

INSEAD

The Business School
for the World

LANGUAGE POLICY

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NB: This language policy only applies to the incoming class of December 2009 and is subject to change without prior notice. All candidates who already started the programme or are applying to start after the class of December 2009 may use this document as a reference only.

SUMMARY OF LANGUAGE REQUIREMENTS

ENTRY LANGUAGE REQUIREMENT

To be admitted to the MBA Programme, a candidate must be fluent in English. English certification must be sent with your application. Please refer to section 2 of this document for more details.

If English is your native language, you will need to provide acceptable means of certification of another language. Please refer to Annex 4 at the end of this document for a complete list of acceptable means of certification. The entry language requirement certification should be sent as soon as you are accepted, with the final deadlines being:

June 1st for September intakes

November 1st for January intakes

If English is not your native language, then the combination of your native language along with the proof of English proficiency you already provided in your application is sufficient means to satisfy the entry language requirement.

Please note that no proof is required to certify a native language. Therefore, it will not be possible to change the native language you declared in your application. This native language will automatically be listed in your final transcript.

EXIT LANGUAGE REQUIREMENT

You are also required to certify one further commercially useful language at a **basic** level in order to graduate from the programme. The exit language requirement does not need to be certified before the start of the Programme. It can be certified before, at the start of, or during the Programme.

However, it is compulsory that all incoming participants, once accepted, declare their exit language, self-assess the level they will have by the start of the Programme and indicate the means of certification. Please refer to the language proficiency measurement scale in Section 1 to help you self-assess your level and Annex 4 for the complete list of acceptable means of certification.

If the exit language requirement has not been met at the end of the MBA Programme, the student has a maximum time of one year to complete it in order to receive the MBA Diploma.

If you have any questions after reading this document, please refer to Annex 5: Frequently Asked Questions.

INSEAD LANGUAGE POLICY

1 LANGUAGE PROFICIENCY MEASUREMENT SCALE

INSEAD works with a four-level competence scale which is in line with the Common European Framework of Reference for language levels (CEFR). Below is a table which indicates the proficiency needed to fulfill INSEAD language requirements.

To be admitted to the MBA Programme, a candidate must be **fluent** in English with at least a **practical** knowledge of a second language (referred to as “entry language”) and a **basic** understanding of a third language (referred to as “exit language”).

LEVEL	DESCRIPTION	INSEAD REQUIREMENTS
Fluent	Ability to communicate very fluently and precisely in complex situations. <i>Equivalent to C1/C2 on CEFR scale.</i>	English Proficiency
Business	Ability to interact with a degree of fluency and communicate on a wide range of subjects including in a professional context. <i>Equivalent to B2 on CEFR scale.</i>	
Practical	Ability to understand and communicate on familiar matters regularly encountered in work, school, leisure etc. <i>Equivalent to B1 on CEFR scale.</i>	Minimum Required for Entry Language
Basic	Ability to communicate in a simple and direct exchange of information on routine matters. <i>Equivalent to A2 on CEFR scale.</i>	Minimum Required for Exit Language

- 1.1 Native language and beginner level do not require proof of certification. Therefore, these have not been included in INSEAD’s four-level competence scale. However, in your application please specify your native language and indicate beginner level for other languages when applicable.
- 1.2 All official native languages are recognised by INSEAD. Please note that no proof is required to certify a native language. However, once you have declared your native language in your application, it will not be possible to change it. This native language will automatically be listed in your final transcript.

2 ENGLISH PROFICIENCY CERTIFICATION

To be admitted to the MBA Programme, a candidate must be fluent in English. Certification must be sent with your application. **Only the following methods are considered as acceptable means of certification for English Language proficiency.**

- **A UNIVERSITY DEGREE** conducted exclusively in English
There is no need to resubmit your transcripts if you had submitted them in your application.
- **TOEFL** www.toefl.org
iTOEFL Minimum required: **105**
Computerised-based test Minimum required: **260**
Paper-based test Minimum required: **620**
- **TOEIC** www.toeic.com Minimum required: **950**
- **CPE - CERTIFICATE OF PROFICIENCY IN ENGLISH**
www.cambridgeesol.org/exams/cpe.htm Minimum required: **Grade B**
- **IELTS** www.ielts.org Minimum required: **7**

3 ENTRY LANGUAGE REQUIREMENT

In addition to fluency in English, a candidate must have at least a **practical** knowledge of another language. This can be your native language for non-English native speakers.

- 3.1 If your native language is English, you need to certify another language. If you are unable to provide certification for the other language at the time of applying, then you will need to supply this proof no later than June 1st for September intakes or November 1st for January intakes. Please see Section 3.3 for more details on acceptable means of certification.
- 3.2 It is the candidate's responsibility to ensure that adequate and acceptable evidence is provided to certify competence for the entry requirement in accordance with the following deadlines:

June 1st for September intakes
November 1st for January intakes

Failure to do so may lead to the cancellation of his/her admission to the MBA Programme.

