• HEC MBA PROGRAM

Fact Sheet

Contact people

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School address
HEC MBA PROGRAM
1, avenue de la Libération
78351 JOUY EN JOSAS cedex 1
FRANCE

WWW-address
http://www.mba.hec.fr

Deadlines
October 26th for the Spring term
May 19th for the Fall 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.)?
- Housing form (given by the student Affairs)
- The academic services need the students to fill in the HEC MBA PROGRAM Biographical form and send an ID photo.

Study program
What majors/concentrations does your school offer at the MBA or graduate levels that are open to exchange students? Are there other departments/collages in which exchange students may attend classes? Entrepreneurship, Finance, Marketing and Strategy for Growth are our majors. These are opened to exchange students. The pre requisite for the selection is an application form and a resume, sent to the coordinator by June 30th at the latest.

Courses
http://www.mba.hec.fr
this is a password protected site. The password will only be given to the selected students.

Faculties/Colleges
http://www.mba.hec.fr

Language of Instruction
90 % of the courses are taught in English
Language requirement

Students will gain much more from the experience if they have at least an intermediate level of French before joining the program.

Language courses

French language courses are available – All levels –
An intensive summer French seminar is organized each August in Montpellier:
IMEF
Espace Universitaire A. Camus,
17bis av. du Professeur Grasset
34093 Montpellier - France
info@imef.fr
www.imef.fr

Academic/Experience Requirements

None

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?

Spring term (January-April)
16 Credits (including the French language course)

Fall term (September-December)
16 Credits (including the French language course)
2 credits = 20 contact hours = 1 course

Learning Expectations

The HEC MBA Program has an international Business school approach. It combines academic excellence with a more practical approach and emphasis on interpersonal skills.

Class format: Case studies, Discussions, Management simulation, Student Projects, Lectures

Attendance: Required. Poor attendance will result in a failing grade.

Grading

The HEC MBA PROGRAM has moved on to the ETCS grading system in 2004-2005.

Grading scale:
A: Excellent, B: Very good, C: Good, D: Satisfactory, E: Adequate, FX: Unsatisfactory (fail), F: Very unsatisfactory

NB: A grade of FX will be given for all incomplete records.

How are transcripts handled?
Two copies of the transcript will be sent free of charge to the partner university's exchange co-ordinator at the end of the term.

Exams

Tests or exams (always written if any) are not the general use for elective courses.

Term dates for the academic year 2005/2006

Calendar

Fall 2006
14 September 06 to 22 December 06 (including exams)

Spring 2007
Not yet available (including exams)

Summer programs or short-term programs

The HEC PROGRAM don't offer these yet, though we are working hard on this for the following years.

Living Expenses

Sample costs for on campus and off campus housing for the exchange period – (€)

Tuition 0
On-campus room: 2000 (including breakfast)
Books 250
Meals 1000 (student rest.)
**Health insurance**

*Are exchange students required to have health insurance? What is the cost?*

Health insurance is compulsory. All guest students must show evidence of a Health Social Insurance Coverage for the duration of their stay at HEC. According to the French law, all non-European students studying for more than 3 months in France must purchase the French student health policy. (cost = 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.

Visa requirements differ by country. Therefore we suggest that you contact the French Embassy or Consulate of your country. They will inform you of the process for obtaining a visa. This process can be quite lengthy so please start as soon as you have received confirmation from HEC of your stay with us (school certificate). All students will receive a school certificate which will allow them to apply for the student visa.

**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**

*Briefly describe your campus amenities: library, computer services, student center, health club, etc.*

- 10 student halls with a total of 813 furnished rooms.
- 15 amphitheaters
- 1 amphitheater equipped with video-conference system
- 70 classrooms seating 8/10, 15/25 or 30/50 people
- A library with 60,000 books and 736 journals, CDs, PCs, etc
- A trading room (in collaboration with Finacor and Dow Jones Telerate)
- 7 open-access computer rooms, 1200 networked PCs throughout the campus
- 3 language laboratories and a linguistic resource center
- A 1600 m² sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)
- 8000 m² of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch,
- 1 athletics track
2 business bookshops
1 printing centre

Student Services
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.
Help in housing research, buddies, of course cultural and social activities, intensive French course, welcome, program and orientation.

Orientation
Do you run an orientation program each semester? Is it required?
Dates?
1st week of Fall and Spring terms - Mandatory

Internships
Does your school allow exchange students to compete for internships?
Internship are not allowed to exchange students

Career services
Company presentations and interviews are organized in the Autumn term through a very dynamic Careers service and the facilities of this service are widely open to exchange students:
Documentation Center
Corporate contacts and forum (International Consulting Forum, International Finance Forum)

Exchange Coordinator Services
How involved are you/your office with exchange students? Please indicate if above services are managed by; a separate office.
Academic Services (exchange Coordinator): Academic purposes only
Student Affairs: Visas, housing, insurance, buddies, and other practical issues