



# INTERNATIONAL OFFICE FACT SHEET 2024-2025

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affiliated with



# 2024-25 AY CALENDARS

## FALL

### Incoming EXCHANGE

**SEMESTER 1(S1) (B1+B2)**  
29 AUGUST - 20 DECEMBER

❖ ARRIVAL IN FRANCE UP TO 28 AUGUST

**ORIENTATION SESSION**  
29 - 30 AUGUST



## SPRING

### Incoming EXCHANGE

23 JANUARY - 30 MAY

**ARRIVAL IN FRANCE**  
UP TO 22 JANUARY

**ORIENTATION SESSION**  
23-24 JANUARY

## 2024

### CEMS Guests

**SEMESTER 1(S1) (B1+B2)**  
26 AUGUST - 13 DECEMBER

❖ ARRIVAL IN FRANCE UP TO 25 AUGUST

**ORIENTATION SESSION**  
26 AUGUST



## 2025

### CEMS Guests

13 JANUARY - 18 APRIL

**ARRIVAL IN FRANCE**  
UP TO 12 JANUARY

**ORIENTATION SESSION**  
13 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.

## 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: 25-30 ECTS\*** – **Annual students: 55-60 ECTS\***

Regardless of home school's requirements (if requiring less).

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

**NEW** ECTS:

Management Core courses 18h / 36h: **2.5 / 5 ECTS**

Electives 18 h: **2.5 ECTS**

French language course 30h: **5 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](mailto:mib-cems@hec.fr)

**For academic queries only!**



THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

Please nominate students **both** on [Cems.org](https://www.cems.org) **and** our nomination platform <https://www.service4mobility.com/hecparis/>

## 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

**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.

## 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

## SPORT FACILITIES 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:

- 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 8€ /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 only**

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 2024:** March 22<sup>nd</sup>, 2024.

**Spring 2025:** Oct 18<sup>th</sup>, 2024.

## How to nominate your students?

### STEP 1 **new procedure**

#### NOMINATE YOUR STUDENTS

Via your our new portal Mobility Online using your Institution's HEC nominations account. (Credentials sent for each program)

<https://www.service4mobility.com/hecparis/>

Nominations made per program and per session (Fall only, Fall-Spring & Spring only) according to available slots.

**Note: We do prefer nominations for Spring semester.**

No students with French education background are allowed to join the Exchange program at HEC Paris.

### STEP 2

#### STUDENTS SELF REGISTRATION

Your students will receive an automated email instantly after nomination is entered on the platform, inviting them to complete their own registration, using our new online platform.

Registration implies the upload of 4 or more items:

Resume (PDF)

Transcript (PDF)

Formal photo (JPG format) for ISIC student card

English proficiency test result (IELTS, TOEFL): B2 minimum (Except for English mother tongue)





# 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** (n°, 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](mailto: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** INTRANET PAGE

[https://hecparis.sharepoint.com/sites/Heconnect\\_myprogram/SitePages/INCOMING-EXCHANGE-PROGRAM.aspx](https://hecparis.sharepoint.com/sites/Heconnect_myprogram/SitePages/INCOMING-EXCHANGE-PROGRAM.aspx)

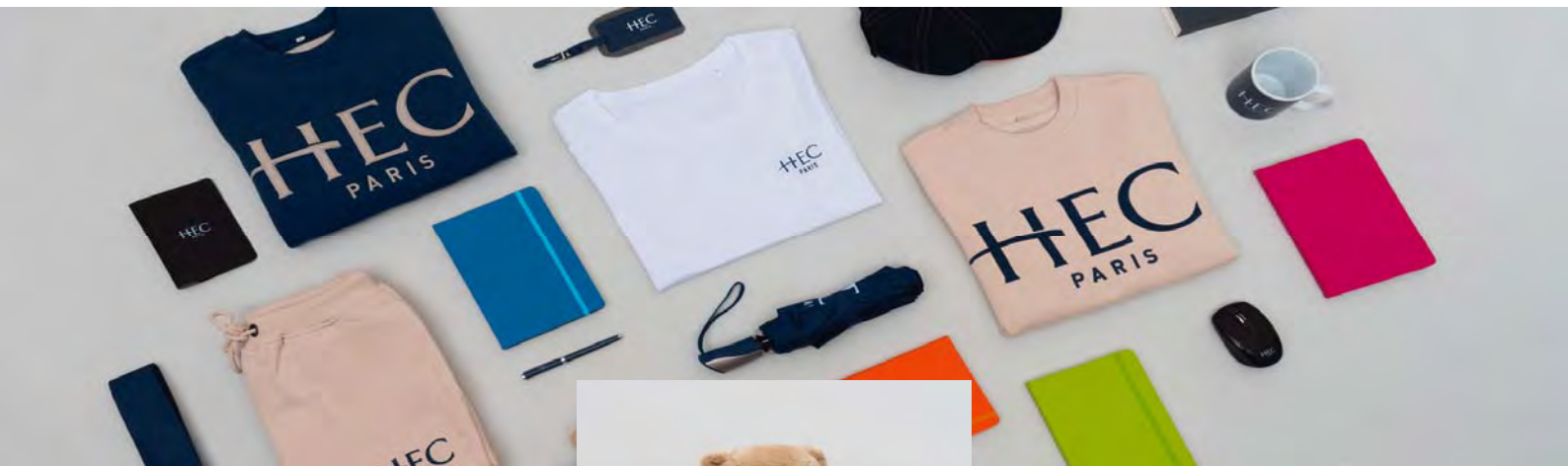
Only accessible after students have received their HEC Personal credentials, see below.

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 via our [intranet page](#) (once they have received access) to check on updates, new posts, thread of info), 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: Enrollment certificates** will automatically be sent to all students after they complete their online registration.  
**Final documents** (Transcript, Certificates of Completion of exchange) **will be made available via a drive** on Outlook.  
Link only shared with home university contact in charge of nominations.  
No more paper documents sent via post.



CONTACT US :

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Visit our website

<https://www.hec.edu/en/master-s-programs/visiting-students-programs/exchange-program>

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