Please note that most examinations recognised by INSEAD (listed in Annex 4) are only offered twice a year, so it is advisable to plan ahead. Alternatively, you may choose to be tested by our language school partners at FL&C in Fontainebleau or RELC in Singapore by contacting these organisations directly. (Contact details are provided in Section 5.)

If you plan to visit either campus, please take advantage of this time by making arrangements with FL&C or RELC ahead of time to take a language test in order to meet the final deadline listed above.

3.3 Acceptable means to certify competence for the entry requirement:

- **Second native language** *Fluent*
Examined only on a case-by-case basis and requires evidence of actual use (i.e. schooling or higher education, **not** just "language spoken at home", or "mother's/father's native language", or "work experience"). For Singaporeans only, a GCE "A" level (used for university entry) can validate a second native language (Tamil, Mandarin, and Malay).
- **Final Secondary School Exam** *Fluent*
Exam and schooling must be conducted **exclusively** in the language: i.e. Baccalauréat to validate French, Abitur for German, and Maturita for Italian etc.
- **University education** *Business*
 - a) Conducted **exclusively** in the language for a minimum of one year (certification required).
 - b) A **university major** in the language (please note a minor is not sufficient).
- **Certification from state-recognised cultural or commercial bodies currently known to INSEAD:** *According to performance*

Tests currently accepted are listed in **Annex 4**.

Candidates must provide, as proof, a copy of the appropriate certificate showing the level of competence in order to satisfy the entry requirement. **To be valid, certificates (listed in Annex 4) must not be dated prior to two years of the application date.**

Please note that INSEAD does not accept certification from any private language institution. **Only the certificates/diplomas from official bodies listed in Annex 4 are recognised as acceptable means of certification for the entry language requirement.**

- **Written and oral tests (by appointment only)** *According to performance*
Written and oral* tests are available by appointment at both FL&C (in Fontainebleau) and RELC (in Singapore). Test results are communicated within 1 to 8 days of the test date, depending on the language. The language tests available are listed in Annex 2.

For further information on scheduling a language test, please contact FL&C or RELC directly (contact details in Section 5).

**Please be aware that for some languages, the oral test may be conducted by telephone.*

3.4 Language Tuition Prior to starting the MBA Programme

Information is provided in Annex 3 on language courses. This can be a source of private tuition only to improve language ability prior to the deadline mentioned above and is not considered as acceptable means of certification. Representatives from most of the institutions are familiar with INSEAD's required language standards.

4 EXIT LANGUAGE REQUIREMENT

To be eligible for graduation, participants must demonstrate and if necessary, acquire before or during the Programme, **basic** knowledge in a commercially useful language which is the official language of a country other than one's native or entry language.

Also, please note we take into account the linguistic similarity of the exit language with the declared entry languages. *For example INSEAD will not allow Hindi with Urdu, Danish with Norwegian, Bahasa Indonesia with Bahasa Malaysia, Dutch with Afrikaans, etc.*

In order to make the most of your INSEAD experience both academically and socially, we strongly encourage you to put as much time and effort in improving your exit language before the start of the Programme.

If the exit language requirement has not been met at the end of the MBA Programme, the student has a maximum time of one year to complete it in order to receive the MBA Diploma.

4.1 The exit requirement may be certified in one of the following ways:

- by taking a written test with FL&C or RELC during the first week of the programme (referred to as orientation week), or
- by using the same means available for validating the entry requirement as detailed in Section 3.3 before or during the programme.

Note: *Participants going to Wharton should plan on having certified their exit language prior to the exchange in order to fulfill the language requirement in time for graduation.*

4.2 Language test during Orientation Week (the first week of the programme)

To validate the exit requirement, written tests** are held during the first week of the programme. Please refer to Annex 2 for the list of language tests available. Registration for the test takes place on Entry Day and test fees are listed in Annex 1.

** In some rare instances, the exit requirement test may be based on an oral interview and a reading-comprehension test only. As there are no written elements to evaluate, a **practical** level is the minimum required score to validate the exit requirement. Please be aware that for some languages, the test may be conducted by telephone.

The written test is 2 hours in duration and typically comprises:

- **Grammar and structural knowledge (40%)**
- **Reading comprehension with MCQ and open questions (30%)**
- **Written expression (short essay) (30%)**

The scoring of the written test is as follows:

Score	INSEAD Language Course	INSEAD Level of Competence	European Council Level
< 24	Beginner 1	NA	NA
25 – 37	Beginner 2	NA	NA
38 – 49	Beginner 3	NA	NA
50 – 64	NA	Basic	A2
65 – 74	NA	Practical	B1
75 – 89	NA	Business	B2
90-100	NA	Fluent	C1/C2

A participant whose score is between 45 and 49 may request an oral test free of charge in order to try and obtain the 50-Basic Level. This option is open for four weeks only following the release of results. Past that delay, the participant will have to sit again for the written test and will be charged the normal test fees (see Annex 1 for language test fees).

