



# Fact Sheet 2013 / 2014

## Contact

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## Academic calendar

The academic year is divided into 3 trimesters. Each trimester lasts 10 weeks and includes a one-week break (except for the Fall term: no break).

Students are required to attend an orientation session before the start of the term.

### Intensive French language course (optional):

**September 2 – September 25, 2013**

Orientation: Thursday, August 29

### Fall Term (T1):

**October 7 – December 20, 2013**

First Orientation : Friday, September 27

Second Orientation : Friday, October 4

### Winter term (T2):

**January 13 – April 4, 2014**

First Orientation: Friday, January 3

Second Orientation: Friday, January 10

### Spring term (T3):

**April 7 - June 27, 2014**

Orientation: Friday, April 4

### Summer module "The Global Manager in Europe":

**June 23 – July 11, 2014**

## Nominations

Students must be nominated by their home university through our online application system. An email will be sent to all coordinators on the opening day of the nomination period with their login details. Once nominated, students will automatically receive by email the instructions to complete their application online and download all the useful material regarding the exchange (academic and practical pack).

### Nominations schedule 2013/2014

	FALL TERM - T1 (Sept - Dec 2013)	WINTER TERM - T2 (Jan - March 2014)	SPRING TERM - T3 (April - June 2014)
Online nominations by coordinators	March 12, 2013 April 12, 2013	September 11, 2013 September 27, 2013	November 20, 2013 December 6, 2013
Online applications by students	April 15, 2013 May 17, 2013	September 30, 2013 October 18, 2013	December 9, 2013 January 10, 2014



## Academics

### French Training Session (FTS)

An intensive French language course is offered to international students during 4 weeks in September and is free of charge. Students will take 3 hours of French lessons each day, Monday through Friday, and participate in cultural activities.

*N.B.: This session is offered in the Fall term only, however, students coming on exchange at another period of the year will be able to take a regular French course during each term.*

### Course offer

Students can consult the ESSEC MSc course catalogue online, which contains over 200 management courses as well as foreign language courses.

Link to the course catalogue:

[http://www.essec.edu/fileadmin/user\\_upload/Rubrique\\_Programmes/Grande-Ecole/course-catalogue.pdf](http://www.essec.edu/fileadmin/user_upload/Rubrique_Programmes/Grande-Ecole/course-catalogue.pdf)

Students coming from MBA programs can attend courses from the ESSEC Global MBA (course catalogue available upon request).

### Courses in specialized fields

Exchange students have the opportunity to take courses that draw on ESSEC's specific fields of expertise. This includes courses in Luxury Brand Management, Hospitality Management, Entrepreneurship, Agri-Food Industry, Health, etc.

Students usually receive the timetable 2 months before the beginning of each term.

Courses are taught in French and in English.

Please note that it is not required to speak French to come to ESSEC as students can take all their courses in English.

### Course load & credits

Students can take a maximum of 5 management courses per term (or 4 management courses + 1 language course). There is no minimum course load required.

	1 Management course	1 Language course
Contact Hours	25 (2.5 hours a week during 10 weeks)	30 (3 hours a week during 10 weeks)
ECTS Credits (European credits)	5	3

### Course registration process

Registration in courses is made by the Office of International Relations. The procedure takes place about 2 months before the start of each term and is run on a "first come first served" basis.

There are 3 successive registration rounds during which students can modify their initial selection. IMPORTANT: Some courses, for instance the luxury courses, are quite popular and therefore get quickly full. We cannot guarantee that students will obtain all the courses they selected. The sooner students send their course registration form, the more chances they have to obtain their course choice.

### Examination

As a general rule, final exams take place on the last week of each term. However, professors can schedule their final exam differently and will specify it during the first session of their class.

### Grading & conversion

Grades range from 0 to 20. Students need to obtain at least a grade of 10 to pass a course.

Description of the ECTS grading system

ESSEC Grades	Definition	ECTS Grades
16-20	Excellent	A
14-15	Very Good	B
13	Good	C
11-12	Satisfactory	D
10	Pass	E
0-9	Fail	F

Final transcripts will be sent directly to the international relations office of the student's home university as soon as they are complete (2 weeks to 1 month after the end of the exchange).



