

HEC  
PARIS

MBA PROGRAM



# International Exchange Program

Fact-Sheet 2023 - 2024



# Academic Calendar\*

*\*Please be aware that some dates can be changed. The final dates will be communicated as soon as possible.*

## FALL 2023 TERM

FALL - September 11 to December 15, 2023

MBA Career Week (optionnal, no classes) : Sept 4-8, 2023

## NOMINATION DEADLINES

April 24, 2023

## WINTER 2024 TERM

WINTER FULL TERM – January 2 to March 29, 2024

WINTER MODULE 1 – January 2 to February 16, 2024

WINTER MODULE 2 – February 19 to March 29, 2024

## NOMINATION DEADLINES

August 31, 2023

## SPRING 2024 TERM

SPRING FULL TERM – April 15 to June 28, 2024

SPRING MODULE 1 – April 17 to May 24, 2024

SPRING MODULE 2 – May 20 to June 28, 2024

## NOMINATION DEADLINES

November 24, 2023

## EXPECTED ARRIVAL DATE

We recommend that exchange students arrive a few days before classes start. Depending on the semester schedule, the mandatory Welcome Day is held either the first day of class or on a day just after classes begin. Students will be informed in advance.

## APPLICATION PROCESS

Exchange Coordinator must submit nominations via the [Online Form](#) by the deadline.

After receiving the nominations, the International Exchange & Double Degree Officer will contact students to explain the next steps to follow.

If you are interested in a deadline extension, please send your requests to [mbainternational@hec.fr](mailto:mbainternational@hec.fr).



# Fall Term

## LEARNING EXPECTATIONS

Exchange students who come for the Fall Term must follow one specialization among the 7 areas below. Each specialization includes a backbone course and 6 mandatory courses. When the specialization is chosen, the student cannot attend the courses of the other specializations.

- **Advanced Management**
- **Entrepreneurship**
- **Finance**
- **Strategic Marketing**
- **Strategy**
- **Artificial Intelligence for Business Transformation**
- **Sustainable & Disruptive Innovation**

## STUDY LOAD

ONE SPECIALIZATION	CONTACT HOURS	CREDITS
1 Backbone	36	6
6 courses	108	18
TOTAL	144	24





# Winter & Spring Term

## LEARNING EXPECTATIONS

Electives are related to any specialization. Exchange students can mix electives from different areas. Some electives are available for winter or spring only.

### WINTER & SPRING FULL TERM

Exchange students must choose 6 to 8 electives.  
Around 30 electives per term.

- **Advanced Management**
- **Entrepreneurship**
- **Finance**
- **Strategic Marketing**

### WINTER & SPRING MODULE 1 & 2

Exchange students must choose 3 to 5 electives.  
Around 15 electives per module.

- **Strategy**
- **Artificial Intelligence for Business Transformation**
- **Sustainable & Disruptive Innovation**

## STUDY LOAD

	ELECTIVES	CONTACT HOURS	CREDITS
HALF-TERM	3	54	9
	4	72	12
	5	90	15
FULL-TERM	6	108	18
	7	126	21
	8	144	24

# Study Program

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Our program is unique, challenging, rigorous and absolutely the right preparation for your future success. The curriculum is divided into two phases: Fundamental and Customized. The international exchanges will be only possible during the Customized Phase (Specializations & Electives). Excellent professors at the forefront of research will build upon your unique talents and shape your learning experience. Our faculty infuses a rare combination of broad experience, personal insights and the latest in advanced-management thinking in their classes.

## Language Expectations

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### LANGUAGE REQUIREMENT

The language of instruction at HEC Paris is English. You must have a sufficient level of English to do an exchange at our school. If your program is fully in English then you do not need to provide a language certificate to HEC Paris. However, if it is not the case then you will need to provide the following certifications.