For further information, please contact FL&C or RELC directly (contact details in Section 5).

4.3 Language Tuition to achieve a Basic knowledge level in Fontainebleau (FL&C) and Singapore (RELC) campuses

The written language tests held during the first week of the programme determine a participant's level of competence and establish how much tuition is required to reach a **basic** knowledge level. **Complete beginners are not required to take a test.**

Priority in language tuition is given to participants who need to certify the exit language requirement in order to graduate. Other participants may join language classes if there are places available in groups.

Participants may decide to undertake self-study. However, a test at INSEAD or a test from Annex 4 is still required to validate a **basic** knowledge level. It is the responsibility of the participant to contact FL&C/RELC to request a test. Participants who undertake self-study may choose to validate their exit language requirement at the official exam dates (end of Period 3, 4 and 5) or at any later date that suits them best. Participants will have the option between taking a Placement test (written only) or a Beginner 3 test (written and oral ***). Prices may vary depending on when exams are taken (please refer to Annex 1 for price details).

*** Note that the Placement test can evaluate levels from Basic to Fluent, whereas the Beginner 3 exam can only evaluate up to Basic level.

Course structure

Language courses are conducted, in addition to regular classes and workload, during the first three periods of the Programme. The duration of study depends on the participant's proficiency in the language according to the test results during the first week of the Programme, with the exception of beginners.

Language courses will take place according to your level achieved on the language test and will be accumulated (in hours) as follows to reach a minimum **basic** knowledge level:

INSEAD LEVEL	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
Beginner 1	24 hours	24 hours	24 hours	72 hours
Beginner 2	X	24 hours	24 hours	48 hours
Beginner 3	X	X	24 hours	24 hours

Each course is comprised of 16 sessions of 1.5 hours including an examination at the end of each period. The tests at the end of Periods 1 and 2 are compulsory and on a pass/fail format. In the case of a fail, self-study remedial work must be arranged with the language trainer. At the end of Period 3, there is a final examination (oral and written) and the level awarded is entered on the participant's grading transcript.

Courses in Fontainebleau

Courses in French, German, and Spanish are available in Fontainebleau. Russian, Mandarin and Italian are also available depending on demand within the incoming class. Groups can be created with a minimum of 2 participants with the same level (max 8/10). Fees vary according to the number of participants. Individual tuition is also possible. Please contact FL&C for more information.

Courses in Singapore

Courses in French, German, Spanish, Mandarin, Japanese and Bahasa Melayu are available in Singapore. A minimum of 6 participants with the same level is required to constitute a group.

4.4 Language Tuition for participants with a Basic level or above

For those who wish to continue their language learning at a higher level, be it for general or business purposes, courses may be organised throughout the Programme, according to demand and teacher availability. A minimum of 6 participants is required to constitute a group, with the fee depending on the number of course hours. Further information is available from FL&C or RELC (Contact details found in Section 5).

4.5 Intensive Language Courses

Our language partners will run intensive language courses in Fontainebleau (FL&C) and Singapore (RELC) in August. FL&C will also offer these programmes at other times during the year, depending on demand. This will generally cover 24 to 30 hours of language tuition, the equivalent of a one period course. Languages/levels offered will be subject to demand. This intensive option is open for September and January participants. Further information is available from FL&C or RELC.

5 PARTNER INSTITUTIONS FOR LANGUAGE TESTING AND LANGUAGE TUITION

5.1 Contact details:

- In Fontainebleau: **Fontainebleau Langues et Communication (FL&C)**

47, Boulevard du Maréchal Foch

77300 Fontainebleau

France

Tel.: +33 (0) 1 64 22 48 96

Fax: +33 (0) 1 64 22 51 94

Main contacts :

- **Muriel Pailleux - Program Manager**

muriel.pailleux@flc-int.com

- **Jane Fellowes - MBA Client Coordinator**

jane.fellowes@flc-int.com

- In Singapore: **SEAMEO Regional Language Centre (RELC)**

30 Orange Grove Road

Singapore 258352

Tel.: + (65) 6885 7844

Fax: + (65) 6734 2753

Main contact :

**Sathya S. Retnam - Administrative Officer
(Language Education & Research Dept.)**

ao@relc.org.sg

5.2 **FL&C and RELC work closely with each other with a regular channel of communication to:**

- provide continuity in the participants' language development when they embark on the campus exchange between Fontainebleau and Singapore
- exchange information on matters pertaining to course structures, language curriculum, testing, evaluation, and related administrative matters
- share general information pertaining to language courses for the participants
- conduct parallel language courses on both campuses so that participants sit for examinations within the same time frame during the Programme.

NB: Written and oral tests are available by appointment throughout the year at both FL&C and RELC. Please contact them directly to schedule a test date.

Language Testing and Language Tuition Fees

Please note that fees are subject to change. Please contact FL&C/RELC for exact price quote.

