



MBA PROGRAM
Fact Sheet for Incoming Students
2018-2019

HEC MBA : Academic & Student Services

Academic Program Director



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Student life questions upon arrival at HEC Paris.

School address

HEC Paris MBA PROGRAM
1, avenue de la Libération
78351 Jouy-en-Josas Cedex
France

The HEC Paris MBA Program is located on the 300 acre Jouy-en-Josas campus, close to Versailles outside of Paris. There is regular public bus and train transportation to Paris for students who wish to commute to the city.

Calendar for the HEC MBA Academic Year

Calendar : Quarter and half quarter system

Fall 2018 : September 10th to December 15th, 2018

Winter 2019 full term: January 7th to April 13th, 2019

Winter 2019 module 1: January 7th to February 23th, 2019

Winter 2019 module 2: February 25th to April 13th, 2019

Spring 2019 full term: April 15th to July 6th, 2019

Spring 2019 module 1: April 15th to May 25th, 2019

Spring 2019 module 2: May 27th to July 6th, 2019



ACADEMIC INFO

Study Program

The HEC MBA Program is a 16-month generalist program, with a Fundamental Phase and a Customized Phase. Exchange students enter the program in the Customized Phase, and take electives or a specialization in this period with full-time students.

There are two start dates for full-time Students. These include a January start date, with customized options in the Fall and the Winter terms, as well as a September start date with customized options in the Spring and the subsequent Fall terms.

Nomination deadlines

Fall 2018 : April 20th, 2018

Winter 2019 : July 20th, 2018

Spring 2019 : November 23rd, 2018

Please note:

While we require nomination according to these dates, we may consider a late nomination provided if there is sufficient time for students to obtain a visa and enrol into subjects. Nominations must be made by your home university.

Required mandatory documents

- HEC MBA program Exchange student information google form,
- Resume,
- Copy of first page of passport,
- ID photo, business attire (.jpg format),
- Proof of health insurance including **assistance rapatriation and medical expenses abroad** *,
- Proof of personal insurance **including civil liability***,
- Signed and filled in Compulsory coverage MBA HEC Paris.

Please send documents to mbainternational@hec.fr

* If needed, we can help students to get a personal insurance that includes civile liability and/or a medical insurance that includes french legal requirements.

Language Requirements

All courses are offered in English, the primary language on the MBA Program, although two electives are offered in French for students with a mastery of the language.

It is expected that all students meet one of the following requirements:

- TOEFL IBT: 100
- TOEFL PB : 600
- TOEIC: 340 Speaking & Writing and 850 Listening & Reading
- IELTS: 7.0

Absent the required minimum, HEC reserves the right to refuse exchange participation for the student's benefit.

No French is required to attend the program. However, students will gain more from the exchange experience with at least an intermediate level of French before joining the program.

French Language Courses

French language courses are offered for beginner, intermediate & advanced levels students **only for partner institutions which credit the course. However it is not credit bearing.** If this is the case, French language course should be chosen when registering for electives but it is not included in the 8 electives required for the term. **An online placement test upon arrival is a requirement** for participation in language courses. A French course can not replace an elective.

Academic/Experience Requirements

Exchange participants must be at the MBA level.

Work experience: it is highly recommended for exchange participants to have **at least 2 years** work experience.

The Full time Exchange participants **should have completed the Core courses** before coming on exchange.

FALL TERM

Exchange participants must follow one among the 7 Specializations offered:

- **Advanced Management:**

Participants will acquire the analytical and thinking skills necessary to perform in top general management positions.



- **Digital Innovation:**

Participants will acquire effective knowledge and experience regarding digital innovation and transformation.

- **Entrepreneurship:**

Participants use a real project with high business potential based on a differentiating technological advantage to learn how to become entrepreneurs.

- **Finance:**

Provides MBA participants with in-depth knowledge in finance to sustain successful careers supported by HEC Paris' strong tradition in this field.

- **Marketing:**

Participants willing to work in traditional or newer Marketing jobs will gain the knowledge and skills necessary to succeed.

- **Strategy:**

Participants will be prepared to become Top Consultants or Senior Executives with strong analytical skills and business acumen.



- **Sustainability, Leadership and Disruptive Innovation:**

The SLDI Track empowers participants as changemakers, with the necessary leadership to rethink, innovate, and shape sustainable organizations in the world of tomorrow.

Study Load

Each Specialization includes a backbone course (36 contact hours), a set of 4 mandatory courses (18 contact hours each) and two electives related to a given Specialization (18 hours each).

Fall nomination deadlines reminder

April 20th, 2018

WINTER OR SPRING TERM

Depending on the length of their stay at HEC Paris, exchange participants must follow 8 or 4 electives among a list of about 30 available electives.

They are gathered in 7 different topics:

- Marketing
- Entrepreneurship
- Advance Management
- Strategy
- Finance
- Digital Innovation
- Sustainability, Leadership and Disruptive Innovation

Students can mix electives from all the different topics if they come for the full Winter or Spring term. Students that come for module 1 or 2 can choose their 4 electives among one specific topic or among several topics.

Study Load

- Full term : 8 electives* equivalent to 144 contact hours/24 ECTS
- Module 1 or 2 : 4 electives* equivalent to 72 contact hours/ 12 ECTS

*Elective courses worth 3 credits = 18 contact hours

Winter and Spring nomination deadlines reminder (including module 1 & 2)

July 20th, 2018 for Winter 2019

November 23rd, 2018 for Spring 2019



Course Enrolment

MBA elective course choices are published approximately two months prior to the period start.

Courses are accessible via the MBA password protected site: <https://intranet.hec.fr/students/>. Password access and instructions for enrolment will be provided to exchange participants.

