

INFORMATION SHEET
HEC SCHOOL OF MANAGEMENT



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Deadlines: We appreciate to receive the nominations from our Academic partners no later than April for the Fall Term and no later than October for the Term.

Required Documents: What documents are required of incoming exchange student (i.e., exchange application, passport copy, letter of financial guarantee, health forms, housing form, arrival form, etc.)?
We need to have the following documents before the arrival of the exchange students :

- Exchange application (Transcript from the home university + CV)
- Course Registration Form, Accommodation Form duly completed
- Health insurance proof + civil liability insurance...please consult the visa section for further information.

Study program: What majors/concentrations does your school offer at the MBA or graduate levels that are open to exchange students?

1. Courses drawn from the HEC MSc 1st year program open to students currently enrolled in Master studies in their home university.
2. Specializations (final year of HEC MSc) open to students currently enrolled in their final year of Master studies or in a MBA in their home university (Economie, Finance, Marketing, Management des Arts et Culture and Europe)
Course catalogue and registration forms are available on the HEC intranet (intranet.hec.fr). Exchange students are informed by e-mail and receive their password and login in order to access the intranet.

Courses:

Faculties/Colleges:

Language of Instruction:

Around half of our 1st year of MSc courses are taught in English. Our Specializations are taught in French.

Language requirement:

Non-French speaking students have the opportunity to choose English taught courses. However, specialisations' courses require a good level of French language.

Language courses:

HEC offers French language courses to all exchange students who wish to improve their French.

Academic/Experience

Requirements:

Full-time Workload:

Approximately how many courses are in a full-time load? How many credits per semester? How many contact hours per course? How many weeks do courses run?
Course load for all exchange students coming to HEC is 30 ECTS per semester. Students can choose freely between management core courses and electives. Each semester runs over 14 weeks.

Grading:

Our grading scale is in adequation with European Credit Transfer System :
A = Excellent

B = Very Good
C = Good
D = Satisfactory
E = Fair
FX = Insufficient
F = Very Insufficient (Absent)

Exams: Transcripts are sent directly to the local coordinator of the home university and only one to two months after the completion of the term at HEC.
Attendance at courses is mandatory at HEC. For most courses, the final mark is made up of 50 % for course participation and 50 % for the written exam. In case of illness the student must present a medical certificate.

Term dates for the academic year 2005/2006:

Calendar 2005-2006

Fall : September 26th – February 19th

Spring: February 20th – June 23rd

Specializations:

Fall 2005

Economie : September 5th 05 – February 24th 06

Finance : September 5th 05 – March 10th 06

Marketing : September 19th 05 – February 3rd 06

Spring 2006

Marketing : February 13th 06 – June 16th 06

Management des Arts et Culture : February 13th 06 – June 16th 06

Europe : February 20th 06 – June 16th 06

Academic calendar including course dates and exam dates

List all other dates that are relevant for exchange students including orientation program date, class registration dates, foreign language course dates, holidays, etc.

Summer programs or short-term programs

Does your school offer any programs outside the semester exchange that are open to exchange students? If so, please describe.

No at the present time.

Living Expenses:

Sample costs for on campus and off campus housing.

Students are offered the possibility of living on Campus by renting a (400 Euros/month). This monthly charge covers the basic rent, cleaning, breakfast in the university restaurant.

A university restaurant seating 650, serving 2000 to 2300 meals every day. The restaurant suggests, every day, a basic meal at about 3 Euros. The students' Foyer serves café, sandwiches, pizzas, drinks etc

Health insurance:

Health insurance is compulsory. All guest students must show evidence of a Health Social Insurance Coverage for the duration of their stay at HEC. In accordance with French law, all non European students studying for more than 3 month in France must purchase the French student health policy. (approximately 180 Euros)

A civil liability insurance is compulsory during your stay in France, on the Campus as well as during an internship. Some banks offer the possibility of buying such insurance as a package when opening a bank account.

Visa:

What are the visa policies for exchange students coming to your school?

All students residing in France for longer than three months must obtain a Resident's Permit.

GENERAL PROCEDURE

Students from the European Union (EU), European Economic Area (EEA) and Poland

They don't need a residence permit.

European students from outside the EU/EEA and non-European Students

European students from outside the EU/EEA and non-European students wishing to reside on French territory for longer than three months must register with the Prefecture within 8 days of

their arrival in France. They must take with them their long-stay visa in order to commence the procedure for obtaining a Resident's Permit.

European students from outside the EU/EEA and non-European students will be required to undergo a medical examination as part of this procedure. The Prefecture will notify students of their appointment. (Mandatory charge: €55).

Facilities:	<p>Briefly describe your campus amenities: library, computer services, student center, health club, etc.</p> <p>10 student halls with a total of 813 furnished rooms.</p> <p>15 amphitheatres</p> <p>1 amphitheater equipped with video-conference system</p> <p>70 classrooms seating 8/10, 15/25 or 30/50 people</p> <p>A library with 60 000 books and 736 journals, CDs, PCs, etc</p> <p>A trading room (in collaboration with Finacor and Dow Jones Telerate)</p> <p>7 open-access computer rooms, 1200 networked PCs throughout the campus</p> <p>3 language laboratories and a linguistic resource center</p> <p>A 1600 m² sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)</p> <p>8000 m² of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch,</p> <p>1 athletics track</p> <p>2 business bookshops</p> <p>1 printing centre</p>
Student Services:	<p>Please list all the services offered to exchange students such as cultural or social activities, peer advisors/buddies, career counselling, academic advising, student clubs, etc.</p> <p>Associative life has a great importance in an individual's personal and professional life. It helps in developing one's sense of responsibility and entrepreneurial spirit</p> <p>Around 90 student associations exist at HEC and exchange students are invited to join them. All associations are described on the students web-site : http://campushec.com</p> <p>The BDE (Bureau des Elèves) has many activities such as organizing cultural outings and trips, welcoming incoming students, organizing the annual HEC Gala and publishing the Campus magazine.</p>
Orientation	<p>Do you run an orientation program each semester? Is it required? Dates?</p> <p>Welcome meetings are organized, either in the morning or in the afternoon, on the first day of each specialization.</p>
Internships:	<p>Does your school allow exchange students to compete for internships?</p> <p>As the leading Business School in France, HEC constantly receives internship offers from prestigious French and International companies which are also available to International Exchange Students. The French system requires 'une convention de stage' which is a contract between HEC and the company.</p> <p>While your internship, you remain student at HEC. Therefore it is important to check that you have health coverage, civil liability, visa and/or resident's permit (if requested).</p>
Career services	<p>What resources are offered to exchange students to assist them with their job search for companies in your country/city?</p> <p>All exchange students can benefit from the services offered by our Orientation Career Department :</p> <ul style="list-style-type: none">- Documentation Center- Corporate contacts and forums...ex : International Consulting Forum, International Finance Forum...-
Exchange Coordinator Services:	<p>How involved are you/your office with exchange students? Please indicate if above services are managed by; a separate office.</p> <p>The International Student Office (ISO) is in charge of the Exchange Students concerning their course registration and is the main contact of exchange</p>

Info Dissemination:

students before their arrival at HEC and also during their stay at HEC.

ISO is the liaison between students and other Campus Departments.

How is exchange info from your school disseminated?

Web + intranet Email Mail