Timing	Test Structure	Fees	
		Fontainebleau FL&C (inclusive of VAT*)	Singapore RELC (inclusive of GST**)
During official exam period:			
Orientation week (1 st week of MBA Programme)	Placement Test (written only)	€15 <i>(Deducted from course fees if language tuition is taken in the same language)</i>	SGD230 <i>(Deducted from course fees if language tuition is taken in the same language)</i>
At end of Period 3	Beginner 3 Test (written and oral)	For participants following language tuition with FL&C or RELC, included in course fee	For participants following language tuition with FL&C or RELC, included in course fee
		€40 For participants who followed private tuition or self study	SGD285 (Re-test: S\$ 230) For participants who followed private tuition or self study
	Placement Test (written only)	€130 For participants who followed private tuition or self study	SGD285 For participants who followed private tuition or self study
Outside official exam period:			
Before starting the MBA Programme <i>(Entry requirement only)</i>	Placement Test & Oral Interview (written and oral)	€130	SGD285
Periods 1, 2, 3, 4	Placement Test (written only)	€130	SGD285
Language Tuition (prices include tuition and test)			
Beginner 1	Tuition starts in Period 1	€500***	SGD800
Beginner 2	Tuition starts in Period 2	€500***	SGD800
Beginner 3	Tuition starts in Period 3	€500***	SGD800
Other levels/languages	Periods 1, 2, 3, 4	Upon enquiry	Upon enquiry

*VAT: French Value Added Tax of 19.6%

** GST: Goods & Services Tax @ 7%

*** based on a group of 5 students

List of Language Tests Available at FL&C/RELC

List of language tests available at FL&C/RELC (subject to modification without prior notice)

The test format is provided in Section 4.2. Test results are communicated within 1 to 8 days of the test date, depending on the language.

Please contact FL&C/RELC for further information on scheduling a language test.

Language	Entry Requirement (Written+Oral)	Exit Requirement		Sample Test (available on Welcome Guide, Part 2)
		Written only	Oral*	
Arabic	v	v		
Bahasa Indonesia	v	v		
Bahasa Melayu	v	v		v
Bengali	v	v		
Czech			v	
Danish	v	v		
Dutch	v	v		v
Filipino	v	v		
French	v	v		v
German	v	v		v
Greek			v	
Gujarati	v	v		
Hebrew	v	v		
Hindi	v	v		v
Italian	v	v		v
Japanese	v	v		v
Korean	v	v		
Mandarin	v	v		v
Marathi	v	v		
Myanmar	v	v		
Polish			v	
Portuguese	v	v		
Punjabi	v	v		v
Russian	v	v		v
Spanish	v	v		v
Swedish	v	v		
Tamil	v	v		v
Telugu			v	
Thai	v	v		
Urdu	v	v		
Vietnamese	v	v		

* In some rare instances, the exit requirement test may be based on an oral interview and a reading-comprehension test only. As there are no written elements to evaluate, a **practical** level is the minimum required score to validate the exit requirement. Please be aware that for some languages, the test may be conducted by telephone.

**Language Tuition Prior to Entry into the MBA Programme
(List of institutions familiar with INSEAD's required language standards)**

English Courses

<p>The Canning School of English 593/599 Fulham Road Fulham Broadway London SW6 5 UA Tel.: 44 20 7370 1055 Fax: 44 20 7370 1056 enquiry@canning-efb.co.uk www.canning.co.uk</p> <p><i>Centres in Italy, Japan, Turkey</i></p>	<p>Pilgrims Theatre House 4-6 Orchard Street Kent CT2 8BF Canterbury UK Tel.: 44 1227 762111 Fax: 44 1227 459027 marianne@pilgrims.co.uk http://www.pilgrims.co.uk</p>
<p>York Associates Peasholme House Saint Saviours Place YO1 7PJ –York, UK Tel.: 44 1904 624 246 Fax: 44 1904 646 971 training@york-associates.co.uk www.york-associates.co.uk</p>	

German Courses

<p>Goethe Institut - <i>Centres Worldwide</i></p> <p>Main Administration Dachauer Strabe PO Box 19.04.19 D-80637 MÜNCHEN Tel.: 4989 159 21 0 Fax: 4989 159 21 450 zv@goethe.de http://www.goethe.de</p>	<p>International House Freiburg LGS sPRACHKURSE Werderring 18 D-79098 FREIBURG, Germany Tel.: 49761 34751 Fax: 49761 382476 info@ihfreiburg.de www.international-house-freiburg.de</p>
<p>HSF – Heidelberger Sprachinstitut Bergheimer Strabe 25 D-69115 HEIDELBERG, Germany Tel.: 496221 587 8865 Fax: 496221 587 8869 info@hsf.de http://www.hsf.de</p>	

Language Tuition Prior to Entry into the MBA Programme
(List of institutions familiar with INSEAD's required language standards)