- **IELTS: 7.0 Range**
- **TOEFL (PBT): 600**
- **TOEFL (IBT): 100**
- **TOEIC: 340 Speaking & Writing**
- **850 Listening & Reading**

### LANGUAGE COURSES

French language courses are offered for Beginner, Intermediate & Advanced levels. Exchange students may take these courses if allowed by the home institution. A French course cannot replace an elective. For any questions please contact the HEC Language Department: [langues@hec.fr](mailto:langues@hec.fr).





## Grading

Students must fulfill all the requirements at HEC Paris to validate the exchange. An Fx or F grade may lead to the invalidation of the exchange. The final decision will be made by their partner institution.

GRADE SYMBOL	GRADE	CATEGORY	ECTS Grade points
A	Excellent	Performance that is of superior quality.	4
B	Very Good	Performance that exceeds all the standard requirements of the course.	3.5
C	Good	Performance that meets all the standard requirements of the course.	3
D	Satisfactory	Performance that minimally meets the standard requirements of the course.	2.5
FX	Unsatisfactory	Performance that does not satisfy the minimal requirements of the course and is deficient on significant dimensions.	X
F	Very Unsatisfactory or Incomplete	Performance is clearly below professional standards and warrants loss of credit for the work.	X

## Official Transcript

The official transcript will be available two to three weeks after the end of students's exchange. It will be sent by email to their coordinator or by postmail if necessary. If students need to obtain it before this timeline, they can send an email to [mbainternational@hec.fr](mailto:mbainternational@hec.fr) with a copy to [mbaregistrar@hec.fr](mailto:mbaregistrar@hec.fr). The MBA team will do its best to obtain the transcript as soon as possible.



# Academic Expectations

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## LEARNING EXPECTATIONS

The workload can vary by course. Examples include, case studies, quizzes, student projects, etc.

## ONLINE COURSES

HEC Paris has decided as a general policy to not offer hybrid teaching for our full-time degree programs. The HEC learning experience is based on relatively small groups with a pedagogy that is oriented towards interaction and discussions.

Students will be required to attend class in-person, except for fully online classes :

- Full term exchange: 2 online courses are allowed (E.g., 6 electives & 2 online electives).
- Module 1 & 2: 1 online course is allowed (E.g., 3 electives & 1 online elective).

## PRE-REQUISITES

Full-time exchange students should have completed basic courses (the fundamental phase) before coming on exchange. It is highly recommended to have two years work experience.

Please note also that we do not accept incoming exchange students who have applied to our MBA program in the past and were not accepted by the admissions board.

## COURSE ENROLLMENT

A few months before the exchange period begins, the international exchange officer will provide instructions about how to enroll in a specialization or electives. Once enrolled in a course, every student must attend and complete all classes. Withdrawing or failing to attend courses and exams will lead to a failing grade.

The HEC MBA Exchange Policy does not allow participants to change courses after arrival for non-force majeure reasons (extenuating circumstances). This is for internal organizational reasons, to respect the academic calendar of the professors but also to respect the other students who have been subjected to a first come, first served rule.





# Campus Life

Located just **10 miles southwest of Paris** in the picturesque village of Jouy-en-Josas, our **340-acre** residential campus features its own chateau, forest and lake. Sunny weekends are often spent lingering lakeside by the barbecue pits, while evenings are the perfect time to take advantage of our treelined walking paths.

Extracurricular activities are a vital part of the MBA experience. Students take part in both professional and social clubs. Numerous club-organized events take place every week, from speaker series to cultural weeks to hackathons, adding to the vibrant spirit of the campus.

## ACCESS BY TRAIN

### REC C

Gare de Jouy-en-Josas  
Avenue Jean Jaurès, 78350 Jouy-en-Josas  
From the train station take bus

### RER B

Orsay - Gare du Guichet  
Rue de Verdun, 91400 Orsay  
From the train station take bus 9

## ACCESS BY BIKE

ZOOV station at the Campus Main Entrance  
E-bikes are free use

[Click here](#) to download the ZOOV App.

