

## EXCHANGE PROGRAMME INFORMATION 2009/2010

Address: 3, rue de la Digue Tel: +33 (0) 320.545.892  
Zip Code / City: 59000 Lille Fax: +33 (0) 320.574.855  
Country: FRANCE Website: [www.ieseg.fr](http://www.ieseg.fr) ; [www.ieseginternational.com](http://www.ieseginternational.com)  
Head of the Institution: Dr. Jean-Philippe Ammeux

Situated in Lille, France's youngest and friendliest metropolis and the gateway to north-western Europe, IÉSEG School of Management is easily reached from Brussels, London and Paris: fast trains put Lille at 40 minutes from downtown Brussels, 2 hours from downtown London and 50 minutes from Paris Charles de Gaulle Airport. Landing at Charles De Gaulle airport and taking the TGV fast train is the most convenient way to get to Lille.

The school has its own purpose-built facilities at the heart of the beautiful Catholic University campus, next to the tranquil Jardin Vauban and within easy walking distance from student residences and the commercial and cultural centre of Lille. IESEG School of Management was founded in 1964 within the Lille Catholic University, France's largest private university, to train future business executives to Master's level in economics and the full range of management disciplines.

One of the most dynamic and fastest growing schools in France, IESEG has achieved membership of the exclusive Chapter of Management Schools and has established itself as an innovative European business school with an international vision and a commitment to quality education. Through international programmes and exchange agreements with 130 business schools worldwide, IESEG is building an international classroom to prepare future managers to be members and leaders of multicultural teams.

IÉSEG's Master of Science in Management degree, the school's flagship programme, is a rigorous and demanding 5-year programme, which combines advanced theoretical training and significant hands-on experience through internships and projects. The Master of Science in Management Programme trains future managers in all the functional areas of management, through both academic study and experience in the workplace. IESEG offers majors and minors in the fields of Finance, Marketing, Accounting and Auditing, Organizational Behaviour and Human Resources Management, Management Science and Operations Management, Information Systems, Economics and International Business.

Paris Campus is not offered to exchange programme yet.

### Student Body:

Undergraduate Cycle (Years 1 to 3): 1200  
Graduate Cycle (Years 4 and 5) M.Sc. in Management: 500  
Exchange Students: 250

## CONTACT DETAILS

Head of Student Exchange Programmes: Pascal Ameye (Academic Advisor)  
E-mail: [p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr) or [academic.advisor@ieseg.fr](mailto:academic.advisor@ieseg.fr)  
Exchange Coordinator for incoming students: H el ene Guinard (housing)  
E-Mail: [h.guinard@ieseg.fr](mailto:h.guinard@ieseg.fr) or [exchange.coordinator@ieseg.fr](mailto:exchange.coordinator@ieseg.fr)  
International Relations Officer: Mathilde Li enard (brochures, information package)  
E-mail: [m.lienard@ieseg.fr](mailto:m.lienard@ieseg.fr)

## APPLICATION PROCEDURE

Application Deadlines: Semester 1 (August to December) and academic year: May 31<sup>st</sup>, 2009  
Semester 2 (January to May): October 31<sup>st</sup>, 2009  
Application Material and Information Package: Downloadable on our website:  
<http://www.ieseginternational.com/international-school/international-school-information-package.asp>  
A paper version is sent to your university in April.

- Required Documents:
- ♦ IESEG application form
  - ♦ Learning agreement
  - ♦ Letter of support from sending institution
  - ♦ Original transcripts of grades
  - ♦ Statement of interest (indicating reasons for applying)
  - ♦ 1 photo (passport size: it will be used for your IESEG student card)
  - ♦ A birth certificate translated in French (please keep it with you for the registration to French health insurance – for non-European students)
- Mailing Address:
- IESEG School of Management  
Mr Pascal AMEYE  
International Relations Office  
3 rue de la Digue  
59000 Lille – FRANCE  
Fax: +33.320.574.855 / Email: [p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr) (if necessary, faxes or emails will be accepted in the first instance, but **originals must be mailed as well**)
- Approval Process:
- Once the application is approved by the academic advisor, the original acceptance letter is sent to the partner institution (copy by e-mail to the student and the university).

