IÉSEG SCHOOL OF MANAGEMENT

Exchange program information
2016/2017

EFMD EQUIS ACCREDITED

AACSB ACCREDITED

One school, two campuses: Lille - Paris

IÉSEG School of Management

Established in Lille in 1964, within Université Catholique de Lille, France's largest private university, IÉSEG is now one of the top 10 business schools in France. It was ranked 3rd by the Magazine L'Étudiant/ L'Express in its Ranking of Academic Excellence in French Business Schools 2014 ; ranked 21st in the world in the Financial Times Global Masters in Management Rankings 2015.

The mission of the school is to prepare students to become complete, international managers who initiate change, and contribute to the development of responsible, innovative and enlightened organizations.

With 240 partner universities located in more than 60 countries, IÉSEG strives to create a truly international learning environment for its students, faculty and staff. IÉSEG currently hosts 4300 students on its both campuses, with 1900 international students. More than 84% of IÉSEG faculty is international.

Programs are taught completely in English: we offer on both campuses a 3-year Bachelor Program covering the fundamentals of management followed by a 2-year Master in Management Program in which the students deepen their management knowledge and choose a specialisation (**Grande École Program**).

LILLE Campus

Address:	3, rue de la Digue
Zip Code / City:	59000 Lille
Country:	FRANCE
Tel:	+33 (0) 320.545.892
Fax:	+33 (0) 320.574.855
Website:	ww.ieseg.fr

Lille is the 3rd student city in France, French youngest and friendliest metropolis with a vibrant cultural scene and outstanding quality of life. It is the gateway to north-western Europe with 5 European capitals within a 250 km radius: IÉSEG is easily reached from Brussels (35 minutes), London (1h20) and Paris (1 hour). Landing at Paris Charles De Gaulle airport and taking the TGV fast train is the most convenient way to get to Lille (50 minutes). You will discover a unique blend of European traditions, integrating the charm of French city life and with Northern European architecture and history.

The school has its own facilities at the heart of the beautiful Catholic University campus, next to the peaceful Jardin Vauban and within easy walking distance from student residences and the commercial and cultural centre of Lille. On 20,000 m² the campus has 26 lecture halls, 47 classrooms, 7 multimedia rooms, 2 trading room, 1 library, 1 cafeteria and rooms available for school associations.

PARIS Campus

Address:	Socle de la Grande-Arche, 1, parvis de la Défense
Zip Code / City:	92044 Paris-La Défense cedex
Country:	FRANCE
Tel:	+33 (0) 155.911.010
Fax:	+33 (0) 147.759.375
Website:	www.ieseg.fr

As France's capital, Paris is a major source of culture, history, fashion, food, and more. The city's rich cultural and historical base, coupled with its tendency to transform and develop, makes Paris an innovative and dynamic city. It was ranked 1st in the QS Best Student Cities Ranking 2015.

Paris campus opened in 2009 in the heart of the business district of «La Défense» more precisely in the «Grande Arche». On the 10200 m² the campus has 16 lecture halls, 13 classrooms, 3 multimedia centres, 1 trading room, 1 library (350m²), 1 cafeteria and rooms available for school associations.

This prime location allows the school to reinforce its links with companies and build on its already excellent reputation nationally and internationally (1 500 companies). La Défense is itself a very important economic area: the campus is close to a big shopping centre, restaurants, snack bars, cinemas, and above a RER station (transportation), 45 minutes from TGV train station Gare du Nord, 55 minutes from Paris CDG airport.

One school, two campuses: Lille - Paris

CONTACT DETAILS

Associate Director – International Relations
Student Exchange and
Partnership Development
Mr Pascal Ameye
p.ameye@ieseg.fr
>> Coordination of international exchange programs, academic advisor, nominations and applications

Associate Director – International Relations
International Services and
Partnership Development
Ms Marta Vazquez
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>> Management of international services, academic advisor

International Partner Relations Coordinator
Assistant to Associate Dean – International
Ms Mathilde Liénard
m.lienard@ieseg.fr
>> brochures, information package

International Services Coordinator
Lille Campus
Ms Coralie Leducq
c.leducq@ieseg.fr
>> General requests, application, administrative formalities, etc.

International Services Coordinator
Lille Campus
Mr Damien Lerouge
d.lerouge@ieseg.fr
>> General requests, housing, orientation week coordination, visa, CAF housing subsidy, etc.

International Services Coordinator
Paris Campus
Ms Nikki Manning
n.manning@ieseg.fr
>> General requests, orientation week coordination & planning, etc.

International Services Coordinator
Paris Campus
Ms Rodica Donos
r.donos@ieseg.fr
>> General requests, housing, OFFI & visa renewal, CAF housing subsidy, etc.

