



## INTERNATIONAL OFFICE FACT SHEET 2022-2023

### Director for international affairs



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### International Exchange inbound



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affiliated with



# 2022-23 AY CALENDARS

## FALL 2022

### EXCHANGE

5 SEPTEMBER - 16 DECEMBER

**ARRIVAL IN FRANCE**  
UP TO 31 AUGUST

**ORIENTATION SESSION**  
2 SEPTEMBER

### CEMS Guests

29 AUGUST - 16 DECEMBER

**ARRIVAL IN FRANCE**  
UP TO 28 AUGUST

**ORIENTATION SESSION**  
29 AUGUST

## SPRING 2023

25 JANUARY - 31 MAY

**ARRIVAL IN FRANCE**  
UP TO 22 JANUARY

**ORIENTATION SESSION**  
24 JANUARY

16 JANUARY - 21 APRIL

**ARRIVAL IN FRANCE**  
UP TO 15 JANUARY

**ORIENTATION SESSION**  
16 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 completed all lectures and exams, as they remain officially enrolled until the very last day of the exchange.
- Exams are not to be rescheduled

The program manager will send a dedicated fact sheet to students



Mary Brémond  
CEMS Program Manager  
Tel: + 33 1 39 67 96 35  
Office T57



For academic queries only!  
[mib-cems@hec.fr](mailto:mib-cems@hec.fr)

To Cems partners only: please refer to Mary Bremond, Program manager for CEMS at HEC, regarding academic and schedule info. [mib-cems@hec.fr](mailto:mib-cems@hec.fr)

Do not forget to nominate students both on Cems.org and our nomination platform

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## 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: 24-30 ECTS - Annual: 54-60 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.

### Exchange course catalog release periods:

Fall edition: June -July

Spring edition: 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 m<sup>2</sup> reception/exhibition area
- Infirmary
- Place of worship

## SPORTS on campus



1600 m<sup>2</sup> indoor sports gymnasium

Climbing wall, fitness room with connected equipment, Dance, ping-pong, karate, aerobics and yoga, cross training. 10 000 m<sup>2</sup> 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 on-line via

<https://www.mybeespace.fr/>

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

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

Email : [association.is@hec.edu](mailto:association.is@hec.edu)

## ACCOMMODATION

**Off-Campus in FALL Semester**

**On-Campus subject to availability in SPRING 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)

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

# NOMINATIONS, REGISTRATIONS & DEADLINES

**Fall 2022:** March 25, 2022

**Spring 2023:** Oct 21, 2022

## How to nominate your students?

### 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 (JPG format)

for ISIC student card





# ADMINISTRATION (INSURANCES & DOCUMENTS)

## IMPORTANT

### PRINT BEFORE TRAVELLING\*

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

\*To be handed in on day of arrival or otherwise specified

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.

[studentservices@hec.fr](mailto:studentservices@hec.fr)

## INTERNATIONAL OFFICE RESOURCES

Organizing your students “Exchange experience” at HEC Paris.

### **Visit & bookmark links below according to your program**

**Everything** about the Exchange program/ CEMS OR/AND DOUBLE DEGREE EXCHANGE pre-arrival processes are or 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**
- **Nomination deadlines**
- **Sending of official Enrolment certificates**  
(Documents will be e-mailed to Home university contact in charge of nominations)

## LINKS TO OUR INTRANET RESOURCES



### **EXCHANGE HEC INTRANET** [LINK](#)

Login : international@ad.hec.fr  
Password : student@Infopage

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### **CEMS guests HEC INTRANET** [LINK](#)

Login : international@ad.hec.fr  
Password : student@Infopage

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### **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**

Visit our website

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