

## MBA PROGRAM

### Fact Sheet for Incoming Students 2017-2018

#### HEC MBA Academic & Student Services

Alejandra CERVIO  
Academic Program Director  
+ 33 1 39 67 96 43  
[cervio@hec.fr](mailto:cervio@hec.fr)

Iris RITTER  
International Office Director  
+ 33 1 39 67 74 52  
[ritter@hec.fr](mailto:ritter@hec.fr)

Damien CYPRIEN  
International Exchange Programs Coordinator  
+ 33 1 39 67 73 81  
[cyprien@hec.fr](mailto:cyprien@hec.fr)

Célia TRAORE MIQUEL  
On-campus Student Services Coordinator  
+ 33 1 39 67 95 32  
[studentservices@hec.fr](mailto:studentservices@hec.fr): *student life questions upon arrival at HEC.*

#### School address

**HEC Paris 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>

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

#### Fall 2017

**September 4<sup>th</sup> to December 16<sup>th</sup>, 2017**

#### Winter 2018

**January 4<sup>th</sup> to April 14<sup>th</sup>, 2018 (subject to change)**

#### Spring 2018

**April 23<sup>th</sup> to July 13<sup>th</sup>, 2018 (subject to change)**

## ACADEMIC INFO

<b>Study Program</b>	<p>The HEC MBA Program is a 16-month generalist program, with a Fundamental Phase and a Customized Phase. Exchange students enter the program in the Customized Phase, and take electives or a specialization in this period with full-time students.</p> <p>There are two start dates for full-time Students. These include a January start date, with customized options in the Fall and the Winter terms, as well as a September start date with customized options in the Spring and the subsequent Fall terms.</p> <p>Exchange students are welcomed in 3 terms: <b>Fall</b> (September to December), <b>Winter</b> (early January to mid-April) or <b>Spring</b> (end of April to mid-July).</p>
<b>Nomination Deadlines</b>	<ul style="list-style-type: none"> <li>• April 20th, 2017 for Fall 2017</li> <li>• July 20th, 2017 for Winter 2017</li> <li>• November 23rd, 2017 for Spring 2018</li> </ul>
<b>Required Documents</b>	<p>HEC MBA program exchange student information form, resume, copy of first page of passport, IT chart and ID photo (.jpg format), must be sent upon enrolment for publication in the HEC MBA Exchange Student Profiles. Please send to <a href="mailto:cyprien@hec.fr">cyprien@hec.fr</a>.</p>
<b>Language Requirements</b>	<p>Almost all courses are offered in English, the primary language on the MBA Program.</p> <p>It is expected that all students meet one of the following requirements: TOEFL: 100 IBT, TOEIC: 340 Speaking &amp; Writing and 850 Listening &amp; Reading or IELTS: 7.0. Absent the required minimum, HEC reserves the right to refuse exchange participation for the student's benefit.</p> <p>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.</p> <p>Some electives are offered in French for students with a mastery of the language.</p>
<b>French Language Courses</b>	<p>French language courses are offered for beginner, intermediate &amp; advanced levels students <b>only for partner institutions which credit the course</b>. If this is the case, French language course should be chosen when registering for electives but it is not included in the 8 electives required for the term. <b>A placement test upon arrival is a requirement</b> for participation in language courses.</p>
<b>Academic/Experience Requirements</b>	<p>Exchange participants must be at the MBA level.</p> <p>Work experience: it is highly recommended for exchange participants to have at least 2 years work experience.</p> <p>The Full time Exchange participants should have completed the Core courses before coming on exchange.</p>

## Fall Term

Exchange participants must follow one among the 5 Specializations offered:

- **Entrepreneurship:**

Participants use a real project with high business potential based on a differentiating technological advantage to learn how to become entrepreneurs.

- **Finance:**

Provides MBA participants with in-depth knowledge in finance to sustain successful careers supported by HEC Paris' strong tradition in this field.

- **Advanced Management:**

Participants will acquire the analytical and thinking skills necessary to perform in top general management positions.

- **Marketing:**

Participants willing to work in traditional or newer Marketing jobs will gain the knowledge and skills necessary to succeed.

- **Strategy:**

Participants will be prepared to become Top Consultants or Senior Executives with strong analytical skills and business acumen.

### Study Load

Each Specialization includes 7 compulsory courses, including a "backbone course" (144 contact hours/24 ECTS)

### Course Enrolment

Participants will have to fill in an application form with their 2 top choices of Specializations with an updated CV by the end of May.

The selection will be held by the specializations' coordinators, and the final results will be announced by **end-June**.

Then participants will be automatically enrolled into the 7 compulsory courses of the Specialization.

**Nomination deadline reminder: April 20th, 2017**

## Winter/Spring Term

### Study Load

8 electives equivalent to 144 contact hours/24 ECTS

Elective courses worth 3 credits = 18 contact hours

### Course Enrolment

MBA elective course choices are published approximately two months prior to the period start.

