



## CONTACT

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Erasmus+ Code: F CERGY 03

## 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.

### French Training Session (optional): August 29 - September 18, 2019

Orientation (mandatory): August 27, 2019

### Fall Term (T1): September 30 - December 20, 2019

- First Orientation (mandatory): Friday, September 20, 2019  
(for students taking a course during the intensive week from September 23 to 27)
- Second Orientation (mandatory): Friday, September 27, 2019  
(for students arriving for the start of the term on September 30)

### Winter term (T2): January 13 - April 3, 2020

- First Orientation (mandatory): Friday, January 3, 2020  
(for students taking a course during the intensive week from January 6 to 10)
- Second Orientation (mandatory): Friday, January 10, 2020  
(for students arriving for the start of the term on January 13)

### Spring term (T3): April 8 - June 29, 2019

- First Orientation (mandatory): Friday, April 3, 2020  
(for students taking a course during the intensive week from April 6 to 10)
- Second Orientation (mandatory): Friday, April 10, 2020  
(for students arriving for the start of the term on April 14, 2020)

## 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 each nomination period with their login details. The nomination period finished, students will automatically receive by email the instructions to access the platform on which all the info and material are posted. Please note that we do not accept students with the French nationality in our exchange program.

### Nomination schedule 2019/2020

|                                       | FALL TERM – T1<br>(Sept – Dec 2019) | WINTER TERM – T2<br>(Jan – April 2020) | SPRING TERM – T3<br>(April – June 2020) |
|---------------------------------------|-------------------------------------|----------------------------------------|-----------------------------------------|
| Online nominations<br>by coordinators | April 1 <sup>st</sup> , 2019        | September 2, 2019                      | December 2, 2019                        |
|                                       | May 10, 2019                        | September 27, 2019                     | December 20, 2019                       |



## 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

The ESSEC MiM program offers over 200 business courses over the year, as well as foreign language courses. To consult the course catalog, students can ask their local study-abroad coordinator. Students from MBA programs and coming to ESSEC in the Fall term (September to December) can attend courses from the ESSEC Global MBA (the list of courses will be provided to students in due time).

### ■ Course restrictions

The following courses are not open to exchange students:

- The following ESSEC core courses: Management Control, Financial Accounting and Reporting, Principles of Finance;
- Financial Statement Analysis;
- Big Data Analytics;
- Courses from some Chairs reserved to students admitted into the Chair (mention «reserved» indicated on the course offer).

### ■ 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 about 2 months before the beginning of each term. Courses are taught in French and in English (50/50). 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 courses per term (5 business courses or 4 business courses + 1 language course). There is no minimum course load required.

|                                    | 1 Business course                        | 1 Language course                      |
|------------------------------------|------------------------------------------|----------------------------------------|
| Contact Hours                      | 25<br>(2.5 hours a week during 10 weeks) | 30<br>(3 hours a week during 10 weeks) |
| ECTS Credits<br>(European credits) | 5                                        | 3                                      |

### ■ Course registration process

Students register themselves in courses on an online platform about 2 months before the start of each term. They have up to 5 days to make all the changes they want, after that, **no more changes (or dropping) is allowed.**

**Important:** Although exchange students have priority in courses as they register before full-time students, courses get full pretty quickly (especially the popular ones such as luxury courses) so students should not wait the last day to connect and register if they wish to secure a spot in all the courses they want to attend (first come, first served basis).

### ■ Examination

For courses with a final exam, it will take place on the very last week of the term. However, many courses do not have any final exam but assignments, presentations and/or projects (individual or in groups) throughout the term. **No re-sits or make-up exams are available to exchange students.**

### ■ Grading & conversion

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

| 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 students' home university as soon as they are complete (about 1 month after the end of the exchange).

## 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 Paris. It is easily accessible by train (RER A or suburban train line L) 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. Over 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 or have the European Health Insurance Card).

## LIBRARY - LEARNING CENTER

<http://learningcenter.essec.fr/>

Over 60,000 books and 15,000 periodicals are available to students.

### ■ Students can borrow:

- Books and textbooks
- Magazines, DVDs
- iPads, Samsung tablets, Chromebooks
- Calculators
- Headphones
- DVD players
- AV kits (tripod, smartphone holder and microphones).

Students can borrow up to 10 books/DVDs for 2 weeks.

On site students can read newspapers, theses, and dissertations.

### ■ K-Lab (Knowledge Lab)

The K-lab is a meeting place for dialogue and interdisciplinary exchange where you can put the learning by making into practice. The K-Lab enables everyone (students, professors, members of staff, alumni and corporate partners) to meet ESSEC expertise so that new ideas should be tested, developed and modelled. It includes different areas which interact on more than 900m²:

- videoconference equipment,
- multicam equipment,
- self-recording studio video equipment,
- multimedia and graphic software,
- 3D printer.

### ■ FinLab (Finance Lab)

A modern space for Finance lovers.

- Seating capacity of 20 persons
- 40 m² dedicated to Finance
- Open 6/7 to ESSEC community
- 12 Bloomberg terminals



**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 after the nomination period. 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/en/pages/about-essec/essec-business-school/housing/>*

### ■ Off-campus housing

Students also have the possibility to rent an apartment in Cergy or in Paris. Useful websites are provided to students on the ESSEC





## HEALTH INSURANCE AND BIRTH CERTIFICATE

All students are required to hand in a proof of medical insurance (European card for European students, private insurance for others) as well as a copy of your passport. Students will be asked to submit these documents online for their administrative enrollment.

## 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 (Financial Housing Subsidy)..

#### ✓ 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 five-zone monthly pass (valid from first to last day of the month) (zones 1 to 5): 72,20€

- A single ticket from ESSEC to Paris: 6,15€

- A book of 10 tickets from ESSEC to Paris: 49,20€

- A round trip from ESSEC to Paris during the weekends for students under 26 ("ticket jeunes"): 8,35€

- A single bus ticket or metro ticket: 1,95€

- A book of 10 bus or metro tickets: 14,90€



## FOR MORE INFORMATION

<https://sites.google.com/a/essec.edu/msc-in-management-incoming-international-exchange/home>