## ACCESS BY BUS

### Line 32

"Gare de Chaville Rive Droite" to "Campus HEC"  
[Click here](#) to view the bus map and timetable.

### Line 9

"Gare du Guichet" (RER B) to "Gare de Jouy-en-Josas"  
[Click here](#) to view the bus map and timetable.

### Shuttle bus SAVAC HEC

HEC Campus - Pont de Sèvres  
HEC Campus - Denfert-Rochereau Train Station  
HEC Campus - Massy-Palaiseau (Massy Gare)  
[Click here](#) or [here](#) to view the bus map and timetable.

In addition to public transport, regular SAVAC shuttles are available to HEC students and staff.



# Overview

## Of the HEC Paris MBA

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***We are proud to welcome international students to HEC Paris!***

Our **94 percent international student** body enriches the overall experience of our program, shaping your viewpoints and preparing you to work with people from different backgrounds and cultures.

### A TRULY UNIQUE MBA EXCHANGE EXPERIENCE

At the HEC Paris MBA, you will find the ideal environment to realize your full potential and become a business leader for the 21st century.

**At over 140 years old**, HEC Paris stands the test of time. HEC enjoys a longstanding tradition of educating the leaders who are at the forefront of business.



Kristine de Valck, Interim Associate  
Dean MBA Programs / Dean of  
Degree Programs, HEC Paris

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## THE LIBRARY

The library is open 24 hours a day, seven days a week. Students can consult and borrow course books, professional theses or works of general culture from over 50,000 documents in the library. The center provides : 20 network computers, one creative workshop room, one lab, one video conference room and three study rooms allocated to group work.

## FACILITIES

The campus hosts six restaurants and bars, the Language Resource Center to enhance language skills, a printing shop, a medical center, an ecumenical center and more to discover!

## SPORTS

HEC Paris has excellent indoor and outdoor facilities on campus. These include a multi-purpose gym (1600m), an indoor mountain climbing wall, a weight training room, a fitness/cardio-training room and facilities for aerobics, boxing and martial arts.

There is also more than 10,000m of outdoor fields, including tennis courts, an athletics track, three grass rugby/football fields, one all-weather football field, and a basketball/football court.





## HEC TALENTS

Whether you have clearly defined professional goals or want to explore all your options, our HEC Talents offers a comprehensive approach that leverages your personal strengths and values to help you build a fulfilling career.

Exchange students have access to job offers on "MBA Focus", career platform to register for workshops, company events & career fairs.



## ALUMNI STATUS

Exchange Students will only be an alum of their home institution.

## HEC BUDDY

Exchange students will be warmly welcomed by a buddy who will be their go-to contact for academic and social life questions. Social events will be organized during the term.

## HEC PARIS MBA COUNCIL

Created to represent the interests of all MBA participants, the HEC Paris MBA Council is the main liaison between the student body, faculty and administration. Its goal is to make student life as rewarding as possible. Council representatives organize many of the fun activities that take place both on and off campus, including integration weekends, lakeside barbecues and more.

For any questions contact:

[association.mbacouncil@hec.edu](mailto:association.mbacouncil@hec.edu)



# Housing

HEC Paris does not provide on-campus housing for exchange students due to the high demand for a limited number of rooms on campus. We will provide the incoming students with resources for securing housing. It is important that the exchange students look for housing as soon as they are nominated, as it can be difficult to secure lodging in the Paris area. Note that rent varies considerably depending on location (Paris downtown, Versailles, Jouy-en-Joses, Massy-Palaiseau etc) and housing type.

## ECLA RESIDENCE

ECLA is the largest co-living residence in Europe. Roughly 3000 m<sup>2</sup> is dedicated to meetings and sharing with a collaborative kitchen, a music studio, chill spaces, E-games, cinebox, fitness. [Click here](#) to learn more.

ECLA Paris Massy-Palaiseau is located just 30 minutes from Paris and 40 minutes from the HEC campus by public transport. Regular SAVAC shuttles are available to HEC students, to go directly to HEC - ECLA.

