

2016-2017 FACT SHEET

EXCHANGE & CEMS guests programs

HEC Paris: One of the leading business schools in Europe

Specialized in education and research in management, HEC Paris offers a complete and unique range of educational programs for the leaders of tomorrow: Masters Programs, MBA, PhD, Executive MBA, TRIUM Global Executive MBA and Executive Education open-enrolment and custom programs. Founded in 1881 by the Paris Chamber of Commerce and Industry and founding member of Université Paris-Saclay, HEC Paris has a permanent faculty of 138 professors, more than 4,000 students and over 8,500 managers and executives in training every year. HEC Paris is the first Business School in France to have received – as early as 2000 – the prestigious Triple Crown Academic accreditation: AMBA, EQUIS, AACSB.

Benefit from a perfect combination of state of the art research with innovative training

HEC's faculty is dedicated to academic research and has well-established expertise in all areas of business. This ensures that the courses provided are based on all the latest developments within market disciplines.

Choose to live on a great campus

HEC campus offers an incomparable environment for students to learn, socialize and practice sports. Located close to Paris and Versailles, the 300-acre wooded campus is one of the largest in Europe.

Make the most of a large international academic network

HEC Paris is an academic institution with an international outlook. We welcome every year more than 300 exchange students on campus and offer them an exciting experience within our Master in Management program.

With prestigious academic partners worldwide HEC offers its students numerous exchange opportunities as well as Double Degrees with top Business Schools. Additionally, HEC is co-founder of two major international networks: PIM (involving more than 50 world-class business schools) and CEMS (a strategic alliance of 27 leading business schools and over 70 multinational corporate partners).

Enjoy the power of the Alumni network

Founded in 1883, the HEC Alumni Association is one of the largest in Europe with more than 52,300 members of 132 nationalities. It provides a platform for the exchange of experiences, ideas and information, facilitates entry into the professional world and accompanies career advancement. services and events include career guidance, personal coaching, career fairs and seminars, monthly meetings with business leaders and an annual international management forum drawing together major senior business executives, experts and international business personalities. In order to ensure HEC Paris' international reputation and to maintain an active network, professional groups are organized in 78 countries of which the largest chapters are in Paris, New York, London, Shanghai and Hong-Kong...

... And that of the HEC Foundation

Created in 1972 by HEC Alumni, the HEC Foundation has been recognized as a public interest organization by the French authorities. The HEC Foundation focuses on furthering knowledge in management sciences and supporting the development of HEC Paris with the following priorities:

- Providing needs - and merit-based scholarships
- Supporting research
- Facilitating teaching by providing cutting-edge tools and resources to hire new faculty
- Supporting HEC's international development

CALENDARS

Exchange

FALL 2016	SPRING 2017 <i>Spring dates are subject to changes</i>
Arrival on Campus (Housing check-in): 1 Sept 2016	Arrival on Campus: 24-25 January 2017 <i>(tbc)</i>
Welcome Session: 2 & 5 Sept 2016	Welcome Session: 26-27 January 2017
Semester dates: 6 September - 16 December 2016	Semester dates: 30 January 2016 - 24 May 2017

Public Holidays:

- ❖ **1 & 11 Nov. 2016**
- ❖ **24 December 2016 - 2 January 2017** - Christmas & New year's break (Campus closed)

CEMS guests



FALL 2016	SPRING 2017 <i>Spring dates are subject to changes</i>
Arrival on campus (Check-in): 3 & 4 September 2016	Arrival on Campus (Check-in): 26-27 January 2017C
Mandatory Welcome Session: 5 September 2016	Welcome session + Block seminar: 30 January 2017
Block seminar: 5 - 9 September 2016	Block seminar: 30 January - 3 February 2017
Semester dates: 5 September 2016 - 16 December 2016	Semester dates: 6 February 2017 - 30 April 2017

Note: Dates always include exam week (last week of semester). Students are strongly advised not to make any travelling plans before it is confirmed that they are free of all lectures and exams, since they are officially enrolled until the very last day. No exams will be re schedules as a result of an early departure.



STUDY PROGRAM - HEC Paris offers to Exchange students:

A variety of disciplines of study: Fiscality & Law, Finance & Economics, Strategy & Management, Marketing, Accounting & Management Control, Operations Management & Information Technology, Decision Science & Information System, Management & HR, French Language and French Culture. Close links to the international business world through companies participating in courses, conferences, business games, internships, recruitment sessions, etc...

