



The more you know, the more you dare®



**Exchange Program**  
**Master of Science in Management**  
*Fact sheet 2014 - 2015*

**> HEC Paris: One of the leading business schools in Europe**

HEC Paris is a leading business school in Europe, world renowned for the quality of its degrees, faculty and research. HEC Paris consistently achieves leading positions in numerous rankings, and has been ranked as the best business school in Europe by the Financial Times six out of seven years. In France, the school tops all rankings established by French magazines and newspapers such as 'L'étudiant', 'l'Express', 'Le Figaro Etudiant', 'Le Point', 'Challenges', 'Le Nouvel Observateur'...

In addition, 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. Since the Financial Times' first ever European Business School ranking in 2005, HEC Paris has held the #1 position for the best Business School in Europe.

See the ranking in the press.

**> 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 has one of the largest campuses in Europe with all the academic, leisure and sports facilities one can dream of. Each year, the campus hosts around 4,500 full-time students of close to 100 different nationalities.

See all resources and facilities.

**> Make the most of a large international academic network**

HEC has prestigious academic partners worldwide and 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's Alumni Association is one of the largest in France with more than 45,000 members in 113 countries. It provides a platform for the exchange of experience, 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's international reputation and to maintain an active network, professional groups are organized in 64 countries of which the largest chapters are Paris, New York, London, Shanghai and Hong-Kong.

**> ... And that of the HEC Foundation**

Thanks to their 4,500 individual donors, their 50 partner companies and their 16 professional chairs, the HEC Foundation, a non-profit organization of select corporate members, contributes to the development policy of HEC Paris in the fields of research, financial assistance to students and campus institutions, the visiting Professors Program and the development of innovative teaching material and technology.



**FACT SHEET 2014-2015**



## International Exchange Program

### FALL:

Welcome Session: **4 - 5 September 2014**

Beginning: **8 September 2014 - End: 19 December 2014**

Public Holidays: **11 November 2014**

Christmas break: **Campus closed: 23 December 2014 - 4 January 2015**

### SPRING:

Welcome Session: **29-30 January 2015** (Check Intranet page for updates)

Beginning: **2 February 2015 - End: 29 May 2015**

*All spring dates are subject to changes.*



THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

## CEMS guest Program 2014-2015

### FALL:

Beginning: **8 September 2014 - End: 19 December 2014**

Welcome session: **8 September 2014**

Block Seminar: **8 September 2014**

Beginning of courses: **8 September 2014 - End: 19 December 2014**

Christmas break: **Campus closed: 23 December 2014 - 4 January 2015**

SPRING: **2 February 2015 - End: 29 May 2015**

*All spring dates are subject to changes.*

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## 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 (for Exchange students only):

24 ECTS minimum - 30 ECTS maximum per semester. Student can choose freely between core courses and management electives among the following course list:

- Management Core courses (18h / 27h / 36-hour course): 3 / 4 / 5 ECTS
- Foundation Core courses (18h / 27h (36-hour course): 3 / 4 / 5 ECTS
- Electives (18h): 3 ECTS
- Management Skills courses (20h week-end seminar): 3 ECTS (only one skill course is allowed per semester).
- French language course: (30h) 5 ECTS

## 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. A final grade of FX and F means repeating the exam and in case of re-fail, students must repeat the course. In the case of a re-take, E is the only passing grade that can be awarded.



- 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.

Course offer: Fall course offer and course schedule will be available by mid-June and beginning of December for the Winter/Spring semester on (Check info on Intranet page for regular updates).

## CAREER & INTERNSHIP SERVICES

As the first ranked business school in France, HEC receives internship offers constantly which are also open to exchange students under certain conditions. Every year, the HEC Career Center organizes several forums: 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 new 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 service, several times a day from campus to Jouy-en-Josas train station, and HEC SAVAC shuttle service, from campus to the Massy RER C station. 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 International Student organization (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.