French Courses

<p>CLE 7-9, place de Châteauneuf F - 37000 TOURS, France Tel.: 33 (0)2 47 64 06 19 Fax: 33 (0)2 47 05 84 61 contact@cle.fr http://www.cle.fr</p> <p>Contact : Herve and Isabelle AUBERT</p> <p><i>Highly recommended by former MBAs</i></p>	<p>Institut de Français 23, avenue du Général Leclerc F - 06230 VILLEFRANCHE SUR MER France Tel.: 33 (0)4 93 01 88 44 Fax: 33 (0)4 93 76 92 17 info@institutdefrancais.com www.institutdefrancais.com</p> <p>Contact : Frederic Latty</p> <p><i>Very communicative approach. Special preparation for INSEAD MBAs</i></p>
<p>Alliance Française - <i>Offices Worldwide</i></p> <p>101, Boulevard Raspail F-75270 Paris, France Tel.: 33 1 42 84 90 00 Fax: 33 1 42 84 91 01 info@alliancefr.org www.alliancefr.org</p>	<p>France Langues 2 rue de Sfax F - 75116 PARIS, France Tel.: 33 (0)1 45 00 40 15 Fax: 33 (0)1 45 00 53 41 paris@France-langue.fr http://www.france-langue.fr/</p> <p>Contact : Elisabeth Trutat</p> <p><i>Also a centre in Nice, south of France</i></p>
<p>Institut Français du Royaume Uni Language Centre 14 Cromwell Place SW7 2JR London, UK Tel.: 44 207 581 2701 Fax: 44 207 581 0061 Language-centre@ambafrance.org.uk www.institut-francais.org.uk</p>	

**Language Tuition Prior to Entry into the MBA Programme
(List of institutions familiar with INSEAD's required language standards)**

Spanish Courses

For Cervantes Centers worldwide (<http://www.cervantes.es>):

<p>Babylon Idiomas Bruc 65 E-08009 BARCELONA, Spain Tel.: 34 93 488 1585 Fax: 34 93 488 0625 steven@babylon-idiomas.com www.babylon-idiomas.com</p> <p><i>Contact: Seven Muller</i></p>	<p>ESADE Executive Language Center Av. d'Esplugues 92-96 E - 08034 BARCELONA, Spain Tel.: 34 934 952 095 Fax: 34 934 952 075/92 moragas@esade.edu www.esade.edu/spanish</p> <p><i>Contact : Maruja Moragas</i></p>
<p>EEC (Escuela de Español y Cultura Latinoamerica) Calle Mariano de los Santos 120 San Isidro, Lima - Peru Tel.: 51 1 934 73116 Fax: - Sergio.borasino@eec-spanishschool.com www.eec-spanishschool.com</p> <p><i>Contact: Sergio Borasino (MBA 2004)</i></p>	<p>Kukulcan Col. Miraval C.P. 62270 CUERNAVACA, Mor. MEXICO Tel.: 52-777 312 52 79 / 313 74 53 Fax: 52-777 318 7452 leticia@kukulcan.com.mx www.kukulcan.com.mx</p> <p><i>Contact: Leticia Becerril</i></p>
<p>Instituto Cervantes - <i>Offices worldwide</i></p> <p>Sede Central Palacio de la Trinidad Francisco Silvela, 82 E-28028 Madrid, Spain Tel.: 34 91 436 7600 Fax: 34 91 436 7691 informa@cervantes.es www.cervantes.es</p>	<p>Centro Alpha Buenos Aires Argentina Tel.: 54 11 4962 9040 capacitacion@centroalpha.com.ar www.centroalpha.com.ar <i>Contact: Maria Jose Gasso</i></p>

List of Official Language Tests recognised by INSEAD

Language certification from state-recognised cultural or commercial bodies currently known to INSEAD:

Only the certificates/diplomas from official bodies listed in Annex 4 are recognised as acceptable means of certification for the entry and exit language requirements.

BULATS – French, German and Spanish only (English test not acceptable)

<http://www.bulats.org>

All three parts of the BULATS exam are required for the entry language requirement:

1. Standard test: listening + multiple choice questions
2. Writing test
3. Speaking test

B1 level obtained in all three parts are equivalent to a *Practical level*

Two parts of the BULATS exam are required for the exit language requirement:

1. Standard test: listening + multiple choice questions
2. Writing test

A2 level obtained in both parts are equivalent to a *Basic level*

For specific languages:

1 French

➤ Centre international d'études pédagogiques <http://www.ciep.fr>

DELTA A2 - Diplôme d'Études en Langue Française	<i>Basic</i>
DELTA B1	<i>Practical</i>
DELTA B2	<i>Business</i>
DALF C1- Diplôme Approfondi de la Langue Française	<i>Fluent</i>
DALF C2	<i>Fluent</i>

➤ Centre international d'études pédagogiques <http://www.ciep.fr>

Test de Connaissance du Français (TCF)

