INTERNATIONAL OFFICE
FACT SHEET 2023-2024

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2023-24 AY CALENDARS

**FALL**

**Incoming EXCHANGE**

- Semester: 1(S1) (B1+B2)
- 4 September - 21 December
- Arrival in France up to 31 August

**Orientation Session**
- 31 August - 1 September

**SPRING**

**Incoming EXCHANGE**

- 24 January - 30 May
- Arrival in France up to 20 January

**Orientation Session**
- 21 January

**2023**

**CEMS Guests**

- Semester: 1(S1) (B1+B2)
- 28 August - 15 December
- Arrival in France up to 27 August

**Orientation Session**
- 28 August

**2024**

**CEMS Guests**

- 15 January - 20 April
- Arrival in France up to 14 January

**Orientation Session**
- 15 January

- 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 competed all lectures and exams, as they remain officially enrolled until the very last day of the exchange.
- Exams are not to be rescheduled.
EXCHANGE 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 students: 24-30 ECTS* – Annual students: 54-60 ECTS*
Regardless of home school’s requirements (if requiring less).

Student can choose freely between core courses and management electives among the following:

Management Core courses 18h / 36h: 3 / 6 ECTS
Electives 18 h: 3 ECTS
French language course 30h: 6 ECTS.

Exchange course catalog release periods:
Fall edition: June - July
Spring edition: beginning of December.

Course selection is made on-line (when students are invited). Changes, “adds and drops” may 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.

CEMS Guests STUDY PROGRAM
To Cems partners only:

Please refer to Françoise Figarola, Program manager for CEMS at HEC, regarding academic and schedule info.
The program manager will send a dedicated fact sheet

New contact:
Françoise Figarola
CEMS Program Manager
Tel: +33 1 39 67 96 35
mib-cems@hec.fr
For academic queries only!

Please nominate students both on Cems.org and our nomination platform
## EVALUATIONS, GRADING and GPA CALCULATION

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A = 4</strong> – Excellent</td>
<td>Outstanding performance</td>
<td></td>
</tr>
<tr>
<td><strong>B = 3.5</strong> - Very good</td>
<td>Above the average standard</td>
<td></td>
</tr>
<tr>
<td><strong>C = 3</strong> – Good</td>
<td>Generally sound work</td>
<td></td>
</tr>
<tr>
<td><strong>D = 2.5</strong> - Satisfactory Fair</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E = 2</strong> – Sufficient</td>
<td>Performance meets minimum criteria</td>
<td></td>
</tr>
<tr>
<td><strong>FX = 1</strong> – Insufficient</td>
<td>Fail (Credits non validated)</td>
<td></td>
</tr>
<tr>
<td><strong>F= 0</strong> – Fail (Credits non validated)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

**New!** Language requirement: set as B2 for English

Language of instruction: English and / or French.

All **core** courses are offered in French and English. **Electives** held in English or French. French Language course: Although not compulsory, international students are invited to take French classes, during their study. If schedule allows it.

HEC offers beginner, intermediate and advanced level classes.
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
SPORT FACILITIES 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 a 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

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 online via https://www.mybeespace.fr/

Facebook: https://www.facebook.com/hecinternationalsociety
International Student Society : http://www.hecis.fr/
Email : association.is@hec.edu

ACCOMMODATION

On-campus subject to availability in SPRING semester only
Off-campus in FALL Semester
Various off-campus alternatives offered:
(Access with HEC personal credentials)
http://hec.studapart.com/fr/hec/

ECLA Massy (Massy Palaiseau RER B & C train line)
**NOMINATIONS, REGISTRATIONS & DEADLINES**

NEW PROCESS COMING SOON!!

**Fall** 2023: March 24th, 2023

**Spring** 2024: Oct 20th, 2023

**How to nominate your students?**

**STEP 1**

**Nominate your students**

Via your 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 self registration**

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

NEW PROCESS COMING SOON VIA Mobility Online

Registration implies the upload of 3 items:
Resume (PDF)
Transcript (PDF), and
Formal photo (JPG format)
for ISIC student card
ADMINISTRATION (INSURANCES & DOCUMENTS)

COMPULSORY (to be prepared before reaching campus)

- Checklist (provided during pre-arrival process)
- Copy of Passport (photo page, visa page)
- (if E.U Citizen) Copy of European health card
- Otherwise copy of insurance policy (no, name and coverage must show)
- Insurance commitment form (provided during pre-arrival process)

COMPULSORY TRAVEL INSURANCE must be inclusive of:

- Repatriation
- Personal liability
- Health + medical expenses (E.U card covers health only)
  And or private insurance covering all the above)

Legal stays and issues once on campus
The Student Affairs at HEC helps students with visa for renewal and resident permit.
studentservices@hec.fr

Visa must be validated online after arrival in France
https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

INTERNATIONAL OFFICE RESOURCES
NEW PAGE COMING SOON!!

Organizing your students “Exchange experience” at HEC Paris.

All necessary pre arrival info about the Exchange program/ CEMS or/ and DOUBLE DEGREE EXCHANGE will be made available / share with students in due time.

Students are strongly encouraged stay alert and expect updates, from nomination day until they reach campus.
Either via a web page or email (updates, posts, threads), for easy follow-up.
Valuable information will be posted there, and emails sent to confirm:

- Course catalog release
- On-line course selection campaign
- Nomination deadlines
- Sending of official Enrolment letters & final transcripts certificates
  New: Documents will be shared via link to a drive on Outlook only shared with
  Home university contact in charge of nominations. No more paper documents sent via post.
CONTACT US:

HEC PARIS
The International office (T57-58-59)
1, Rue De La Libération
78351 Jouy-en-Josas Cedex – France

Visit our website
https://www.hec.edu/en/master-s-programs/visiting-students-programs/exchange-program

https://www.hec.edu/en/