Courses are accessible via the MBA password protected site: <https://intranet.hec.fr/students/>. Password access and instructions for enrolment will be provided to exchange participants.

***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. Dropping an elective or failing to attend courses and exams can lead to a failing grade.***

*In order to attend a class, participants must have officially registered for the course and be on the presence list. **HEC upholds a no-audit policy.***

**Nomination deadline reminder:**

- **July 20th, 2017 for Winter 2018**
- **November 23rd, 2016 for Spring 2018**

**Learning  
Expectations**

**Class format:** Case studies, discussions, management simulation, student projects, lectures.

**Attendance** is strongly expected from all participants. This rule applies to all fundamental courses, electives, seminars, conferences, and CMC events. Attendance is also important for career presentations and lectures given by guest speakers as participants represent the professional reputation of the HEC MBA in these events.

**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 -. In the case of a re-take, E (2) is the only passing grade that can be awarded.

Two official transcripts will be sent to the exchange partner school within the following 2 months.

## STUDENT SERVICES

### Living Expenses

Estimated costs for the exchange period :

Tuition	n/a
Off-campus room	3000 € (estimation) + security deposit
Books	280 €
Meals	1000 € (at student restaurant)
Student Visa	(see "Visa" section below)

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 & 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's possible to purchase an insurance package put together especially for HEC participants with ACS Insurance Co.

Please check: [www.assistance-etudiants.com](http://www.assistance-etudiants.com)

**It is imperative that you provide us with proof of your insurance upon arrival on campus.**

### Visa

All students residing in France for longer than three months must obtain a Visa.

Visa requirements differ by country. Therefore, we recommend that you directly contact the French Embassy or Consulate in 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 your certificate of enrolment from HEC.

### Facilities

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

- Library includes 60 000 books and 736 journals, CDs, PCs, etc
- Trading room
- 7 open-access computer rooms, 1200 networked PCs throughout the campus
- 3 language laboratories and a linguistic resource center
- 1600 m<sup>2</sup> sports hall (tennis, basketball, hand-ball, volleyball, badminton and climbing wall)
- 8000 m<sup>2</sup> of outdoor fields with 2 soccer pitches (1 hard surface and 1 turf) and 1 rugby pitch, Athletic track
- 2 business bookshops
- In-house Printshop
- Receptions and exhibition area of 1000 m<sup>2</sup>.

## Housing

Fall term/Winter term: due to the high demand for a limited number of rooms on campus, 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: students are more likely obtain on-campus housing in Spring semester.

It is recommended that all incoming exchange students consult with former exchange students or the [MBA council](#) to sufficiently evaluate means of transportation and determine a preferred location of residence before arrival.

## Sport Facilities

You can access the HEC Sport facilities and Sport classes in return for:

- An official medical certificate (issued by your doctor with stamps and signature or form available on request on campus) to be given on arrival
- Mandatory fee: € 25 payable by cash or cheque to: AS HEC, at the Sports office (Office located by the K'fet next to the gymnasium)

## CAREER CENTER

### Career Services

Exchange participants are welcome to benefit from the Career Center services, which are almost identical to those provided to full-time students.

Exchange participants will be able to attend any activities proposed to full-time students, such as plenary workshops or events – some functional-specific events are not open to exchange participants for logistical reasons.

Exchange participants also have access to:

- The Career Center intranet, containing advice, useful links and company information.
- MBA Focus – the Career Center platform, where you can post your CV and access job offers and other useful information.
- The Career Center staff for counselling and careers advice.

The Career Center works on the basis that Exchange participants have covered the “self-assessment” elements of their career management and job search process, and have clarified their career plans prior to their arrival at HEC.

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

For further information, please contact [mbacareers@hec.fr](mailto:mbacareers@hec.fr).

## MBA COUNCIL and STUDENT CLUBS

### MBA Council

The MBA Council's Integration Team is willing to provide the Exchange participants with the most relevant information to ease the transition into HEC life.

It is always best to get the “insider’s view” so our team has also coordinated a “buddy system” to link the Exchange participant to a current HEC student who will be able to answer all pertinent questions before the arrival. The buddy might be from a different nationality than the Exchange participant, but he/she can always help him/her to get in touch with someone from the same nationality should he/she have any specific country related doubts.

### Students Clubs

Here is the list of the current clubs:

- Asia - Pacific Business
- Business Analytics
- Consulting
- Energy
- Entrepreneurship
- Finance
- General Management & Leadership
- Industry
- Luxury
- Marketing & Media
- Net Impact
- Private Equity & Venture Capital
- Women in Leadership
- etc....

Please check out the webpage on clubs: <http://www.mba.hec.edu/Student-life/Student-Clubs>