- Epreuves obligatoires, global score and Epreuves Facultatives	250 (level 2) 7/20	<i>Basic</i>
- Epreuves obligatoires, global score and Epreuves Facultatives	350 (level 3) 11/20	<i>Practical</i>
- Epreuves obligatoires, global score and Epreuves Facultatives	450 (level 4) 15/20	<i>Business</i>
- Epreuves obligatoires, global score and Epreuves Facultatives	550 (level 5) 17/20	<i>Fluent</i>

List of Official Language Tests recognised by INSEAD

1 French (continued)

➤ Chambre de Commerce et d'Industrie de Paris <http://www.fda.ccip.fr>

Test d'évaluation de Français (TEF)

- Epreuves obligatoires, global score and Epreuves facultatives	300/900 300/900	<i>Basic</i>
- Epreuves obligatoires, global score and Epreuves facultatives	500/900 500/900	<i>Practical</i>
- Epreuves obligatoires, global score and Epreuves facultatives	620/900 620/900	<i>Business</i>
- Epreuves obligatoires, global score and Epreuves facultatives	750/900 750/900	<i>Fluent</i>

2 German

➤ Goethe Institut <http://www.goethe.de>

Start Deutsch 2	<i>Basic</i>
Zertifikat Deutsch (ZD)	<i>Practical</i>
Goethe Zertifikat (B2)	<i>Business</i>
Zertifikat Deutsch für den Beruf (ZDfB)	<i>Business</i>
Prüfung Wirtschaftsdeutsch (PWD)	<i>Fluent</i>
Goethe Zertifikat (C1)	<i>Fluent</i>
Zentrale Oberstufenprüfung (ZOP)	<i>Fluent</i>
Kleines Deutsches Sprachdiplom (KDS)	<i>Fluent</i>
Grobes Dt. Sprachdiplom (GD)	<i>Fluent</i>
Prüfung zum Nachweis deutscher Sprachkenntnisse für ausländische Studentbewerber (PNDS)	<i>Fluent</i>

List of Official Language Tests recognised by INSEAD

3 Spanish

- DELE – Diploma de Espanol como Lengua Extranjera*
 Instituto Cervantes <http://www.cervantes.es>

DELE - Inicial	<i>Practical</i>
DELE – Intermedio	<i>Business</i>
DELE - Superior	<i>Fluent</i>

* Test results available ONLY after a 3-4 month delay

- FIDESCU - (DIE) Diplôma Internacional de Español**
<http://www.fidescu.org>

D.I.E. – Basico written and oral exam Level 4	<i>Basic</i>
D.I.E. – Intermedio written and oral exam Level 6	<i>Practical</i>
D.I.E. – Avanzado written and oral exam Level 8	<i>Business</i>
D.I.E. – Superior written and oral exam Level 10	<i>Fluent</i>

** Test results available ONLY after 2 months delay

- Las Lilas School & Corporate Services <http://www.laslilasschool.com>

Las Lilas Diploma – Intermediate 2	<i>Basic</i>
Las Lilas Diploma – Higher Intermediate 2	<i>Practical</i>
Las Lilas Diploma – Advanced 4	<i>Business</i>
Las Lilas Diploma – Proficiency 4	<i>Fluent</i>

List of Official Language Tests recognised by INSEAD

4 Italian

- CILS – Certificazione di Italiano come Lingua Straniera
 Università per Stranieri di Siena www.unistrasi.it
www.porta-doriente.com and Italian Embassies

Pre- CILS	<i>Basic</i>
CILS UNO	<i>Practical</i>
CILS DUE	<i>Business</i>
CILS TRE	<i>Fluent</i>
CILS QUATTRO	<i>Fluent</i>

- CELI – Certificazione di conoscenza della Lingua Italiana
 Università di Perugia www.porta-doriente.com

CELI 1	<i>Basic</i>
CELI 2	<i>Practical</i>
CELI 3	<i>Business</i>
CELI 4	<i>Fluent</i>
CELI 5	<i>Fluent</i>

5 Portuguese

- CIPLE (Certificado Inicial de Portugues Lingua Estrangeira)
 Instituto Camoes www.instituto-camoes.pt

DEPLE (Diploma Elemantar de Portugues Lingua Estrangeira)	<i>Basic</i>
DIPLE (Diploma Intermedio de Portugues Lingua Estrangeira)	<i>Practical</i>
DAPLE (Diploma Avançado de Portugues Lingua Estrangeira)	<i>Business</i>
DUPLE (Diploma Universitario de Portugues Lingua Estrangeira)	<i>Fluent</i>

List of Official Language Tests recognised by INSEAD

6 Chinese

- HSK - Hanyu Shuiping Kaoshi
State Commission of Chinese Proficiency Test
www.hsk.org.cn/english/Default.aspx
www.hsk.org.cn

HSK Basic Level 2 (155-209/400)	<i>Basic</i>
HSK Basic Level 3 (210 - 300/300)	<i>Practical</i>
HSK Elementary – Intermediate Level 3 (152-188/400 and above)	<i>Practical</i>
HSK Elementary – Intermediate Level 6 (263-299/400 and above)	<i>Business</i>
HSK Advanced – Level 9 (280-339/500)	<i>Fluent</i>

