.

So it got published at end of June and sold quite well.

The name is ‘Everybody’s story’ and it takes place in Tuscany. But I must say that the main philosophy behind the School is as it was told in the classroom: ‘The world is such because you are such’.

Almost all the magazines have done interviews with me on the book.

And in one of my latest interviews I mentioned the School... Because ESE has been a great inspiration to me. So I wanted to let all of you know and thank you.”

Pinar Gedik  
MBA in Marketing  
ESE Milan







“One of the reasons why I chose to study at the European School of Economics was because of the opportunity of doing two internships during my Bachelor Degree. It was a completely new experience for me, since I started university at 18 years old. The day of my interview I was a little bit nervous, because I have never had one before, and I did not know what to expect.

I remember walking to the job interview, revising in my mind all the possible answers I could give to any possible question they could make. I walked into the company’s building, waited in a couch and entered the room for the interview.

After a few questions, in less than 10 minutes, the interview was over, I walked out of the room with only one phrase in my mind: You can start the 2nd of May. It was an amazing experience, it was an internship for an **italian Television company**.

I learned anything I could in three months. My supervisor and my colleagues were all nice and considered me part of the team... I am still in contact with them, and often go to have lunch with them when I am free. I learned about marketing, communication, international business, broadcasting operations and all the “little things” related to television broadcasting in general.”



**Margherita di Fato**  
BSc in Marketing  
ESE Rome

WATCH THE INTERVIEW 



“My Name is is Ksenia Tkachenko, I am a 20 year old Russian student who has lived in Milan for 3 years. I decided further education at the European School of Economics and I’m delighted with my choice as the College has offered a great balance between studying and their mandatory internship programme. My main interest is the **Fashion Industry** and ESE provided me with **two valuable internship opportunities within superb companies** allowing me to put my academic studies into working practice.

**My first internship position was within the marketing division of Societa Italia**, which distributes famous brands such as Catherine Malandrino, Blumarine, Francesco Scognamiglio, Gaetano Navarra, Philipp Plein and many more. **The second was with my favorite designer Alexander McQueen!** This was an amazing experience, I was able to work with all the models, stylists and photographers. I assisted colleagues with visual merchandising, styling and selling and I obtained valuable experience in all aspects of the sector while acquiring new skills.

After finishing my internship on July, I received a phone call from the **Whole Sales Manager from Alexander McQueen and she invited me to work for them as a seller!** I have now done three sales campaigns, im extremely happy, well paid and **I am living my dream!**

My advice to all students: Do what you really love and achieve your dreams! When you face a difficult situation... don’t be afraid! Face it! Fight for it! When you are fighting with difficulties it’s the best moment of your life, because you become stronger and remember the most important thing... you will never become successful in something you don’t like to do.”

**Ksenia Tkachenko**  
BSc in International Business  
ESE Milan



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