| HEC MBA Academic & Student Services | Elyse Michaels-Berger  
Academic Director  
+ 33 1 39 67 95 98  
michaels@hec.fr |
|-----------------------------------|-------------------------------------------------|
| Martine Wittig  
Associate Director Academic Affairs  
+ 33 1 39 67 72 41  
wittig@hec.fr |
| Danièle Tetaud & Elisabeth Jullien  
Registrar’s Office  
+ 33 1 93 67 73 78  
MBARegistrar@hec.fr : all academic exchange inquiries |
| Professor Sylvie Gervais  
French Professor  
+ 33-1 39 67 94 06  
gervais@hec.fr |
| Céline Gardette  
Admissions Officer  
+ 33 1 39 67 95 63  
studentaffairs@hec.fr : pre-arrival housing requests and other inquiries |
| Karine Bousquet  
On-campus Student Affairs Coordinator  
+ 33 1 39 67 94 48  
studentaffairs@hec.fr : student life questions upon arrival at HEC. |

School address

| HEC MBA PROGRAM  
1, avenue de la Libération  
78351 Jouy-en-Josas Cedex  
France  
Fax : + 33-1/ 39 67 74 65  
http://www.mba.hec.edu |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The HEC MBA Program is located on the 300 acre Jouy-en-Josas campus, located close to Versailles outside of Paris. There is regular public bus and train transportation to Paris for students who wish to commute to the city rather than live on campus.</td>
</tr>
<tr>
<td>We encourage all exchange participants to speak with former exchange participants, or current students for their insight as to residing on campus or in Paris or the surrounding areas.</td>
</tr>
<tr>
<td>Please alert us should you have packages or suitcases delivered before your arrival. They risk being returned if addressed improperly.</td>
</tr>
</tbody>
</table>
**ACADEMIC INFO**

| Term Information | The HEC MBA Program is a 16-month generalist program, with a Core Phase and a Personalized Phase. Exchange students enter the program in the Personalized Phase, and take electives in this period with full-time students.

There are two Start dates for full-time Students. These include a January start date, with personalized options in the Fall and the Winter, as well as a September start date with personalized options in the Spring and the subsequent Fall.

Exchange students are currently welcomed in the Fall period (September to December), the Winter period (January to mid-April) or the Spring period (mid-April to mid-July).*

Courses are regularly held at different intervals throughout each elective period. That is to say, if an exchange student must leave HEC earlier than the period’s official close, he/she can choose courses that end so as to meet their home university’s required return date. It is considered the responsibility of exchange students to choose their courses with any such restrictions in mind.

* As of the academic year 2007-2008, exchange students will be welcomed in the program in the Fall period (September to December) and the Spring period (mid-April to mid-July) only. The Winter period (January to mid-April) will be closed. |

| Application Deadlines | May 19, 2007 for Fall term (September to December 2007) |

| Required Documents | • HEC MBA Program Biographical form and ID photo must be sent upon enrollment for publication in the HEC MBA Exchange Student Facebook. Please send to MBARegistrar@hec.fr.

• Housing form (provided to all students by the MBA Registrar) indicating intended means of lodging (see “Housing” section below). |

| Programs of Study | Throughout the academic year, the HEC MBA Program offers a wide range of electives, open to full-time and exchange students alike.

Students attending the Fall period of the Personalized Phase can choose among these electives, and can also apply to one of four “track” concentrations in the following domains: Entrepreneurship, Finance, Marketing or Strategy.

