

Director for International Affairs

Iris RITTER

Office T59

ritter@hec.fr

INTERNATIONAL PROGRAMS

Manager

Nadia AFFRI

Office T57

Tel: +33 (0)1 39 67 95 85

affri@hec.fr

INCOMING EXCHANGE

Program Manager

Jean Christophe DOGUET

Office T62

Tel: +33 (0)1 39 67 70 47

doguet@hec.fr

Summer Programs

Administration Manager

summerdocs@hec.fr

STUDENTS SERVICES

Manager

Agnès TOURNEIX

Office T57

Tel: +33 (0)1 39 67 97 76

tourneix@hec.fr



Program Manager

Loli BRETON

Office T61

Tel: +33 (0)1 39 67 96 35

mib-cems@hec.fr



HEC 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
- 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 4,400 students and over 8,000 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

The 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 350 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 more than 25 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

ACADEMIC CALENDARS

EXCHANGE

- Semester dates **always include exam week** which is **the last week of semester**.
- Students are strongly advised **not to make any travelling arrangement before they have completed all lectures and exams**, as they remain officially enrolled until the very last day of the exchange.
- Exams are not re scheduled

▪ FALL 2018

2-3 September 2018 - Arrival on Campus (Check-in)
4-5 September 2018 - Mandatory orientation session
6-7 September 2018 - Preprogram Activities

10 September - 21 December 2018 - Semester period
11-15 December 2018 - Exam period

▪ SPRING 2019

29-30 January 2019 - Arrival on Campus
31 Jan - 1 Feb 2019 - Mandatory orientation session
4 February 2019 - 31 May 2019 - Semester period
27-31 May 2019 - Exam period

CEMS GUESTS



▪ FALL 2018

2 September 2018 - Arrival on campus (Check-in)

3 September 2018

Morning - Mandatory Welcome Session
Afternoon and until 7 September 2018 Block seminar

10 September 2018 - 21 December 2018 - Semester period

▪ SPRING 2019

26 January 2019 - Arrival on Campus (Check-in)

28 January 2019 - Mandatory Welcome session

28 January - 19 April 2019 - Semester period

▪ Bank Holidays:

1 & 11 November 2018

25 December 2018

Christmas - New Year's break:

Campus is closed

1 January 2019

22 April 2019

1 May, 8, 10 May & 21 May

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 & 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 below, apply to 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 / 36h: 3 / 6 ECTS
 - Foundation Core courses 18h / 36h : 3 / 6 ECTS
 - Electives 18 h: 3 ECTS
 - French language course 30h: 6 ECTS.
-
- CEMS Guests: please refer to Cems.org and to: Loli Breton, Program manager for CEMS at HEC, regarding academic and schedule info. mib-cems@hec.fr

Catalog release periods:

Fall: June-July. Spring: beginning of December. Check our Intranet page for regular updates.

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

EVALUATIONS, GRADING AND GPA CALCULATION

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 – Fail (Credits non validated)

- Evaluations are based on class participation, orals, presentations, written exams, essays, projects or group reports.

- Credits are awarded to students having obtained grades A, to E.

- Grades 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.

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 study at HEC offers beginner, intermediate and advanced level classes.

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.

- 1 lecture hall of 500 seats, 28 Auditoriums
- 1 Auditorium and 1 classroom equipped with video-conference system
- 12 classrooms seating 18/24 people
- 7 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
- Place of worship

INDOOR / OUTDOOR SPORTS ON CAMPUS



1600 m² indoor sports gymnasium:

Climbing wall, fitness room with connected equipment, Dance, ping-pong, karate, aerobics and yoga, cross-training. 10 000 m² of 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 signed by Doctor prior to arrival
- vaccination records
- Fee payable HEC Sports office: 30€



ON & AROUND CAMPUS FOOD SERVICES

- University restaurant seating 650 students, serves 2000 to 2300 meals a day (lunch and dinner)
- 3 cafeterias serving hot and cold beverages, sandwiches salads and pizzas. 1 bar.
- Supermarket is located across the street from campus as well as a hairdresser, a pizza restaurant and a beauty salon.
- Other shops and services located downtown include:
Post office, pharmacy, banks, restaurants, bakery and train station and bus stops.