## ACADEMIC CALENDAR 2009/2010

- Semester 1:
- Compulsory Orientation week: August 25<sup>th</sup> to 29<sup>th</sup> 2008  
Beginning and end of semester (including examination period):  
August 31<sup>st</sup> to December 19<sup>th</sup> 2008
- Semester 2:
- Compulsory Orientation week: January 5<sup>th</sup> to 9<sup>th</sup> 2009  
Beginning and end of semester (including examination period):  
January 11<sup>th</sup> to May 30<sup>th</sup> 2009

**Exchange students are requested to stay until the end of the scheduled exams. No special early exams can be arranged for them.**

## ACADEMIC INFORMATION

- Academic Levels offered: Undergraduate and Graduate
- Language of Instruction: Undergraduate: French and English  
Graduate: English  
**A range of about 200 courses taught in English is available.**  
Working level of the language in which selected courses are taught is requested. No official test is required for partner universities' students (French or English).
- List of courses: Courses available for exchange students are listed in the information package. For course descriptions please check the online catalogue: <http://www.ieseginternational.com/programmes-international/programmes-international-search-course.asp>  
Please contact Pascal Ameye ([p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr)) for further details.
- Course Load: In the European Credit Transfer System (ECTS), the normal workload for a full-time student is 30 credits per semester. We recommend exchange students to take a minimum of 20 credits. A Learning Agreement (course list) must be established with the home institution.
- Course Enrolment The course list you send us before your students come to IESEG is for reference only. Courses offered are subject to change in IESEG. Final course registration will be done during the mandatory orientation seminar. **All exchange students have access to Bachelor courses (3 years). Bachelor students having completed at least 2 years and Master students have access to Master electives** (extensive and intensive – Semester 1 and 2 only on our online course catalogue). Students will be able to see if there is any course overlap only during the mandatory orientation seminar with timetables available on our Intranet.

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|---------------------------------------|--|
| Grading System:                       | Grading scale goes from 0 to 20, the lowest passing grade being 8/20.  |
| French as a Foreign Language Courses: | French for Beginners, Business French and Advanced Business French courses are offered each semester at no extra cost to our partner universities' students. |

## HOUSING

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| Housing Offer:               | On- and Off-campus housing in university and private residences is available in Lille. Please see the attached document on this matter called "Housing in Lille" in the information package.<br>We highly recommend exchange students to book a room/studio as soon as possible (in any case prior to arrival). |
| Approximate Cost of Housing: | Between EUR 400 and 600 per month, depending on type of housing and length of stay.   |
| Housing Insurance            | Students are required to subscribe an insurance to cover personal and civil liability   |

## ADDITIONAL INFORMATION

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|-------------------------------|---|
| Visa:                         | Non-European students must ask for a long stay visa for studies (D visa) to the French Consulate of their home country (it is not a Schengen visa, but inevitably a visa for France). For stays less than 6 months, students may get a visa which exempts them from residence permit. In that case, they won't have any administrative formalities to complete upon arrival but they won't have access to the accommodation financial help from the French Government. <b>Students should check with the Embassy what kind of visa will be delivered and which possibilities it offers.</b>   |
| Health Insurance:             | <u>European students</u> must ask for the European Health Insurance Card in their country. <u>Quebec citizens</u> must ask for the SE401 Q106. If European and Quebec citizens do not have these documents, they will have to subscribe to the French health insurance.<br><u>Non-European students</u> staying more than 3 months are obliged to subscribe to the French health insurance upon arrival (around EUR 200), but we also encourage them to have an international insurance, covering them for travels, lost luggage, repatriation and civil liability. <b>Please bring a birth certificate translated in French for the registration to the French health insurance.</b><br>A document on French health insurance is available in our information package. |
| Pick-up Service upon Arrival: | Can be arranged by the "International Club" of IESEG. Arrival details (in Lille-Flandres or Lille-Europe train stations) to be sent to the following address ASAP: <a href="mailto:club-international@ieseg.fr">mailto:club-international@ieseg.fr</a>  |
| Cost of living:               | Between EUR 600 and 800 per month (housing included).   |
| Meal-plan:                    | In university residences, breakfast is provided and included in the rent. IESEG students have access to subsidized meals in all university cafeterias throughout France. Students pay on a per-meal basis. A full meal at the cafeteria costs EUR 2.8 ( <a href="http://www.aeu.asso.fr">www.aeu.asso.fr</a> ).   |

For further details, please refer to our IESEG information package for exchange students available on <http://www.ieseginternational.com/international-school/international-school-information-package.asp>

If you still have some questions, you can contact us at: [exchange.coordinator@ieseg.fr](mailto:exchange.coordinator@ieseg.fr)