## TWENTY-CAMPUS JOUY-EN-JOSAS RESIDENCE

Twenty Campus offers new furnished studios with many services (breakfast, accommodation, cleaning service, free WIFI, bicycle room, fitness room, cinema room, music room, co-working room and a laundromat). [Click here](#) to learn more.

The residence is 5 minutes by Bus (Line 9 and 32) from the HEC campus and 20 minutes by RER C from the prestigious Chateau de Versailles.

## SCIENCES ACCUEIL ASSOCIATION

A specific partnership exists between HEC and Sciences Accueil to facilitate your arrival in France. This association can give you free support with practical guidance for your settlement in France. [Click here](#) to learn to learn more.



When completing the Sciences Accueil application form, you must enter the details below where it requests the "laboratory contact":

**Name: LEFEBVRE**

**First name: Agathe**

**Mail: mbainternational@hec.fr**

**Contact : +33 (0)1 39 67 97 06**



# Student Visas

## Non-EU-Students

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### STAYS FOR LESS THAN 90 DAYS

Even if the student come to France for less than 90 days, they should know that a visa may be necessary depending on their nationality. [Click here](#) to evaluate if you need a visa on the official French Visa website.

### STAYS FOR MORE THAN 90 DAYS

Non-UE students residing in France for longer than 3 months must apply for and obtain a Student D Visa. Students must check their immigration status to study in France and what applies to them. Students who reside in one of the countries affected by the "Etudes En France" (EEF number) procedure must make a specific request to start the visa process.

This process can take 8-10 weeks. As soon as students receive their enrollment letter, they need to do start the visa application (process) right away. They must keep [mbainternational@hec.fr](mailto:mbainternational@hec.fr) updated on their progress and when they receive the student visa.







# Student Visas Non-EU-Students

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## STUDENT D VISA

**Received at the French Consulate of your home country**

With a student D visa, you are allowed to:

### TRAVEL

- In countries outside the Schengen zone, within the period of 90 days after your passport was first stamped when you arrived.
- After 90 days, you will need to have the VLS-TS in your passport in order to travel and come back to France.
- In the Schengen zone countries, anytime and as many times as you want.

### WORK

- During 60% of the annual time i.e 964 hours per year (Ex : part-time job)
- An internship does not count in this calculation

2

## VISA VALIDATION VLS-TS

**Once in France, get you visa validated online**

### ONLINE APPLICATION

[Click here](#) to validate the visa.

- Click first on "Buy a virtual excise stamp", + "Validate your VLS-TS long stay visa" (50€ for students, 250€ for visitors)
- Download your certificate and keep a printed copy in your passport.
- Send a scanned copy to [mbainternational@hec.fr](mailto:mbainternational@hec.fr).







# Health Care Insurance

The HEC Paris MBA requires Students to subscribe to a health care insurance covering each of the following risks:

- **Liability Insurance\***
- **Health + Medical Expenses (Overseas)**
- **Repatriation Assistance**
- **Personal Accidental Insurance**

## \* **Liability Insurance:**

- specific french insurance
- generally not included in travel insurances
- sometimes included with your credit card
- covers the financial consequences of public liability that you may incur in respect to physical injury and/or material loss and immaterial losses caused accidentally to any person
- your French accommodation insurance (mandatory) is acceptable

Your home university health insurance is acceptable as long as it covers you for the duration of your exchange. The student insurance card is not enough. We require a letter with your name, start and end dates of the contract as well as the terms of coverage.

[Click here](#) to have an example of a Health Insurance you can subscribe for.



## KEY CONTACTS



**Agathe LEFEBVRE**

International Exchange & Double Degree Officer

Manage communication and administration for pedagogical delivery to incoming and outgoing HEC exchange students in the MBA & Double Degree Program.

MBA Double Degree & Exchange Office – S231  
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78351 Jouy-en-Josas, FRANCE



**Iris RITTER**

International Office Director  
Academic Partnerships & Student Mobility