An application is mandatory for participation in the track back-bone course. The pre-requisite for placement is an application form and a resume, to be sent to the MBA Registrar by June 10 at latest. Admission is dependent on availability of places. Admission and/or changes cannot be guaranteed after the application period has closed. |
<table>
<thead>
<tr>
<th>Course Selection</th>
<th>MBA elective course choices are published approximately two months prior to the period start. Courses are accessible via the MBA password protected site: <a href="https://intranet.hec.fr/students/">https://intranet.hec.fr/students/</a>. Password access and instructions for enrollment will be provided to exchange participants by the MBA Registrar. Enrollment takes place online during an approximately 10-day period. Final change requests can be addressed to MBA Registrar <a href="mailto:MBARegistrar@hec.fr">MBARegistrar@hec.fr</a> or in-person upon arrival. Any course changes must be complete before the start of the second class session. No class drop can be authorized after the start of the second class.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculties/Colleges</td>
<td>See <a href="http://www.hec.fr">http://www.hec.fr</a> for an overview of HEC programs.</td>
</tr>
<tr>
<td>Language Requirements</td>
<td>90 % of the courses are offered in English, the primary language on the MBA Program. It is required that all full-time and exchange students are proficient in English. It is expected that all students meet one of the following requirements: TOEFL: 100 IBT (or 250 on the computer-based test); TOEIC: 800 or IELTS: 7.0. Absent the required minimum, HEC reserves the right to refuse exchange participation for the student’s benefit. Management electives are also offered in French for students with a mastery of the language. No French is required to attend the program. However, students will gain more from the exchange experience with at least an intermediate level of French before joining the program.</td>
</tr>
<tr>
<td>Language Courses</td>
<td>French language courses are available for all students. A placement test upon arrival is a requirement for participation in language courses. Depending on the term of study, intensive French seminars may be offered prior to the program.* Contact Professor Sylvie Gervais at <a href="mailto:gervais@hec.fr">gervais@hec.fr</a> for further information. * An intensive summer French seminar is organized each August in Montpellier or in Paris.</td>
</tr>
<tr>
<td>Academic/Experience Requirements</td>
<td>As indicated above, all full-time and exchange students must demonstrate proficiency in English. It is expected that all students meet one of the following requirements: TOEFL 100 IBT (or 250 on the computer-based test); TOEIC 800, or IELTS 7.0. Absent this minimum, HEC reserves the right to refuse exchange participation for the student’s benefit.</td>
</tr>
</tbody>
</table>
| Full-time Workload | On average, 2 credits = 20 contact hours = 1 course

Winter term (January – mid-April)
16 Credits (including French language course)

Spring term (mid-April to mid-July)
14 Credits (including French language course)

Fall term (September - December)
16 Credits (including French language course) |
| Learning Expectations | Class format: Case studies, Discussions, Management simulation, Student Projects, Lectures. In the 2006-2007 academic year, the HEC MBA Program will take part in a pioneer pilot project with Apple. The Podcast will be used as a means of student learning. |
**Attendance:** Required. Poor attendance can result in a failing grade.

### Grading

<table>
<thead>
<tr>
<th>HEC MBA Grading Scale (ECTS norm):</th>
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<tbody>
<tr>
<td>A: Excellent (4)</td>
</tr>
<tr>
<td>B: Very Good (3.5)</td>
</tr>
<tr>
<td>C: Good (3)</td>
</tr>
<tr>
<td>D: Satisfactory (2.5)</td>
</tr>
<tr>
<td>FX: Unsatisfactory</td>
</tr>
<tr>
<td>F: Very Unsatisfactory or Incomplete</td>
</tr>
</tbody>
</table>

**Notes:** FX and F are failing grades. There is no + or –.

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**How are transcripts handled?**

Two copies of the transcript will be sent free of charge to the partner university's exchange coordinator at the end of the term.

