

INTERNATIONAL OFFICE TEAM

FACT SHEET 2022-2023

Director for international affairs



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Inbound Exchange Program



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ACADEMIC CALENDAR

Exchange

Fall 2022

Semester period

September 2021 - December 2021

Arrival in France

Up to 1 September 2021

Orientation session

2 September 2021

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Spring 2023

Semester period

6 February 2022 – 31 May 2023

Arrival in France

Up to 28 January 2023

Orientation session

29-30 January 2023

CEMS Guests

Fall 2022

Semester period

30/08/2021 - 11/12/2021

Arrival in France

Up to 05/09/2021

Orientation session

06/09/2021

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Spring 2023

Semester period

09/01/2023 - 14/04/2023

Arrival in France

Up to 08/01/2023

Orientation session

09/01/2022



Mary Brémond

CEMS Program Manager

Tel: + 33 1 39 67 96 35

Office T57

For academic queries only!

mib-cems@hec.fr

CEMS Program manager will send a dedicated fact sheet to students



- Semester dates always include exam week that is the last week of semester.
- Midterms for electives will take place during the last lecture of class
- Students should not 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 to be rescheduled

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.**
- **To Cems partners only:** please refer to **Mary Bremond**, Program manager for **CEMS at HEC**, regarding academic and schedule info. mib-cems@hec.fr
- **Do not forget to nominate students both on [Cems.org](https://www.cems.org) and our nomination platform**

Exchange course 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 based on class participation, orals, presentations, written exams, essays, projects or group reports.
- Credits 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 and /or French. All core courses offered in French and English. Electives held in English or French. 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, Working areas.
- 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 at HEC Sports office:** 45€/ semester or 75€ annual students



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.**
- **A fairly sized Supermarket “Auchan”** is located across the street from campus as well as a hairdresser,
- Pizza restaurant and a SPA.
- **Other shops and services located near campus and downtown include:**
- Post-office, Pharmacies, Banks, and Restaurants.
- Bakery, train station and bus stops.
- Amazon locker

ESTIMATED COST OF LIVING

- **Mandatory Housing insurance and liability:** 35€–45€ / year (Information upon arrival via Banks Forum)
- Approximately 7€ /meal for **breakfast, lunch & dinner**, if taken at the student’s 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>

International Student Society : <http://www.hecis.fr/>

ACCOMMODATION

OFF-CAMPUS

Various off-campus alternatives offered:

(access with HEC personal credentials)

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

ECLA Massy

<https://hec.studapart.com/en/residence/1739>

ADMINISTRATION (INSURANCES AND DOCUMENTS)

IMPORTANT

PRINT BEFORE TRAVELLING

- Copy of Passport (photo page, visa page)
- Copy of European Social Security card (if E.U Citizen)
- Medical certificate for sports practice.
- Checklist on the International office intranet page.

Additionally, a **COMPULSORY TRAVEL INSURANCE** must be handed-in, and must be inclusive of:

- Repatriation
- Personal liability
- Health + medical expenses

Legal stays **and issues once on campus**

The Student Affairs at HEC helps students with visa for renewal and resident permit.

formalities@hec.fr

Prior to semester, major banks gather on HEC campus to offer services to students
It is called: "The Banks Forum".

Services include:

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.

NOMINATIONS, REGISTRATIONS & DEADLINES

Fall 2022: March 25, 2022

Spring 2022: Oct 21, 2022

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 made per program and per session (fall, spring) according to available slots.
- **No French nationals or no students with French education background allowed joining 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 (PDF)
- Transcript (PDF), and
- Formal photo for student card (Id type & JPG format)

INTERNATIONAL OFFICE RESOURCES

Organizing your students "Exchange experience" at HEC Paris.

Visit & bookmark

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

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:

- course catalog release
- on-line course selection campaign

LINKS TO OUR INTRANET RESOURCES

EXCHANGE HEC INTRANET [LINK](#)

Login : international@ad.hec.fr

Password : student@Infopage

CEMS HEC INTRANET [LINK](#)

Login : international@ad.hec.fr

Password : student@Infopage

DOUBLE DEGREE [LINK](#)

Login : international@ad.hec.fr

Password : student@Infopage

CONTACT US:

HEC PARIS - THE INTERNATIONAL OFFICE (T57-58-59)

1, RUE DE LA LIBÉRATION

78351 JOUY-EN-JOSAS CEDEX - FRANCE

[HTTPS://WWW.HEC.EDU/EN/](https://www.hec.edu/en/)

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. Due to COVID-19 Pandemic, many on campus services (restaurants, Library, Sport facilities, etc.) may not be accessible until further notice.