7 Japanese

- Japan External Trade Organisation
www.jetro.go.jp

BJT – Business Japanese Proficiency Test (Former Jetro test)

J4	<i>Basic</i>
J3	<i>Practical</i>
J2	<i>Business</i>
J1+/J1	<i>Fluent</i>

- The Japan Foundation & Association of Int'l Education
www.jees.or.jp/jlpt/en/jlpt_guide.html

JLPT – Japanese Language Proficiency Test

Level 4	<i>Basic</i>
Level 3	<i>Practical</i>
Level 2	<i>Business</i>
Level 1	<i>Fluent</i>

List of Official Language Tests recognised by INSEAD

8 Dutch

➤ CITOgroep www.cito.nl

NT2.1 (Staatsexamen Nederlands als Tweede Taal Examen 1) *Business*
 NT2.2 (Staatsexamen Nederlands als Tweede Taal Examen 2) *Fluent*

➤ CNAVt Certificaat Nederlands als Vreemde Taal www.cnvt.org

PTIT (Profiel Toeristische en Informele Taalvaardigheid) *Basic*
 PMT (Profiel Maatschappelijke Taalvaardigheid) *Practical*
 PPT (Profiel Professionele Taalvaardigheid) *Business*

9 Russian

➤ St Petersburg State University Regional Russian Language Testing Centre for foreigners <http://www.russian4foreigners.spb.ru>

TORFL – Test of Russian as a Foreign Language
 TORFL. Basic Level *Basic*
 TORFL.1 *Practical*
 TORFL.2 *Business*
 TORFL.3 *Fluent*

➤ The State Pushkin Institute of Russian Language
<http://www.pushkin.edu.ru>

The Russian Language Certificate (Threshold Level) *Practical*
 Business Russian - Basic Level Certificate *Practical*
 Business Russian - Intermediate Level Certificate *Business*

10 Danish

➤ Danish Language Testing Consortium (DLTC)
<http://www.alte.org/members/danish/index.php>

Prove i Dansk 1 *Basic*
 Prove i Dansk 2 *Practical*
 Prove i Dansk 3 *Business*

11 Finnish

➤ National Certificate of Language Proficiency (NCLP)
<http://www.renet.fi/site/?dd=yki>

Intermediate level exam *Practical*
 Advanced level exam *Business*

Frequently Asked Questions

What is the language of instruction at INSEAD?

English is the language of instruction at INSEAD. You need to be fluent in English to apply to the programme.

How do I prove fluency in English?

You can demonstrate fluency either by a degree from a university where all courses were taught exclusively in English or by taking one of the following English tests and reaching the minimum passing scores (in brackets): TOEFL (iTOEFL: 105; computerised-based test: 260; paper-based test: 620), TOEIC (950), IELTS (7), CPE (B).

Do I require any languages other than English to start the programme?

Yes, you need to prove at least a “practical knowledge” of a second language (referred to as “entry language”) to be able to start the programme. This can be your native language for non-English native speakers.

If I am an English native-speaker, when and how do I have to provide certification for my entry language?

You need to provide certification no later than June 1st for the September intake and November 1st for the January intake.

Accepted certification is listed in the *Language Policy*

Am I required to have some knowledge of a third language?

Yes, you need to prove at least a “basic” knowledge of a third language (referred to as “exit language”) before or during the programme.

When and how do I certify the exit language?

The exit language can be certified before, at the start of, or during the programme. We recommend you certify the exit language by taking a language test during the first week of the programme (referred to as “Orientation Week”). Other acceptable certification is listed in Annex 4 of the *Language Policy*.

Are there any restrictions on the choice of entry and exit languages?

Yes there are certain restrictions:

- a) Entry and exit languages must be languages officially recognised in different countries.
- b) Entry and exit languages must be linguistically different.

What is meant by "fluent", "business", "practical" and "basic" knowledge of a language?

"Fluent" knowledge is the ability to communicate very fluently and precisely in complex situations and is the minimum level required to prove English proficiency.

“Business” knowledge is the ability to interact with a degree of fluency and communicate on a wide range of subjects including in a professional context.

“Practical” knowledge is the ability to understand and communicate on familiar matters regularly encountered in work, school, leisure, etc. and is the minimum level required for the entry language.

"Basic" knowledge is the ability to communicate in a simple and direct exchange of information on routine matters and is the minimum required for the exit language.

What do I need to do to declare my languages?

Once accepted, you will be asked to fill in an online language declaration form.

Where can I find the language declaration form?

You can find the online language declaration form in the Welcome section of the internet platform for admitted students only.

Do I need to send proof of proficiency for my native language?

No, certification is not required for the native language. However, once you have declared your native language in your application, it will not be possible to change it. This native language will automatically be listed in your final transcript.

I took one of the official language tests accepted by INSEAD prior to application. Can it certify the requirement?