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### Term dates for the HEC MBA Academic Year*

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Quarter system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2006</strong></td>
<td>14 September 2006 to 22 December 2006 (including exams)</td>
</tr>
<tr>
<td><strong>Winter 2006</strong></td>
<td>8 January 2007 to 14 April 2007 (including exams)</td>
</tr>
<tr>
<td><strong>Fall 2007</strong></td>
<td><em>mid-September 2007 to end December 2007 (dates to be confirmed)</em></td>
</tr>
<tr>
<td><strong>Winter 2008</strong></td>
<td><em>The winter exchange period will be closed effective 2008.</em></td>
</tr>
<tr>
<td><strong>Spring 2008</strong></td>
<td><em>mid-April 2008 to mid-July 2008 (dates to be confirmed)</em></td>
</tr>
</tbody>
</table>

* Elective courses are offered at varied start and closing dates during the term. It is expected that exchange participants select courses according to their home university’s credit requirements as well as required timing. This is particularly important for students who must return to their home university before the official close of the HEC MBA term. For specific questions or counsel, please feel free to address inquiries to our MBA Registrar’s Office at MBARegistrar@hec.fr.
## Living Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>n/a</td>
</tr>
<tr>
<td>On-campus room</td>
<td>€2000 (including breakfast)</td>
</tr>
<tr>
<td>Books</td>
<td>€250</td>
</tr>
<tr>
<td>Meals</td>
<td>€1000 (at student restaurant)</td>
</tr>
<tr>
<td>Student Visa</td>
<td>€55 or more (see “Visa” section below)</td>
</tr>
</tbody>
</table>

*The HEC MBA Program does not charge additional costs for course reading hand-outs; these are printed and provided free of charge to students.

## 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.

Civil liability insurance is compulsory for all exchange students during their stay in France.

## Visa

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

Visa requirements differ by country. Therefore, we recommend that you directly contact the French Embassy or Consulate of your country. They will inform you of the process for obtaining a visa, including potential costs. Be aware that the application process can be lengthy so please start as soon as you have received confirmation of enrolment from HEC (certified by the certificate that you will receive from the HEC MBA Registrar.)

## Facilities

**HEC MBA students share facilities with the HEC-wide campus. These facilities include:**

- 10 student halls with a total of 813 furnished rooms.
- 15 auditoriums
- 1 auditorium equipped with video-conference system
- 70 classrooms seating 8/10, 15/25 or 30/50 people
- Library includes 60,000 books and 736 journals, CDs, PCs, etc
- Trading room
- 7 open-access computer rooms, 1,200 networked PCs throughout the campus
- 3 language laboratories and a linguistic resource center
- 1,600 m² sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)
- 8,000 m² of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch,
- Athletic track
- 2 business bookshops

## Housing

The majority of exchange students choose to reside on campus during the exchange period. A small percentage choose to live in Paris and commute (approximately 1 hr by public transportation) to and from Paris, or to live in the surrounding areas of Jouy-en-Josas.

It is recommended that all incoming exchange students consult with former exchange students to sufficiently evaluate means of transportation and determine a preferred location of residence before arrival.

All exchange students who wish to request on-campus housing are required to inform the MBA know as soon as possible, according to the deadline that will be communicated by the Registrar’s Office.

Absent written confirmation of interest by the given deadline, on-campus rooms are not guaranteed.
The HEC MBA Program will be pleased to provide any interested student with counsel for living off-campus. For specific inquiries, please contact Céline Gardette at studentaffairs@hec.fr.

<table>
<thead>
<tr>
<th><strong>Orientation</strong></th>
<th><strong>1st week of Fall and Spring terms - Mandatory</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Career Services</strong></td>
<td>Exchange Students are welcome to benefit from Career Services that are almost identical to those provided to full-time students. Career Services offerings for Exchange Students include the following:</td>
</tr>
</tbody>
</table>
| | - CV helpdesk  
| | - Cover letter workshop  
| | - Recruitment Presentations  
| | - On-campus interviews  
| | - Informational events  
| | - Skills workshops  
| | - Access to Alumni network on payment of membership fee  
| | - Campus forums  
| | - Access to Careers intranet containing advice, company information and job offers  
| | - Access to career staff for counselling on appointment  

The Careers Development Service presumes that Exchange students have covered “self-assessment” material and clarified their career plan prior to their arrival at HEC.

Exchange students are unable to undertake an internship under the auspices of HEC.