

# TELECOM ECOLE DE MANAGEMENT INSTITUT MINES TELECOM

## Exchange Fact Sheet 2017-2018



**Mines-Telecom Institute**, a leading institute, one of the first national groups of higher education and research in the fields of engineering, management and innovation, with 12 000 graduate students and more than 3 600 faculty and research staff. Apprenticeships, internships, missions and student projects carried out in partnership with enterprises all go to make an active contribution to both innovation and economic development. (1 200 articles in peer-reviewed international journals per year)

**Telecom Ecole de Management is the Business School of Mines-Telecom Institute.** In a world increasingly driven by a digital technology, TEM is a major player in both innovation and learning. Since its creation, the school shares its campus with its sister engineering school, Telecom SudParis, creating a unique synergy in France. The School is among the top 10 management schools in France when comparing the level of salaries earned upon graduation. It proposes a complete program offering, from undergraduate to doctorate, all meeting international standards.



**Mines-Telecom Institute:** <https://www.imt.fr/en/>  
**Telecom Ecole de Management**  
<https://www.youtube.com/user/TelecomEM>



Institution	TELECOM Business School. Mines-Telecom Institute
Erasmus code	F EVRY 12
Head of Institution	Denis Guibard
Website	<a href="http://www.telecom-em.eu/en">http://www.telecom-em.eu/en</a>

## DEPARTMENT OF INTERNATIONAL RELATIONS AND DEVELOPMENT

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[www.telecom-em.eu/international](http://www.telecom-em.eu/international)

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91011 Evry. France

[international@telecom-em.eu](mailto:international@telecom-em.eu)

Information for exchange students	<a href="http://www.telecom-em.eu/en/content/applying-our-exchange/program-management">http://www.telecom-em.eu/en/content/applying-our-exchange/program-management</a>
Accommodation	<a href="http://maisel.tem.tsp.eu/">http://maisel.tem.tsp.eu/</a>
Welcom'Association (students' union)	<a href="http://www.welcom-evry.com">http://www.welcom-evry.com</a>

## THE SCHOOL



- 1<sup>st</sup> ex aequo for Bachelor in Management and IT program (Challenge magazine, 2016)
- 1<sup>st</sup> ex-aequo for the quality of international academic partnerships (number of students/partnership & accredited partners-L'Etudiant magazine, ranking 2017)
- 2<sup>nd</sup> French business school for alumni network (L'Etudiant 2015)
- 6<sup>th</sup> French business school for corporate relationships (L'Etudiant magazine, 2015)

## THE CAMPUS



<https://www.youtube.com/watch?v=yudccDwmx24>

**Telecom Business School's campus** covers **six hectares** and is only 35 km south of Paris.

The School shares its campus with Telecom SudParis, its sister engineering school.

The campus has many open spaces, offering a multitude of activities and secured entrances/exits. The various facilities available to all, along with a dynamic and challenging academic environment, allowing students to succeed their studies while maintaining an excellent quality of life.

- ✓ 60 student associations
- ✓ 51 classrooms and 3 lecture halls
- ✓ 5 language centers and 32 computer rooms
- ✓ 1 multimedia centre
- ✓ Small Business Incubator for entrepreneurs
- ✓ More than 800 accommodation units (studios and apartments)
- ✓ Gymnasium for indoor sport
- ✓ 3 tennis courts with synthetic surface
- ✓ Beach volleyball
- ✓ Cafeteria and restaurant, student activity centre with a bar and game room
- ✓ Student radio station (second in France): EvryOne
- ✓ Sports Facilities : gymnasium, 3 tennis courts, a basketball court, a soccer/rugby field,

## EXCHANGE PROGRAMS (all dates to be confirmed)

### ➤ Fall Semester 2017

- Bachelor Semester (B2) taught in English
- Integrated Master's in Management (M1) taught in English
- Integrated Master's in Management (M1) taught in French
- Master's of Science: Open to exchange students under certain conditions.
- Orientation Day (mandatory): Friday 1<sup>st</sup> September 2017

### ➤ Spring Semester 2018

- Integrated Master's in Management (M1) taught in English
- Integrated Master's in Management (M1) taught in French
- Master's of Science: Open to exchange students under certain conditions.
- Orientation Day (mandatory): Wednesday 17 January 2018

## ACADEMIC PRE REQUISITES

- Minimum GPA requirement: Not applicable. We rely on our partner's selection process
- Required level of language ability: Level B2, or a recommendation letter from a representative of the home university stating the applicant's academic performance in the English language.
- Orientation for Exchange Students: Mandatory. Takes place at the beginning of each semester, and covers a lot of useful information.

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Transcripts: Official transcripts are sent twice a year, after the academic committees, and delivered to the home university.