***Course load and minimum requirement:** *Exchange students only.

Semester: **24-30 ECTS** – Annual: **55-60 ECTS**

Student can choose freely between core courses and management electives among the following:

- Management Core courses (18h - 36-h): 3 / 6 ECTS
- Foundation Core courses (18h - 36-h): 3 / 6 ECTS
- Electives (18h): 3 ECTS
- French language course: (30h) 6 ECTS.

Course selection is made on-line (when students are invited). Changes, “adds and drops” will be possible any time before class starts, and up to the first lecture of each course. Changes will no longer be possible past the first lecture of each course.

❖ Evaluation & grading

Evaluations are based on class participation, oral, presentations, written exams, essays, projects or group reports. Credits are awarded to students having obtained a grade of A, B, C, D, or E. Grade FX and F do not grant any credits. In the case of a re-take exam (*only applicable to yearly students present on campus*), D is the highest passing grade obtainable.

A = 4 - Excellent - outstanding performance

B = 3.5 - Very good - above the average standard

C = 3 - Good - generally sound work

D = 2.5 - Satisfactory Fair

E = 2 - Sufficient - performance meets minimum criteria

FX = 1 - Insufficient - Fail (credits non validated)

F = 0 - Very insufficient - Fail (credits non validated)

Language

Language of instruction: English or French. All core courses are offered in French and English. Electives are held in French or English. French Language course: All international students are invited to take French classes, during their studies at HEC beginner, intermediate and advanced level.

Catalog release periods: Fall: June-July. Spring: beginning of December (Check info on Intranet page for regular updates).

Career services

As the first ranked business school in France, HEC receives internship offers constantly which may be opened to exchange students under certain conditions (length, visa, period of the year). HEC Career Center organizes several forums every year: - October: Forum Finance, Forum Juridique (tax and law). November: Forum Conseil (consulting), January: Carrefour HEC (all sectors), Forum Alumni (Recruiting Alumni).



CAMPUS FACILITIES

French President Charles de Gaulle inaugurated the 250-acre wooded HEC campus in 1964.

Thereby HEC was becoming the first French Business School to create a real campus outside of Paris some 15 miles from *Notre-Dame*. The HEC campus is located in Jouy-en-Josas, a suburban town on the South-West side of Paris, close to Versailles. Public bus available several times a day from campus to Jouy-en-Josas train station, and HEC SAVAC shuttle service, from and to campus to the Massy RER C station and in Paris. Trains to and from Paris: (approx. 45 minutes). Check Intranet page for interactive train network map and buses schedules.

❖ Student Organizations (*in French: Associations*):

Being a member of an “Assoce” helps developing one's sense of responsibility and Entrepreneurial spirit.

Around 130 student associations exist at HEC and exchange students are invited to join them.

The **HEC International Society (HEC IS)** is a student-run “association” whose purpose is to bring French and International students together. Through events such as the welcome week, *Discover France* week-ends, plus various activities on and off campus. **HEC IS** students will ensure you have a great time, immersed in the French culture, but also among a real melting pot of people, from all over the world.

❖ Sports:

Our 1600 m² gymnasium is available for indoor sports, climbing wall, fitness room with connected equipment, Dance, ping-pong, a fitness room, a dojo, karate, aerobics and yoga. Our 10 000 m² outdoor facilities include a rugby pitch, two soccer fields, four tennis courts, an athletic field and a golf practice range. Off-site sports include, rowing, riding, skiing, sailing, golf. Poly Technique School's swimming pool access. Exchange students may take part in these activities during their exchange. Registration requirements: Medical Certificate (*template available on-line to be signed by student's local doctor + 25€ fee payable at HEC Sports Office*).



ACCOMODATION

(Visit our intranet **Housing** section for Residence descriptions). On-campus accommodation available for rent. Refundable deposit:

430€ + non-refundable processing fee: 175€ is required at time of booking. Accommodation is guaranteed to all exchange students, but accommodation type of is not (*subject to availability*). Accommodation: Single rooms from: 450€ to 580€. Apartments for two with kitchen corner and private facilities: 680€ per month (*340€ per person*).

OTHER FACILITIES

- 1 lecture hall of 500 seats, 21 Auditoriums
- 1 Auditorium and 1 classroom equipped with video-conference system
- 13 classrooms seating 18/24 people, 11 classrooms seating 40/50 people
- Library with approx. 60 000 books and 740 journals, CDs, PCs, etc.
- 2 business bookshops
- 1 printing center
- A trading room (in collaboration with Reuters)
- 1 open-access computer room, networked PCs throughout the campus, free Wi-Fi
- A language resource center with workstations
- A 1000 m² reception/exhibition area
- Infirmary, chapel for religious activities

❖ **Food and services on & around campus:**

A university restaurant seating 650 students, serves 2000 to 2300 meals a day (lunch and dinner)

A cafeteria serving hot and cold beverages, sandwiches, pizzas, hot and cold.

