



HEC Grande Ecole Student Exchange Program

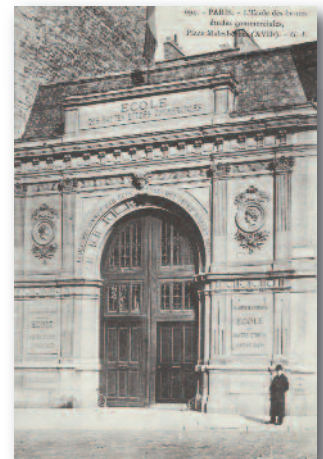
1881 – The adventure began two centuries ago

The notion of “Grande Ecole”

HEC (Hautes Etudes Commerciales) is considered to be one of the “four aces” in training the French elite, together with Polytechnique (X), L’Ecole Nationale d’Administration (ENA), and l’Ecole Normale Supérieure (Normale Sup). Unique to France, the concept was introduced by Napoleon so that “the best and the brightest” could be channeled into his ministries, armies and engineering corps.

HEC was created by the Paris Chamber of Commerce and Industry (CCIP) in 1881 as an “Ecole de Commerce”, to serve as an academic institution.

HEC School of Management is among the first business school in Europe and the first in France to hold the Triple Crown Accreditation from:



HEC (Hautes Etudes Commerciales) takes another significant step towards international excellence and recognition, by confirming its leading position for best Business School in Europe with its MSc in Management in the Financial Times’ ranking of European Masters in Management since first ranking in 2005.

HEC has a long-established tradition of welcoming international students to its lively and friendly campus: an ideal environment in which to live and learn for over 3500 students from 80 nationalities in our programs: MSc, Specialized Masters, MBA (part-time and full-time), Executive MBAs, Executive Education, PhD.

HEC is the only French business school, accredited by the French Ministry of Education, to grant, alone, the Ph.D. in management. The degree is awarded in recognition of postgraduate management studies designed to prepare for a university or business school career. 80 per-cent of the HEC Ph.D. graduates work in the international academic scene.



Your contact at HEC Paris

Iris RITTER
Head of International Office
Tel: 33 1 39 67 74 52
E-Mail: ritter@hec.fr

Jean-Christophe DOGUET
Exchange Coordinator
Tel: 33 1 39 67 70 47
E-mail: doguet@hec.fr

Nadia AFFRI
Exchange Coordinator
Tel: 33 1 39 67 95 85
E-mail: affri@hec.fr

Carina FERREIRA
Program Manager
Tel: 33 1 39 67 74 92
E-mail: ferreirac@hec.fr

HEC Grande Ecole Student Exchange Program

CALENDAR

FALL Semester

Beginning 5th September 2011

Welcome Session 2th September 2011

Winter break: 28th October 2011 – 2nd November 2011

Public Holidays: 11th November 2011

End of Fall Semester 17th December 2011

SPRING Semester

Beginning 30th January 2012

Welcome Session 27th January 2012

Winter break: 26th February 2012 – 4th March 2012

Spring break: 22th April 2012 – 1th May 2012

End of Spring Semester 31st May 2012

The dates are subject to change. Check on HEC intranet

STUDY PROGRAM

HEC Paris offers exchange students

→ a variety of disciplines of study: Fiscalty & Law ■ Finance & Economics ■ Strategy & Management ■ Marketing ■ Accounting & Management Control ■ Operations Management & Information Technology ■ Decision Science & Information System ■ Management & Human Ressources ■ French Langage and Culture.

→ close links to the international Business World through companies participating in courses, conferences, business games, internships, recruitment sessions,...

Course load for ALL exchange students coming to HEC:

24 credits ECTS minimum (maximum of 30 ECTS) per semester. Student can choose freely between core courses and management electives among the following course list:

- Management Core courses (18h / 27h / 36-hour course): 3 / 4 / 5 credits ECTS
- Foundation Core courses (18h / 27h (36-hour course): 3 / 4 / 5 credits ECTS
- Electives (18-hours): 3 credits ECTS
- Management Skills courses (20-hour week-end seminar): 3 credits ECTS (only one skill course is allowed per semester)
- French language course: (40-hour course) 5 credits ECTS

EVALUATION & GRADING

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

Credits are awarded to students having obtained a grade of A, B, C, D, or E. A final grade of FX and F means repeating the exam and in case of re-fail, students must repeat the course. In the case of a re-take, E is the only passing grade that can be awarded.

- | | |
|----|---|
| A | Excellent – outstanding performance |
| B | Very good – above the average standard |
| C | Good – generally sound work |
| D | Satisfactory Fair |
| E | Sufficient – performance meets minimum criteria |
| FX | Insufficient / Fail (credits non validated) |
| F | Very insufficient / Fail (credits non validated). |

Transcripts are mailed to the home university at the end of each semester.



CEMS MIM STUDENTS

FALL Semester:

Block Seminar 5th-9th September 2011

12th September 2011 -

22th December 2011

SPRING Semester: 1st February 2012
- 15th June 2012

www.cems.org

Course registrations: will be made only upon arrival.

Course load: Students must check with their local CEMS MIM coordinator.

Language of instruction: French and English.