## APPLICATION DEADLINE & NOMINATION

➤ **Deadline for Nominations**

- Fall semester (September to December 2017) → **April 15, 2017**
- Spring semester (January to June 2017) → **October 15, 2017**

➤ **Deadline for Applications**

- Fall semester (September to December 2017) → **April 30, 2017**
- Spring semester (January to June 2018) → **October 30, 2017**



## APPLICATION PROCEDURE

➤ **Incoming Students**

Application form:

<http://www.telecom-em.eu/en/content/applying-our-exchange-program-management>

Applications should include the following documents:

1. Application form with scanned photo
2. One page letter of motivation (in English)
3. Curriculum Vitae (in English)
4. Learning agreement (signed and stamped by a departmental coordinator)
5. Official transcript of records
6. Copy of passport

The application documents need to be sent by email in one PDF file to:

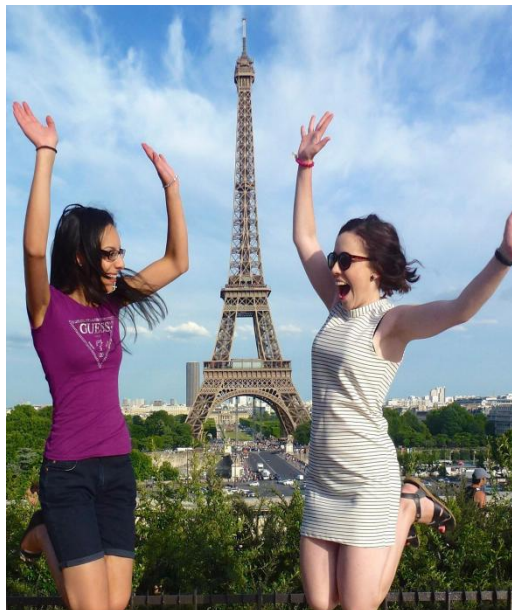
**Ms. Isabel Mary Morgan: [Isabel-mary.morgan@telecom-em.eu](mailto:Isabel-mary.morgan@telecom-em.eu)**

**Students must have their visa in order before leaving their home country.  
Please request a student multi-entry visa if you intend to travel during  
your exchange semester.**

## SUMMER SCHOOL

- **26 June to 13 July 2017**
- Two Programs of Study, taught in English :
  - Management: The European Approach (6 ECTS credits)**
  - IT: The European Approach (6 ECTS credits)**
  - French courses (2 ECTS credits)**
- Online application registration: January 30 to April 28
- Web-site: [www.telecom-em.eu/en/summer-school](http://www.telecom-em.eu/en/summer-school)

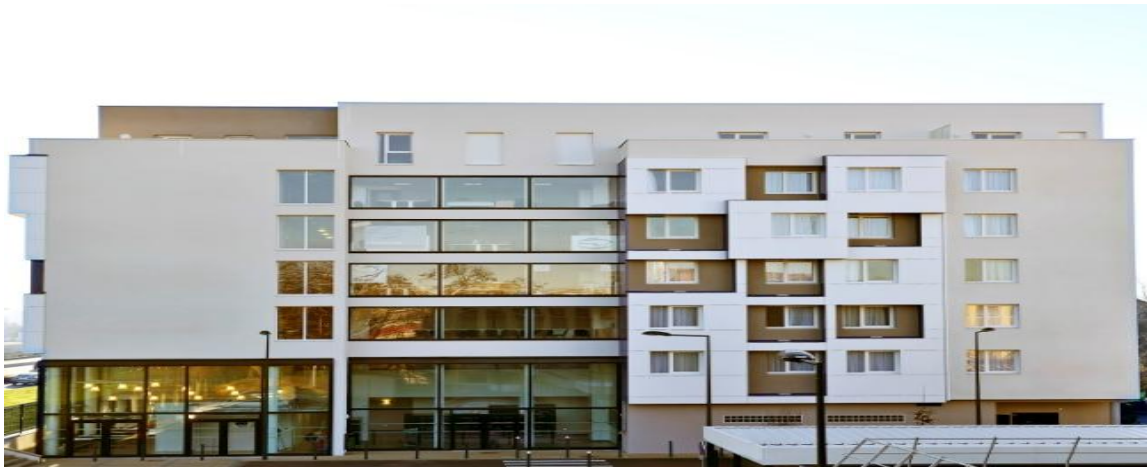
Depending on the nationality, students may need to apply for a student multi-entry visa:  
<http://www.diplomatie.gouv.fr/en>