Yes, provided that the test is taken within two years of your application to INSEAD. Beyond the two year validity period, you will need to either re-sit for the test or arrange to take another test from our language partners.

I studied abroad in Germany for one academic year in 2001. Would this meet the entry/exit language certification?

Yes. University studies abroad (a minimum of one year exchange where instruction is conducted exclusively in the language) or final secondary school exam (where exam and schooling must be conducted exclusively in the language) do not have limited validity dates.

Can elective courses at university certify the entry or exit language other than English?

No, elective courses at university are not sufficient means of certification. However, a university degree major is acceptable means of certification (a minor is not sufficient).

Although Spanish is not my native tongue, I've lived and worked in Spain for many years. Am I still required to prove my language proficiency?

Yes, you will still be required to provide us with proof/certification of your language proficiency.

Can I declare a second native language?

Yes, you may but please note that this is accepted only on a case-by-case review and requires evidence of actual use (i.e., schooling or higher education).

If I have no training in the language, do I need to take a test in order to demonstrate a Beginner level in the exit language?

No. You can register for on campus language tuition without taking a placement test and start language courses for beginners in Period 1.

Can I take a language exam for the exit requirement before the MBA programme begins?

Yes, you can take any of the recognised tests (refer to Annex 4 of the *Language Policy*) but we recommend that you take the test on campus during Orientation Week.

Frequently Asked Questions

I have difficulty in submitting the language declaration form online. What should I do?

Please check your browser and ensure that JavaScript is activated. JavaScript is mandatory on all the websites of the INSEAD.

Alternatively, you may not be able to submit the form due to the level of security set by your IT department (i.e., you can only submit "secure web forms" (https URL) on "trusted" web site). Please ask your IT Department to trust the following URL: <https://mba-aol.insead.edu>. This will allow you to fill and submit the form.

Is it possible to change my exit language after submitting the Language Declaration Form online?

We recommend that you keep to the exit language declared on your online language form. As the information will be used in the assigning of groups to facilitate the scheduling of classes, you need to notify us as soon as possible and no later than one month before the start of the programme.

I marked on my Language Declaration form that I will take the language test during Orientation Week when I arrive, can I change my mind?

Yes, registration for the language test is only confirmed on Entry day. If prior to that, you took a recognised test (listed on Annex 4 of the *Language Policy*), you will be able to cancel your registration and will not have to take the test.

Who are the language partner schools?

The partner institutions for language testing and language tuition are as follow: FL&C in Fontainebleau and RELC in Singapore.

For language tuition fees, test scheduling, recommended books and more information on language instructors, please contact them directly. Please be aware that sample tests are available in Bahasa Melayu, Dutch, French, German, Hindi, Italian, Japanese, Mandarin, Punjabi, Russian, Spanish and Tamil on Part 2 of the Welcome Guide. (*This list is subject to modification without prior notice.*)

Contact details:

In Fontainebleau	In Singapore
Fontainebleau Langues et Communication (FL&C) 47, Boulevard du Maréchal Foch 77300 Fontainebleau France Tel.: +33 (0) 1 64 22 48 96 Fax: +33 (0) 1 64 22 51 94 Main contacts: - Muriel Pailleux – Program Manager muriel.pailleux@flc-int.com - Jane Fellowes – MBA Client Coordinator Email: jane.fellowes@flc-int.com	SEAMEO Regional Language Centre (RELIC) 30 Orange Grove Road Singapore 258352 Tel.: + (65) 6885 7844 Fax: + (65) 6734 2753 Main contact: Sathya S. Retnam Email: ao@relc.org.sg

Frequently Asked Questions

Is the exit language test during Orientation Week a written test only?

Yes, it is a written test only and you can meet the exit language requirement provided you pass the test at a “basic” level or above. In some rare instances, the exit requirement test may be based on an oral interview and a reading-comprehension test only. As there are no written elements to evaluate, a “practical” level is the minimum required score to validate the exit requirement.

Is there a different test for each level of proficiency?

No, it is the same test for every level. The test grades people differently and assigns them a level of proficiency according to performance (e.g., level of understanding, level of complexity in sentence writing).

If I pass the exit language test conducted during Orientation Week, am I still required to take language tuition?

No. If you score 50 and above, you reach a “basic” level and automatically satisfy the exit language requirement. No further language tuition is required.

Is language tuition available and is it included in the curriculum?

Language tuition is provided on-campus throughout the year by our language partner schools. Language tuition fees are separate from the programme fees.

Can I take up additional language classes, on top of what is required?

Can my partner join these language courses?

Yes, but please note that priority in language tuition is given to participants who need to certify the exit language requirement in order to graduate. Other participants and their partners may join language classes if there are places available in groups.

How are the language classes scheduled? Will I miss out on any regular class?

No, you will not miss out on the regular MBA classes. The language classes will be scheduled around the MBA curriculum.

Last revised July 2008.

Please note that this Language Policy is subject to change without prior notice.