CEMS language tests: May and September.

French language course are proposed in both Fall and Spring semesters, as well as CEMS accredited French course.



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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 studies at HEC (beginner, intermediate and advanced level)...

Course offer: Full course offer and timetable for Autumn course offer will be available by mid-May and mid-October for the Winter/Spring semester on HEC intranet (see below).

CAREER & INTERNSHIP SERVICES

As the first ranked business school in France, HEC receives internship offers constantly which are also open to exchange students under certain conditions. Every year, the HEC Career department organizes several forums:

October: Forum Finance, Forum Juridique (tax and law). **November:** Forum Conseil (consulting), **January:** Carrefour HEC (all sectors), Forum Alumni (recruiting alumni).

FACILITIES

French President Charles de Gaulle inaugurated the new 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 service several times a day from campus to the Jouy-en-Josas train station, and private shuttle from campus to the Massy RER C station. Trains to Paris from Jouy-en-Josas (approx 45 minutes).

http://www.hec.fr/hec/eng/about/campus_access.html

Student Associations: Being a member of an Association helps in developing one's sense of responsibility and entrepreneurial spirit.

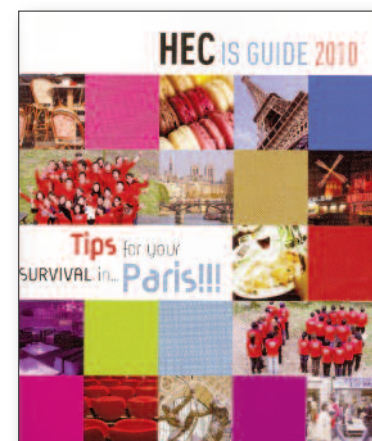
More than 100 student associations exist at HEC and exchange students are invited to join them. All associations are described on the students web-site: [www.http://campushec.com](http://campushec.com)

The International Student Association is a student-run association whose purpose is to bring French and international students together through events such as the welcome week, "Discover France" week-ends, and various on-campus activities or Paris outputs. HEC IS will ensure you have a great time on campus, immersed in the French culture, but also among a real melting pot of people from all over the world.

Sport Activities: A 1 600 m² gymnasium is available for indoor sports, fencing rooms, dance, ping-pong, a weight lifting room, a dojo room, karate, aerobics and yoga. A 8 000 m² outdoor facilities include a rugby pitch, two soccer fields, four tennis courts, an athletics field and a golf practice range.

Off-site sports include, rowing, riding, skiing, sailing, golf, swimming,...

Exchange students may take part in these activities during their exchange.



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Other Facilities

10 student halls with a total of 1 400 furnished rooms.
A 474-seat lecture hall
21 amphitheatres
1 amphitheater and 1 classroom equipped with video-conference system
13 classrooms seating 18/24 people, 11 classrooms seating 40/50 people
A library with 60 000 books and 736 journals, CDs, PCs, etc
A trading room (in collaboration with Reuters)
1 open-access computer room, networked PCs throughout the campus, WiFi
A linguistic resource centre with workstations
2 business bookshops
1 printing centre
A spacious 1000 m² reception/exhibition area
Chapel for religious activities
Infirmary

ACCOMMODATION

Housing: Students are offered the possibility of living on Campus by renting a room (415€/month). This monthly charge covers the basic rent, cleaning, breakfast in the university restaurant. Refundable deposit: 400€ + 130€ processing fee.

Meals: A university restaurant seating 650 students, serves 2000 to 2300 meals every day. The restaurant offers, every day, a basic meal for lunch and for dinner. The 'student Foyer' serves coffee, sandwiches, pizzas, drinks etc.

Estimated living expenses (2010/2011):

Accommodation: 415€ / month
(+ refundable security deposit: 400€, and 130€ non refundable processing fee):
Mandatory housing insurance and liability: 30€ – 40€ (year) (information upon arrival)
Meals: Approximately 15€/day if meals taken in the student restaurant
Mandatory Social Security subscription for non-European Students: 200€
Fee for Resident's permit if required: 55€
Student union membership (optional): 45€/semester

REQUIRED DOCUMENTS

Health Insurance

European students must provide HEC with a copy of their European Health insurance card.

Non-European students staying in France for more than 3 months must register to the French Student Health insurance. The fee is 200€ (2010/2011) and registrations will be made by HEC only upon arrival. **This insurance does not cover extra insurance like repatriation, travel insurance which students should provide prior to their arrival.**

Exemptions: Students from Quebec are exempted from this registration if they provide the SE401Q102 bis or the SE401Q106 form from their home university. Students from Switzerland are exempted if they provide an Health insurance card.

Civil liability insurance is compulsory for all exchange students (European and non European). Student can buy this insurance together with the housing insurance when opening a bank account in France.

Visa: Please see "Administration formalities" on our website according your nationality.



**HEC intranet for
exchange students
(course offer, practical
information, etc...)
<https://intranet.hec.edu>
Login: international
Password: student**

**HEC Paris
School of Management
1, rue de la Libération
F-78351 JOUY EN JOSAS
CEDEX
Tel : 33 1 39 67 70 47 -
Fax : 33 1 39 67 70 72
<http://www.hec.fr>**