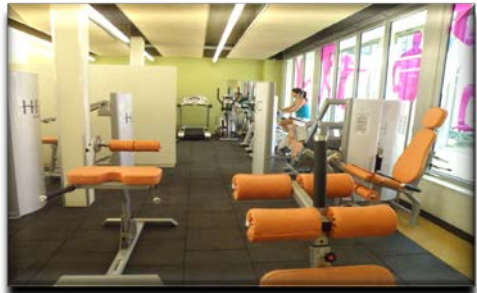
### Sport Activities:

Our 1600 m<sup>2</sup> gymnasium is available for indoor sports, fencing rooms, dance, ping-pong, a weight lifting room, a dojo room, karate, aerobics and yoga. Our 10 000 m<sup>2</sup> 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 (Established by student's home practitioner + 25€ fee payable at HEC Sports Office)

### Other Facilities:

17 student accommodation buildings with a total of 1625 furnished rooms.  
A 500 seats lecture hall  
21 Auditoriums  
1 Auditorium and 1 classroom equipped with video-conference system  
13 classrooms seating 18/24 people, 11 classrooms seating 40/50 people  
A library with approx 60 000 books and 740 journals, CDs, PCs, etc  
A trading room (in collaboration with Reuters)  
1 open-access computer room, networked PCs throughout the campus, Wifi  
A linguistic resource centre with workstations  
2 business bookshops  
1 printing centre  
A spacious 1000 m<sup>2</sup> reception/exhibition area  
Chapel for religious activities  
Infirmary

**Food:** A university restaurant seating 650 students, serves 2000 to 2300 meals every day. The restaurant offers, every day, a basic meal for lunch and dinner (buffet). The 'student Foyer', (called K'Fet) serves coffee, sandwiches, pizzas, hot and cold beverages.





## ACCOMODATION

*(See intranet page for Residence descriptions)*

Students are offered on campus accommodation by renting a room from one of the Residences available

Required: refundable deposit: 400€ + non refundable processing fee: 150€.

Accommodation: Single rooms from 450€ to 596€ & apartments at 660€ (2013) per month *(between 2 sharers)*.

Accommodation will be available to all exchange students, but the type of accommodation is not guaranteed.

### Estimated living expenses (2014)

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€

Campus contribution BDE+IS events *(optional)*: approx: 70€/semester (2013) or approx: 35€ if you open a bank account during On Campus Banks forum. Check with the IS student's organization 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.

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

The fee is 211€ (2013/2014). Registrations will be made only at HEC, upon arrival. This insurance does not cover coverage for repatriation, travel insurance which students must purchase prior to their arrival.

### 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).

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

### Visa Procedures and forms

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



## How and when to nominate your students?

### Deadlines:

Fall: March 14<sup>th</sup> 2014

Spring: Nov 14<sup>th</sup> 2014

### On-line Application (ISEA):

Partner Universities Coordinator's nominations account:

<http://appli1.hec.fr/ISEA/CoordLog.jsp>

Student's personal registrations: (Upload of resume, transcript, and photo):

<http://appli1.hec.fr/ISEA/EtudLog.jsp>

HEC intranet for Exchange, CEMS guests, Double Degree (*Exchange*) students  
(Academic information is for Exchange students only!)

<https://intranet.hec.fr/portal/site/grandecolev2/internationalstudents.html/>

Login: international

Password: student

Domaine: Utilisateurs Invités

Contact us / Connect with us:

### **Exchange Program**

*International Office*  
1, rue de la Libération – Room 57  
JOUY EN JOSAS CEDEX  
F-78351

*Iris RITTER*  
Director of International Affairs  
[ritter@hec.fr](mailto:ritter@hec.fr)

*Jean Christophe DOGUET*  
Exchange program Coordinator (Inbound)  
Tel: +33 (0)1 39 67 70 47  
[doguet@hec.fr](mailto:doguet@hec.fr)

*Nadia AFFRI*  
Exchange Coordinator (Outbound)  
Tel: +33 (0)1 39 67 95 85  
[affri@hec.fr](mailto:affri@hec.fr)

*Agnès TOURNEIX*  
Coordinator  
Student Affairs - Visa issues - French language  
Tel: +33 (0)1 39 67 97 76  
[tourneix@hec.fr](mailto:tourneix@hec.fr)

### **CEMS guest/MIB Program**

1, rue de la Libération - Room 106  
JOUY EN JOSAS CEDEX  
F-78351

*Academic inquiries only*

*Carina FERREIRA*  
Executive Director  
MSc International Business and CEMS MIM  
Tel: +33 (0)1 39 67 74 92  
Fax: +33 (0)1 39 67 94 36  
[ferreirac@hec.fr](mailto:ferreirac@hec.fr)

*Loli BRETON*  
MIB/CEMS Deputy Program Manager  
Tel: +33 (0)1 39 67 96 35  
Fax +33 (0)1 39 67 94 36  
[breton@hec.fr](mailto:breton@hec.fr)