Once enrolled in a course, every participant must attend all classes and complete all the required work and examinations, as outlined by the Professor at start of the course. Dropping an elective or failing to attend courses and exams can lead to a failing grade.

*In order to attend a class, participants must have officially registered for the course and be on the presence list. **HEC upholds a no-audit policy.***

Learning Expectations

Class format: Case studies, discussions, management simulation, student projects, lectures.

Most learning interactions take place during classes, therefore, attendance is **compulsory** for all participants. This rule applies to all electives, seminars, conferences, and career events. Attendance is also important for career presentations and lectures given by guest speakers as participants represent the professional reputation of the HEC MBA in these events.

Grading

HEC MBA Grading Scale (ECTS norm):

A: Excellent (4)

B: Very Good (3.5)

C: Good (3)

D: Satisfactory (2.5)

FX: Unsatisfactory

F: Very Unsatisfactory or Incomplete

Notes: FX and F are failing grades. There is no + or –. In the case of a re-take, E (2) is the only passing grade that can be awarded.

Two official transcripts will be sent to the exchange partner school within the following 2 months.

Integration of Exchange students

We recommend that exchange students arrive at least a day or two before the start of the classes.

In order to facilitate their integration to our MBA students cohort, we put in place listed below actions :

- **Yammer group** : A Yammer group is created before their arrival for them to communicate and organize their trip to HEC Paris.
- **Webinar** : We offer exchange students to attend a webinar in which they can get all practical information to smoothen their arrival and first days at the campus.
- **Buddy system** : HEC MBA students volunteer to introduce exchange student to HEC social life in campus. We usually try to find one buddy per exchange student.
- **Integration day** : A **mandatory** integration session will take place a few days after the beginning of the term.
- **Yearbook workshop** : For better networking among exchange students, a yearbook is prepared and given to exchange students before they leave HEC Paris.

January 2018 exchange students after their Yearbook workshop



STUDENT SERVICES

Health & Civil Liability insurances

Health insurance is compulsory. All exchange students must show evidence (contract) of a Health Social Insurance Coverage for the duration of their stay at HEC.

Exception: If you are less than 28 years old on September 1st of the year you join the program, and if your stay in France exceeds 90 days, then you must buy the student health care from France, upon your arrival. More details given when you arrive.

Civil liability insurance is compulsory for all exchange students during their stay in France.

It is imperative that you provide us with proof of your insurance upon arrival on campus.

Living Expenses

Estimated costs for the exchange period:

Tuition	n/a
Off-campus room	3000€ (estimation) + security deposit
Books	280€
Meals	1000€ (at student restaurant)
Student Visa	(see « Visa » section)

The HEC MBA Program does not charge additional costs for course reading hand-outs; these are printed and provided free of charge to students.

Visa

All students residing in France for longer than three months must obtain a **D type of Visa** (for students).

Visa requirements differ by country. Therefore, we recommend that you directly contact the French Embassy or Consulate in your country. They will inform you of the process for obtaining a visa, including potential costs. Be aware that the application process can be lengthy so please start as soon as you have received your certificate of enrolment from HEC.

Facilities

HEC MBA students share facilities with the HEC-wide campus. They include:

- Library offering : 60 000 books, 736 journals, CDs, PCs, etc
- Trading room
- 7 open-access computer rooms, 1200 networked PCs throughout the campus
- 3 language laboratories and a language resource center
- 1600 m² sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)
- 8000 m² of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch, Athletic track
- In-house Printshop
- Receptions and exhibition area of 1000 m².

Housing

Fall term/Winter term: due to the high demand for a limited number of rooms on campus, exchange participants will not be housed on campus. Help will be provided to assist participants in finding rooms before arrival. Information about off-campus housing options and costs is available on request.

Spring term: students are more likely to obtain on-campus housing during this semester.

It is recommended that all incoming exchange students contact former exchange students or the [MBA council](#) to sufficiently evaluate means of transportation and determine a preferred location of residence before arrival.

Sport Facilities

You can access the HEC Sport facilities and Sport classes in return for:

- An official medical certificate (issued by your doctor with stamps and signature or form available on request on campus) to be given on arrival. This form is available on the Yammer group.
- Mandatory fee: € 30 payable by cash at the Sports office next to the gymnasium



Exchange participants are welcome to benefit from the Career Center services, which are almost identical to those provided to full-time students.

Exchange participants will be able to attend any activities proposed to full-time students, such as plenary workshops or events - some functional - specific events are not open to exchange participants for logistical reasons.

Exchange participants also have access to:

- The Career Center intranet, containing advice, useful links and company information.
- MBA Focus – the Career Center platform, where you can post your CV and access job offers and other useful information.
- The Career Center staff for counselling and careers advice.

The Career Center works on the basis that Exchange participants have covered the “self-assessment” elements of their career management and job search process, and have clarified their career plans prior to their arrival at HEC.

Exchange students are unable to undertake an internship under the auspices of HEC.

Exchange students can not be part of HEC Alumni network.

For further information, please contact



Yasmina Mallam-Hassam
Director of the Career Department

MBA Council & Clubs

MBA Council*

The MBA Council's Integration Team is willing to provide the Exchange participants with the most relevant information to ease the transition into HEC life whenever needed.

**The MBA Council is a non for profit association and membership is not mandatory.*

Students Clubs

Here are some of the clubs HEC Paris offers:

- Asia - Pacific Business
- Consulting
- Energy
- Entrepreneurship
- French Connexion
- Finance
- General Management & Leadership
- Industry
- Luxury
- Marketing & Media
- Net Impact
- Private Equity & Venture Capital
- Women in Leadership