HEC MBA
Academic &
Student Services

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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.

Term dates for the HEC MBA Academic Year

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Quarter system</th>
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</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>September 10th to December 15th, 2018</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>January 4th to April 13th, 2019 (subject to change)</td>
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<tr>
<td>Spring 2019</td>
<td>April 15th to July 6th, 2019 (subject to change)</td>
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## 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.

Exchange students are welcomed in 3 terms: **Fall** (September to December), **Winter** (early January to mid-April) or **Spring** (end of April to mid-July).

### Nomination Deadlines
- April 20th, 2018 for Fall 2018
- July 20th, 2018 for Winter 2019
- November 23rd, 2018 for Spring 2019

### Required Documents
HEC MBA program exchange student information google form, resume, copy of first page of passport and ID photo (.jpg format), must be sent upon enrolment for publication in the HEC MBA Exchange Student Profiles.

### 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: 100 IBT, TOEIC: 340 Speaking & Writing and 850 Listening & Reading or 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 there is no credit bearing on. 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 5 Specializations offered:

- **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.

- **Advanced Management:**
  Participants will acquire the analytical and thinking skills necessary to perform in top general management positions.

- **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.

**Study Load**
Each Specialization includes 7 compulsory courses, including a “backbone course” (144 contact hours/24 ECTS)

**Course Enrolment**
Participants will have to fill in an application form with their 2 top choices of Specializations with an updated CV by the end of May. The selection will be held by the specializations’ coordinators, and the final results will be announced by end-June. Then participants will be automatically enrolled into the 7 compulsory courses of the Specialization.

**Nomination deadline reminder: April 20th, 2018**

Winter/Spring Term

**Study Load**
8 electives equivalent to 144 contact hours/24 ECTS
Elective courses worth 3 credits = 18 contact hours

**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.

Nomination deadline reminder:
- July 20th, 2018 for Winter 2019
- November 23rd, 2018 for Spring 2019

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

Attendance is strongly expected from 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.

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.
STUDENT SERVICES

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 below)

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

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.

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. These facilities include:

- Library includes 60,000 books and 736 journals, CDs, PCs, etc
- Trading room
- 7 open-access computer rooms, 1200 networked PCs throughout the campus
- 3 language laboratories and a linguistic 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 obtain on-campus housing in Spring semester.

It is recommended that all incoming exchange students consult with 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
- Mandatory fee: € 30 payable by cash at the Sports office (Office located by the Kfet next to the gymnasium)

**Career Services**

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.

**CAREER CENTER**
MBA COUNCIL and STUDENT 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.

Students Clubs

Here is the list of the current clubs:
- Asia - Pacific Business
- Consulting
- Energy
- Entrepreneurship
- Finance
- General Management & Leadership
- Industry
- Luxury
- Marketing & Media
- Net Impact
- Private Equity & Venture Capital
- Women in Leadership
- etc....

Please check out the webpage on clubs: http://www.mba.hec.edu/Student-life/Student-Clubs