

HEC  
PARIS



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MBA PROGRAM

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FACT SHEET  
2022 - 2023

# 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.



*"Diversity is  
our richness,  
community is  
our strength"*

Andrea MASINI, Associate Dean,  
MBA Programs HEC Paris

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CONNECT  
@hec\_paris  
<http://wwwmba.hec.edu>



# Academic Calendar\*

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## FALL 2022 TERM

FALL - September 12 to December 16, 2022

## NOMINATION DEADLINES

April 24, 2022

## WINTER 2023 TERM

WINTER FULL TERM – January 3 to April 7, 2023

WINTER MODULE 1 – January 3 to February 18, 2023

WINTER MODULE 2 – February 20 to April 7, 2023

## NOMINATION DEADLINES

August 31, 2022

## SPRING 2023 TERM

SPRING FULL TERM – April 17 to July 7, 2023

SPRING MODULE 1 – April 17 to May 26, 2023

SPRING MODULE 2 – May 29 to July 7, 2023

## NOMINATION DEADLINES

November 23, 2022

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

## APPLICATION PROCESS

Partner schools must send an email to [mbainternational@hec.fr](mailto:mbainternational@hec.fr) indicating the last name, first name, date of birth, the chosen exchange period and the email address of the student. After receiving the nominations, the International Exchange & Double Degree Officer will contact students to explain the next steps to follow.





# Fall Term

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## 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**
- **Digital Innovation**
- **Sustainable & Disruptive Innovation**

## STUDY LOAD

- 1 Backbone course is 36 contact hours **(6 ECTS)**
- 6 courses is 108 contact hours **(18 ECTS)**

## TOTAL FULL TERM

**144 contact hours & 24 ECTS**



# Winter & Spring Term

## LEARNING EXPECTATIONS

Exchange students can mix electives from different areas. There are more than 50 electives. Some electives are available for winter or spring only.

### WINTER & SPRING FULL TERM

Exchange students must choose 8 electives.

- **Advanced Management (11 electives)**
- **Entrepreneurship (10 electives)**
- **Finance (8 electives)**
- **Strategic Marketing (9 electives)**

### WINTER & SPRING MODULE 1 & 2

Exchange students must choose 4 electives.

- **Strategy (19 electives)**
- **Digital Innovation (5 electives)**
- **Sustainable & Disruptive Innovation (22 electives)**

## STUDY LOAD

- 4 electives is 72 contact hours **(12 ECTS)**
- 8 electives is 144 contact hours **(24 ECTS)**

## TOTAL FULL TERM

**144 contact hours & 24 ECTS**

## EACH MODULE

**72 contact hours & 12 ECTS**

# Study Program

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

### 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.

## Grading

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

# Academic Expectations

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## LEARNING EXPECTATIONS

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

## ONLINE COURSES

Students will be required to attend class in-person, except in cases of force majeure\*.

This rule applies to all electives, seminars, conferences and career events. Online Courses will be allowed as long as the situation remains a force majeure. Students in this case must contact [mbatracks@hec.fr](mailto:mbatracks@hec.fr) and explain the situation with supporting documents if necessary.

\*Force majeure means an event beyond control and which could not be reasonably foreseen at the time that courses begin and which could not be avoided by appropriate measures (eg. COVID implications, border closure, serious medical conditions, etc.).

## PRE-REQUISITES

Full-time exchange students should have completed basic courses (the fundamental phase) before coming on exchange. It is highly recommended to have 2 years work experience.

## COURSE ENROLLMENT

Two months before the exchange period begins, the MBA administration 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 an elective or failing to attend courses and exams will lead to a failing grade.

The HEC MBA Exchange Policy does not allow participants to change electives after arrival for non-force majeure reasons (extenuating circumstances). This is for internal organizational reasons, to respect the professors' academic calendar 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 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)

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

All information and schedules concerning transportation services are centralized on the HEC intranet.

## ACCESS BY TRAIN

### REC C

Gare de Jouy-en-Josas  
Avenue Jean Jaurès, 78350 Jouy-en-Josas  
From the train station take bus 32

## ACCESS BY BIKE

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

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

### RER B

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





## THE LIBRARY

The library is open 24 hours a day, seven days a week. Students have access to over 80 databases covering all the disciplines taught at HEC as well as 10,000 different journals, magazines and academic reviews in digital format.

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.



## 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.

## 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!

## IMPORTANT

To use HEC Paris gym facilities, students must provide a Medical form filled in and signed by a doctor (on campus doctors or your GP in your country).



## CAREER SERVICES

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

Exchange students have access to MBA Focus, career platform to register for workshops & career events.

## 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: GUILLARD**

**First name: Naomie**

**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 D Visa (Student 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

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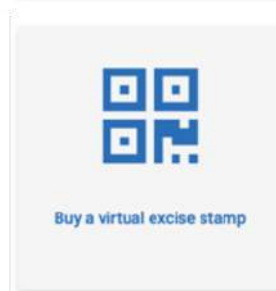
## VISA VALIDATION VLS-TS

**Once in France, get your 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.
- Print a second copy to add in the envelope to be deposited
- in the box at the door of the S109 office





# Health Care Insurance



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

- **3rd-party Liability Insurance\***
- **Health + Medical Expenses (Overseas)**
- **Repatriation Assistance**
- **Personal Accidental Insurance**

Your home university health insurance is acceptable as long as it covers you for the duration of your exchange.

## \* **3rd-party Liability Insurance:**

- specific french insurance
- generally not included in travel insurances
- 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





## KEY CONTACTS



**Naomie Guillard**

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

Naomie GUILLARD

1 rue de la libération

78351 Jouy-en-Josas, FRANCE



**Iris Ritter**

International Office Director

Academic Partnerships & Student Mobility