



## INTERNATIONAL OFFICE - FACT SHEET 2025-2026

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affiliated with



# 2025-26 A/Y Calendars

## FALL 2025

### Incoming EXCHANGE

29 August - 20 December

Arrival In France up to: 28 August

#### ORIENTATION SESSION

29 - 30 August

### CEMS Guests

25 August - 12 December

Arrival In France up to: 24 August

#### ORIENTATION SESSION

25 August

## SPRING 2026

### Incoming EXCHANGE

22 January - 30 May

#### Arrival In France

Up to 21 January

#### Orientation Session

22-23 January

### CEMS Guests

12 January - 17 April

#### Arrival In France

Up to 11 January

#### Orientation Session

12 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: 24-30 ECTS\*** – **Annual students: 54-60 ECTS\***

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

Student can choose freely between core courses and management electives

### ECTS:

Management Core courses 18h / 36h: **3 / 6 ECTS**

Electives 18h: **3 ECTS**

French language course 30h: **6 ECTS** can be included in the 24 ECTS min. required.

### Exchange course catalog release periods:

**Fall edition:** end June - mid July

**Spring edition:** beginning of December.

Course selection is made on-line (when students are invited).

### Important changes:

Once the course selection is closed courses changes ("adds and drops")

**will no longer be possible.** Only, under certain conditions.

(ex: missing or too many ECTS).

## CEMS Guests STUDY PROGRAM To Cems partners only:

Please contact our colleague **Françoise Figarola**

regarding academic and schedule info.

The program manager will send a dedicated fact sheet

CEMS Program Manager

Tel: + 33 1 39 67 96 35

[mib-cems@hec.fr](mailto:mib-cems@hec.fr)



**PIM**  
PARTNERSHIP IN INTERNATIONAL MANAGEMENT



**C E M S**

THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

## 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 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 the 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 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



1 600 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 supermarket "Auchan" is located across the street from campus

Hairdresser, beauty salon, 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 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

**Fall Semester: Not available** Off-campus only

**Spring semester:** On-campus\* (subject to availability)

\*No cooking facilities

+ Off campus

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 2025: March 21<sup>st</sup> 2025.

Spring 2026: Oct 17<sup>th</sup>, 2025.

## How to nominate your students?

### STEP 1

#### 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 have a strong preference for receiving Spring semester nominations when possible.**

**No students with French education background** are allowed to join the Exchange program at HEC Paris. French nationals or with dual nationality, are accepted, depending on the above.

### 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 must be completed within 24/48 hours**

- 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 English mother tongue)





# ADMINISTRATION (INSURANCES & DOCUMENTS)

**COMPULSORY** (to be prepared before reaching campus)

- **C**hecklist (provided during pre-arrival process)
- **C**opy of **P**assport (photo page, + valid visa for FRANCE page)
- (if E.U Citizen) Copy of European health card
- **O**therwise copy of **i**nsurance **p**olicy (n°, name and coverage must show)
- **I**nsurance **c**ommitment **f**orm (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

**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.**

Organizing your students "Exchange experience" at HEC Paris.

**All necessary pre arrival info** on Exchange program/ CEMS or/and DOUBLE DEGREE EXCHANGE will be made available / shared with students in due time.

**Students are strongly encouraged** to stay alert and expect updates, from nomination day until they reach campus via our [intranet page](#) (once they have received access) to check out updates, new posts, thread of info), for an easy follow-up of the evolving pre arrival process. Valuable information will be posted there, and emails sent to confirm:

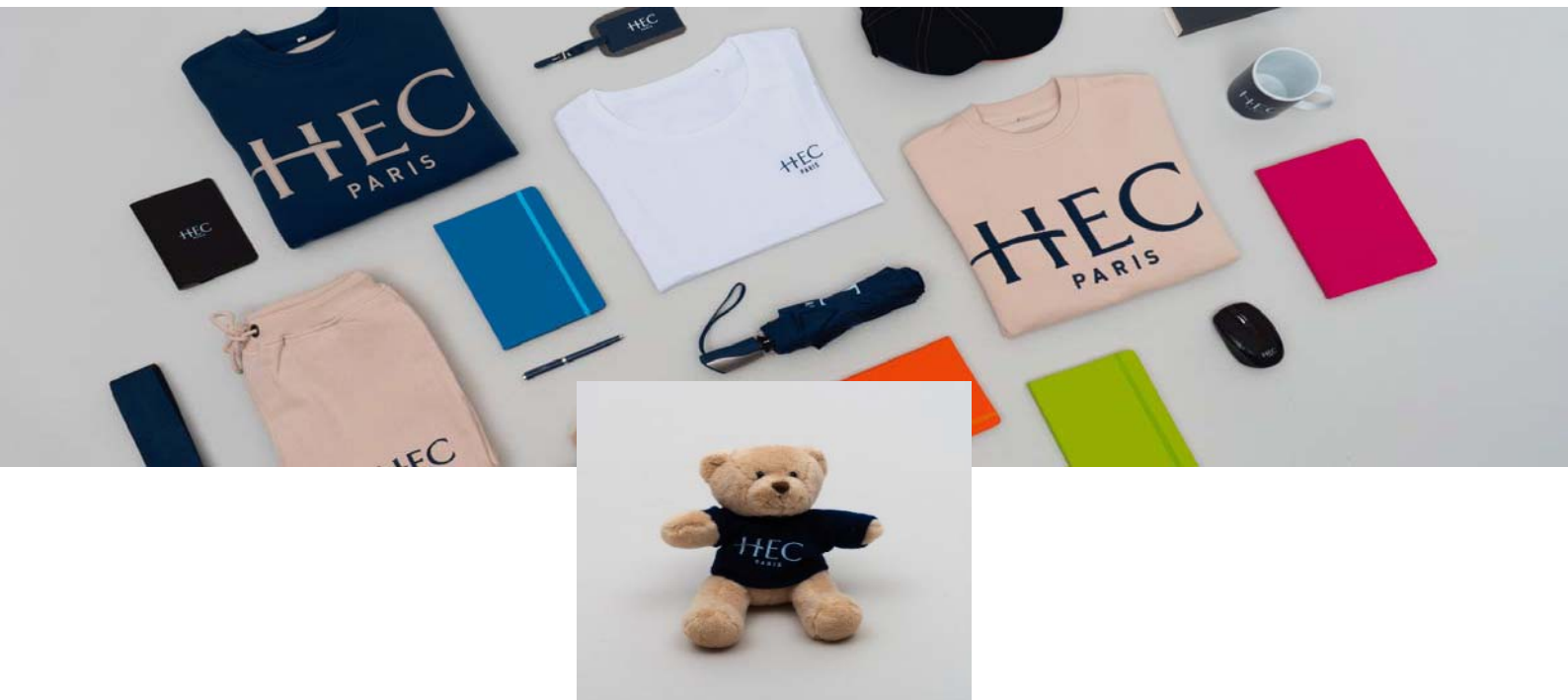
**Course catalog release**

**On-line course selection campaign**

**Note: Enrollment certificates** are automatically sent to all students only after they complete their online registration. (may not be sent right away).

**Final documents** (Transcript, Certificates of Completion of exchange)

**will be made available via a drive on Outlook only with shared with universities.**



## CONTACT US :

## HEC PARIS

International office (T57-58-59)  
1, Rue de la Libération  
78351 Jouy-en-Josas Cedex - France

Visit our website

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

## General information

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