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## Summer module “The Global Manager in Europe”

This 3-week Summer program is offered each year to all MBA students from our partner universities. It gives the opportunity to students to learn about business in Europe and the French and European culture. Students will follow courses and conferences given by ESSEC faculty and take part in various cultural activities. Students interested in joining this program must be nominated by their coordinator. The selection process takes place in February/March. The registration fee is 500 €.

## Campus location / facilities / services

ESSEC Business School is located in Cergy-Pontoise, a thriving town northwest of the capital, on a pleasant, modern campus, just 30 kilometers away from the center of Paris. It is easily accessible by train (RER A) in about 40 minutes.

### Campus life

An important number of events regularly take place on campus, be they conferences, company presentations, student parties, movie shows, etc. Around 100 student clubs contribute to the rich diversity of campus life. Exchange students are encouraged to participate in these activities.

### Career services

Although exchange students do not have any individualized counseling service, they have access to our job offers online (around 15,000 ads posted each year) and can also take part in workshops organized by ESSEC Career Services (subject to availability). Numerous professional events are organized on campus throughout the year (career fairs, company presentations, etc.), which students are welcome to attend.

To do an internship in France, students are required: to obtain an internship agreement (“convention de stage”) from their home university and to subscribe to the French Social Security.

CAUTION: for non-European citizens, some visas do not allow students to work on the French territory. Students must therefore check this before starting their search for a job or an internship.

## Visa and residence permit

Non-European citizens may need a visa to come to France. To obtain their visa, students must go to the French consulate in their country of residence with the letter of acceptance from ESSEC, which they receive once they have completed their online application.

Non-European students may be required to obtain a residence permit, depending on the type of visa they receive. All non-European students staying more than 90 days in France are required to obtain one. ESSEC will help students with the procedure on their arrival.

## Accommodation

### On-campus housing

**Alegessec**, ESSEC’s housing office, rents 1100 rooms to ESSEC and international exchange students. Four residence halls are located near the campus. Students need to complete and return the housing contract in order to book a room (document to download during their online application).

*N.B.: We advise exchange students to stay in the Résidence Les Hauts de Cergy or Résidence du Port.*

Link to Alegessec page:

<http://www.essec.edu/student-life/housing/alegessec.html>

### Off-campus housing

Students also have the possibility to rent an apartment in Cergy or in Paris. Useful websites are provided to students in the practical guide they must download during their online application.





## Health insurance and birth certificate

It is necessary for all exchange students to hand in a proof of medical insurance (European card for European students, private insurance for others) as well as a birth certificate translated into French. Students will be asked to submit those documents by regular mail during the application process.

## Approximate living costs

### Housing

#### ✓ On-campus accommodation:

- Initial booking fee: 350 €
- Monthly rent: 600 € approx (depending on the residence)

The rent includes heating, electricity, internet. European students and non-European students who have a French residence permit may be entitled to receive the APL (financial aid offered by the government under certain conditions). The Alegessec office takes care of the procedure to apply for the APL.

#### ✓ Off-campus rental rates:

800 € and over in Paris for a 1-bedroom apartment

### Food

A meal in the student dining-hall: around 3 €  
Sandwiches, salads, quiches at the cafeteria: 4 € - 6 €  
A meal off-campus: 6 € - 10 €

### Local transportation

RER fares depend on the number of zones (Cergy is in zone 5 while Paris is in zone 1):

- For a two-zone monthly pass (zones 4-5): 56,50 €
- For a five-zone monthly pass (zones 1 to 5): 111,50 €

A single ticket from ESSEC to Paris: 5,50 €

A book of 10 tickets from ESSEC to Paris: 44 €

A round trip from ESSEC to Paris during the weekends ("ticket jeunes"): 7,85 €

A single bus ticket or metro ticket: 1,70 €

A book of 10 bus or metro tickets : 13.30 €

## For more information

MSc Program: <http://www.essec.edu/programs/master-of-science-in-management.html>

Global MBA Program: <http://www.essec.edu/programs/mba-programs/global-mba.html>

Practical information: <http://www.essec.edu/student-life/studying-in-france.html>

