

## **MBA PROGRAM**

# **Fact Sheet for Incoming Students**

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**School address** 

#### **HEC Paris MBA PROGRAM**

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France

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The HEC Paris MBA Program is located on the 300 acre Jouy-en-Josas campus, 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.

### Term dates for the HEC MBA Academic Year

Calendar	Quarter system	
Spring 2011	April 26, 2011 to July 13, 2011	
Fall 2011	September 12, 2011 to December 17, 2011	

## **ACADEMIC INFO**

Programs of Study	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) or the Spring period (mid-April to mid-July).		
Application Deadlines	October 08, 2010 for Spring term (end of April to mid-July 2011)		
	May 2, 2011 for Fall term (September to December 2011)		
Required Documents	HEC MBA Program Biographical form and ID photo must be sent upon enrollment for publication in the HEC MBA Exchange Student Booklet. Please send to <a href="mailto:durandmj@hec.fr">durandmj@hec.fr</a> .		
Course Selection	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.		
	Enrollment takes place online during an approximately 10-day period.  NO ADD & DROP WILL BE POSSIBLE AFTER THE REGISTRATION PERIOD.  Once enrolled in a course, every participant must attend all classes and complete all the required work and examinations, as outlined by the Professor at start of the course.		
	In order to attend a class, participants must have officially registered for the course and be on the presence list. <b>HEC upholds a no-audit policy</b> .		
Faculties/Colleges	See http://www.hec.fr for an overview of HEC programs.		
Language Requirements	90 % of the courses are offered in English, the primary language on the MBA Program.  It is a requirement 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.		
French Language Courses	French language courses are offered for intermediate & advanced levels students only for partner institutions which validate the course. A placement test upon arrival is a requirement for participation in language courses.		

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Only during the Fall Term	Please note that we will not offer absolute beginner levels.  Once enrolled in a course, no drop will be allowed.  An intensive French seminar is organized in Paris: http://www.els-france.com/index.php?pg=courses-13&p1=en		
Academic/Experience Requirements	Exchange participants must be at the MBA level.  Work experience: it is highly recommended for exchange participants to have at least 2 years work experience.		
Full-time Workload	On average, 2 credits = 20 contact hours = 1 course  Fall term (September - December) 14 Credits  Spring term (mid-April to mid-July) 15 Credits		
Learning Expectations	Class format: Case studies, discussions, management simulation, student projects, lectures. Since 2006-2007 academic year, the HEC MBA Program takes part in a pioneer pilot project with Apple. The Podcast is used as a means of student learning.  Attendance: mandatory. Poor attendance results in a failing grade.		
Grading	HEC MBA Grading Scale (ECTS norm):  A: Excellent (4) B: Very Good (3.5) C: Good (3) D: Satisfactory (2.5) FX: Unsatisfactory F: Very Unsatisfactory or Incomplete  Notes: FX and F are failing grades. There is no + or  How are transcripts handled? Two copies of the transcript will be sent free of charge to the partner university's exchange coordinator within the following months.		

	STUDENT	SERVICES
Living Expenses		ange period - (€) n/a 2100 (estimation) + refundable guarantee 280 1000 (at student restaurant) 60 or more (see "Visa" section below) does not charge additional costs for course reading rinted and provided free of charge to students.
Health & Civil Liability insurances	Health insurance is compulsory. All exchange students must show evidence (contract) 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.	

	It is imperative that you provide us ( <u>studentaffairs@hec.fr</u> ) with proof of your insurances on arrival to campus.	
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	<ul> <li>HEC MBA students share facilities with the HEC-wide campus. These facilities include:</li> <li>15 auditoriums</li> <li>1 auditorium equipped with video-conference system</li> <li>70 classrooms seating 8/10, 15/25 or 30/50 people</li> <li>Library includes 60 000 books and 736 journals, CDs, PCs, etc</li> </ul>	
	<ul> <li>Trading room</li> <li>7 open-access computer rooms, 1200 networked PCs throughout the campus</li> <li>3 language laboratories and a linguistic resource center 1600 m² sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)</li> <li>8000 m² of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch, Athletic track</li> <li>2 business bookshops</li> </ul>	
Housing	Fall term: due to the high demand for a limited number of rooms on campus, graduate exchange participants will not be housed on campus. Help will be provided to assist participants in finding rooms before arrival. Information about off-campus housing options and costs is available on request.  Spring term: a limited number of rooms could be available on campus to the MBA residence "Expansiel". Please contact our Admission Office at admissionmba@hec.fr.  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.	
Career Services	Exchange participants are welcome to benefit from Career Services that are almost identical to those provided to full-time students.  Career Services offerings for Exchange participants include the following:  - 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.