## SCHOOL VACATIONS

- Half Term (except for MSc and 3rd Year Major): **Monday 30 October to Friday 3 November 2017 included**
- Christmas: **Monday 25 December 2017 to Friday 5 January 2018 included**
- Winter Break: **Monday 26 February to Friday 2 March 2018 included**
- Easter Monday: **2 April 2018**
- Spring Break: **Monday 23 April to Tuesday 02 May 2018 included**
- 8 May: Tuesday 08 May 2018
- Extended week end – Feast of Ascension : **Thursday 10 to Friday 11 May 2018 included**
- Pentecost Monday : **Monday 21 May 2018**
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## HOUSING & COSTS OVERVIEW



- All exchange students may be accommodated at the *MAISEL (student housing)*  
<http://maisel.tem-tsp.eu/?lang=en>

Located on the campus of **Telecom Ecole de Management** and **Telecom SudParis**, a 15-minute walk from Evry town center and the RER railway station, the MAISEL welcomes you to a green campus covering five hectares. You will find all the support services nearby: shopping mall, restaurants, cinemas...



Accommodation is guaranteed for all the international students in single occupancy rooms with a private bathroom. Each room has a full bath, refrigerator, closets, small furnishings and a telephone. Bed linen is also furnished, although towels are not. Kitchen and laundry facilities are situated on the ground floor of each building and are common to all students.

All rooms have high-speed, broad band Internet. For your security, access to each MAISEL building is controlled with a code

Service included:

- Private bathrooms
- Shared kitchens
- Washing machines and tumble-dryers

Online housing application available 4 weeks before arrival

## ESTIMATED COSTS OF LIVING (in € /per month)

- **Rent in student accommodation (without subsidies)**
  - 400€
- **Meals outside campus / weekend and holidays (kitchens available at dormitories)**
  - 160€
- **Meals on campus**
  - 220€
- **Other administrative fees**
  - 33€ (for a year) for liability insurance
  - 215€ Health insurance mandatory (2016-2017) (only for non European students)



## CAMPUS FACILITIES & SERVICES



- Wireless connection on the university premises
- Multimedia library and computer class rooms : <http://www.it-sudparis.eu/biblio/en/>
- Restaurant and cafeteria on campus offering good food at affordable student price.
- Excellent sports facilities : French medical certificate is required
- Orientation day in the beginning of both semesters
- Student activities arranged by a multitude of clubs; trips and excursions organized by student association

## ACCESS TO THE CAMPUS

- The town of Evry is very accessible, located 30 minutes from Paris on the RER D transilien train line: <http://www.transilien.com>

Take the RER D heading to Corbeil-Essonnes, Malesherbes or Melun Centre.  
From the Evry-Courcouronnes Centre, train station, go out by the main hall, go to the left on to *Boulevard des Coquibus / D93A* and turn left towards *rue Charles Fourier*.  
<http://www.telecom-em.eu/en/content/contact-access>

### STUDENTS WITH REDUCED MOBILITY

TEM welcome all students with the same degree of requirement and ambition.  
Since 2011, the campus benefits from infrastructures corresponding to the standards of accessibility, allowing students in situation of reduced mobility to move freely within the campus.

## ADMINISTRATIVE FORMALITIES BEFORE ARRIVAL

EUROPEAN STUDENTS	NON-EUROPEAN STUDENTS
Copy of passport (or ID card)	Copy of passport
Copy of European Social Security Card	Proof of Liability Insurance
Proof of Health and Liability Insurance	Official Transcripts of the last 2 years
Official Transcripts of the last 2 years	Learning Agreement (with at least 15 ECTS credits)
Learning Agreement (with at least 15 ECTS credits)	1 ID photo
1 ID photo	Resume (in English or French)
Resume (in English or French)	Optional : copy of birth certificate and its translation into French, by a certified translator if you request CAF (financial aid for housing)
Cover letter	Cover letter
Optional : copy of birth certificate and its translation into French if you request CAF (financial aid for housing)	National Health Insurance mandatory* <i>*Once your application has been reviewed, you will be sent an URL, which will enable you to pay the 215€ coverage fees. (Academic year 2016-2017)</i>

## ADMINISTRATIVE FORMALITIES UPON ARRIVAL

National Health Insurance	Mandatory: Covers 70% of medical care. Must be valid for the whole duration of student's stay in France. Students must pay social security contributions even if they are already a member of a foreign public social security scheme or have a private French or foreign insurance policy.
Personal liability Insurance	Mandatory: Must be valid for the whole duration of student's stay at TEM
Bank account	Optional (possibility to open an account in our partner bank in Evry)
Visa	The Schengen countries have agreed on what countries are free of visa requirements and what countries are under visa obligations. In order to apply for a student visa, the student must apply for one at the embassy or consulate in their home country at least 2 months ahead of time. It is not recommended to apply for a tourist visa.