A fairly sized supermarket is located across the street from campus as well as a hairdresser, a pizza restaurant and a beauty salon. Other shops and services (Postal, pharmacy, banks, restaurants, bakery and train station) are located downtown.

❖ **Estimated living expenses: (2016)**

Mandatory housing insurance and liability: 35€- 45€ / year (*Information upon arrival via Banks Forum*)

Meals: Approximately 5€/meal for breakfast, lunch & dinner, if taken at the students restaurant.

Resident's permit fee when applicable: 58€

The International Student Society events (*optional*): 80€/semester or 40€ (*if you open a bank account during on-campus Banks forum*). 120€ or 70€ for yearly students. Payable on-line via <https://www.mybeespace.fr/>

Check with the International student's society or visit their Facebook page: HEC International Student Society.

❖ **Required documents and compulsory Insurances:**

Arrival Pack to print prior to arrival along with copies of documents such as: Passport, visa, [OFII form](#)

European Social Security card (E.U Citizen), Health insurance, Medical certificate for sports practice. See checklist on intranet page.

❖ **Non-European students staying in France for more than 3 months must register to the Social Security System.**

The fee is ***215€** (2016) payable on-line <https://webapp.hec.fr/forms/PaymentOnlineSecurity/homeRegistrationform.php>

An additional and compulsory travel insurance must be provided, inclusive of: repatriation, personal liability, and health.

The travel insurance mentioned above is compulsory in all cases.

***Exemptions:**

Students from Quebec are exempted from this registration if they provide the SE401Q102 bis or form SE401Q106 from their home university. Students from Switzerland are exempted if they provide their Health insurance card. Civil liability insurance is compulsory for all exchange students (European and non-European).

Prior to semester start, banks are coming to HEC campus to offer services such as: Current account openings, housing insurance (specific to HEC residence rooms), inclusive of personal Liability, for a few more €, this presented as a package when opening an account. This is called: "The Banks Forum"

❖ **Legal stays and forms:**

See "VISA" section on our intranet page (*access link, see last page of fact sheet*).

NOMINATIONS & REGISTRATIONS

Deadlines:

Fall 2016: **April 1, 2016** – Spring 2017: **Oct 30, 2016**

<p>Step 1</p> <p>Nominate your students</p> <p><i>(per program and session)</i> via your Coordinator's nominations account</p> <p>On-line nominations (ISEA system):</p> <p>http://appli1.hec.fr/ISEA/CoordLog.jsp</p>	<p>Step 2</p> <p>We invite your students to register</p> <p>On-line registration for students (ISEA system):</p> <p>http://appli1.hec.fr/ISEA/EtudLog.jsp</p> <p><i>and upload</i></p> <p><i>(contact details, resume, transcript, and photo uploads)</i></p>
--	--

International office intranet page

It's the place where to prepare your students Exchange experience at HEC Paris. "Edito" section is used as a Journal where all updates and uploads will be advertised. All folders located on the page, contain important documents (some compulsory to print) and administrative information on: Insurances, courses catalogs, visa, French language, transportation, sports, FAQ, etc.). All they will need to know about the exchange will be located there. Check out our video too!

Visit & bookmark our page: <https://portal.hec.fr> - **Login:** international - **Password:** student@Infopage

Contact us: **The International Office HEC Paris** - 1, rue de la Libération 78351 - JOUY-EN-JOSAS Cedex

<p>Office T59</p> <p>Iris RITTER Director of International Affairs ritter@hec.fr</p> <p>Office T57</p> <p>Nadia AFFRI International Program Manager - Outgoing Tel: +33 (0)1 39 67 95 85 affri@hec.fr</p> <p>Agnès TOURNEIX Student Affairs Manager</p> <p>Legal stays - French language related courses Tel: +33 (0)1 39 67 97 76 tourneix@hec.fr</p>	<p>Exchange Program</p> <p>Office T55</p> <p>Jean Christophe DOGUET Exchange program Manager - Incoming Tel: +33 (0)1 39 67 70 47 doguet@hec.fr</p> <p>Office T56</p> <p> THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION</p> <p>Loli BRETON CEMS Program Manager - (Academic inquiries) Tel: +33 (0)1 39 67 96 35 mib-cems@hec.fr</p>
---	--



affiliated with