ESTIMATED LIVING EXPENSES

- Mandatory Housing insurance and liability: 35€-45€ / year (Information upon arrival via Banks Forum)
- Approximately 5€ /meal for breakfast, lunch & dinner, if taken at the students restaurant.
- Resident's permit fee (If applicable): 58€

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

Facebook: <https://www.facebook.com/hecinternationalsociety>

<http://www.hecis.fr/>

ACCOMMODATION

On-campus **accommodation** is available to rent, subject to availability and under conditions of following directions and deadlines.

On-line reservations are made upon invitations sent by the Exchange Program manager.



Prices start from: (Academic year 2017-2018)

subject to change & availability

(Housing type is not guaranteed)

▪ **Singles:** 450€ - 550€.

▪ **Apartments** (2 people)*: 350€/person.

* With kitchen corner and private facilities.

(Those are in short supply and may not be offered at time of reservations).

Other option:

▪ **Room sharing** (2 people): 275€/person

Required at time of reservations

Refundable deposit: 450€

Non-refundable processing fee: 220€

Off-campus alternative available:

<http://hec.studapart.com/fr/hec/>

<http://comfortsofparis.com/>

ADMINISTRATION (INSURANCES AND DOCUMENTS)

Arrival Pack [to be printed prior to arrival](#) along with copies of documents such as:

- Passport, visa,
- OFII form (when applicable)
- European Social Security card (E.U Citizen),
- Medical certificate for sports practice.
- [See Checklist on the international office intranet page.](#)
- Non-European staying in France for 3 months or more, must register to the French Social Security: fee is 217€ (2017-2018) payable on-line: <https://webapp.hec.fr/forms/PaymentOnlineSecurityV2/index0.php?&lang=en#>

Additionally a **compulsory travel insurance** must be provided, inclusive of:

- [Repatriation](#)
- [Personal liability](#)
- [Health](#)

- [Exemptions for Social security](#)

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).

- **Legal stays and issues once on campus**
Our Student Affairs Manager helps students with visa for renewal and resident permit (when applicable).

Prior to semester starting, major banks gather on HEC campus to offer services to students 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".



NOMINATIONS, REGISTRATIONS & DEADLINES

- Fall 2018: March 30, 2018
- Spring 2019: Oct 26, 2018

STEP 1

NOMINATE YOUR STUDENTS

- Via your our dedicated portal (ISEA), using your Institution's HEC nominations account (credentials sent for each program)
<http://appli1.hec.fr/ISEA/CoordLog.jsp>
- Nominations are made per program and per session (fall, spring) according to available slots.
- **No French nationals** or any student with French education background allowed to join the Exchange program at HEC Paris.



STEP 2

STUDENTS REGISTER

- Students will be contacted almost instantly, once nomination are received, and asked to register on our portal (ISEA)
<http://appli1.hec.fr/ISEA/EtudLog.jsp>
- Registration implies the upload of 3 items: resume, transcript, and formal photo



INTERNATIONAL OFFICE INTRANET PAGE

Organizing your students "Exchange experience" at HEC Paris.

Everything about the Exchange program pre-arrival process will be located on that page.
Students are strongly encouraged to follow it, from nomination day until they reach campus

Visit & bookmark our dedicated intranet page:

<https://portal.hec.fr>

Login: international

Password: student@Infopage

The page is used just like any social network (updates, posts, threads), and is easy to follow-up.
Valuable information will be posted there and emails sent to confirm:

- On-line housing reservation campaigns
- course catalog release
- on-line course selection campaign
- airport shuttle reservations

All folders located on the page, contain important info & documents, some compulsory, to be printed prior to arrival and presented during orientation sessions.

Watch our [YouTube](#) video (on intranet) to see how arrival process is organized as your students land in France!

CONTACT US:

HEC PARIS - THE INTERNATIONAL OFFICE (T57-62)

1, RUE DE LA LIBERATION

78351 JOUY-EN-JOSAS CEDEX

FRANCE

[HTTP://WWW.HEC.FR/](http://www.hec.fr/)

Important note: Procedures may be subject to slight changes from one semester to the next. Prices and rates are given "for information only" and are subject to changes at any time without notice