ACADEMIC CALENDAR 2016/2017

Semester 1 (Fall)

Arrival Date: last week of August.
Preferred day: August 24, 2016
Mandatory Orientation week: **August 25 to 31, 2016**
Beginning and end of semester (including examination period):
September 1 to December 23, 2016

Semester 2 (Spring)

Arrival Date: 1st week of January.
Preferred day: January 2, 2017
Mandatory Orientation week: **January 3 to 6, 2017**
Beginning and end of semester (including examination period):
January 9 to end May 2017
Optional retake exams: June

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

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APPLICATION PROCEDURE FOR BOTH CAMPUSES

Application Procedure: Students will choose wich campus they will go to, Lille or Paris, in agreement with their home university (online choice).

Application Deadlines: Semester 1 (August to December) and academic year: **May 31**
Semester 2 (January to May): **October 31**

Information Materials: Downloadable on our website:
http://www.ieseg.fr/ under «International > Study @ IÉSEG in exchange»

ONLINE Application: **You are required to read the present "Exchange Program Information" and then apply online on https://application.ieseg.fr/INInfo , and follow the indicated procedure online.**

Please note that students who do not apply ONLINE will not be enrolled in our program.
Do not forget to click on "validate your application" button to SUBMIT your application at the end of the online process.
No letter of acceptance will be issued as long as the students do not apply online and send the application and required documents.

Required Documents:
- IÉSEG online application form printed, completed
- Signature from your home university on your application
- Learning agreement (course list)
- Original transcripts of grades
- Statement of interest (letter indicating reasons for applying)
- Copy of passport
- 1 electronic PASSPORT photo (to upload in your online application: it will be used for your IÉSEG student card and student yearbook): clear background, head and shoulders only, jpg, jpeg, png or gif format. NO holiday or group photo!

Application Mailing Address (candidates to both campuses) : IÉSEG School of Management
Mr Pascal AMEYE
Associate Director – International Relations / Student Exchange
International Relations Department
3 rue de la Digue
59000 Lille – FRANCE
Fax: +33.320.574.855 / Email: p.ameye@ieseg.fr

Scanned application documents sent by email (PDF only) are accepted if sent by the home university.

Approval Process: Once the application is approved by the IÉSEG academic advisor, we send an acceptance letter by email to the student, as well as IÉSEG Passport (guide for international students), and later on our housing application procedure.
The original acceptance letter is sent to partners for non EU students only. We do not send the information package to students (it is downloadable from our website), but we send an arrival guide including the program of the orientation week prior to the beginning of the semester.

One school, two campuses: Lille – Paris

ACADEMIC INFORMATION

Academic Levels offered: **Undergraduate and Graduate - within Grande Ecole Program**

Language of Instruction: Undergraduate: English and French. The courses can be followed fully in English.
Graduate: English
More than 200 courses taught in English are 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: A «**list of courses available for exchange students**» is downloadable on our website www.ieseg.fr under «International > Study @ IÉSEG in exchange > Course List».
With this list, check **the ECTS course code explanation** under «IÉSEG > Programs > Course Catalogue».
Use this list of courses to find the exact COURSE NAME, then, look for the SYLLABUS online (each syllabus details credits, semester, hours, teaching method, evaluation, etc.).
Be careful: the CAMPUS is only listed in the "list of courses available for exchange students".
On the **ONLINE COURSE CATALOGUE**
http://www.univ-catholille.fr/our-academic-departements/search-course.asp?Etablissement=6&domaine=0&motclef=#etb
directly choose "search" without setting any specificities in your research. Once you have the full list of courses offered by IÉSEG (all programs), just do "Ctrl + F" (quick search) and enter the course title in the little window which just opened. The word / title you are looking for will appear in blue on the page and then you can click on the course title to get the syllabus.

Language of instruction: Most courses taught in other languages than French and English are language courses.
Language courses: English, French, German, Italian, Spanish, Chinese, Portuguese.
Term: S1 for Fall semester (August – December) and S2 for Spring semester (January – May)
Bachelor courses (Grande École Program): Year of study: 1 = 1st year, 2 = 2nd year, 3 = 3rd year of our bachelor program
Master courses (Grande École Program): Majors are in Audit and Control, Finance, Strategic Organization and Human Resource Management, Entrepreneurship and innovation, International Business Economics and Strategy, International Negotiation and Sales Management, Marketing, Management of Information Systems, Operations Management, Quantitative Methods
Course for exchange students: courses specific to exchange students, at bachelor and master levels

Please contact Pascal Ameye (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. The number of contact hours varies from the format and the level of the course. Therefore students usually have to attend from 8 to 15 courses per semester to get 30 ECTS. We recommend exchange students to take a minimum of 20 credits per semester.
A Learning Agreement (course list) must be established with the home institution.

Course Enrolment: While every effort is made to ensure the accuracy of the information available at the time this catalogue is prepared, the institution reserves the right to makes change at any time without prior notice.

Course registration is 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 (and should pay attention to prerequisites). Courses are to be chosen within the Grande École Program ONLY.**

Students will be able to see if there is any course overlap only during the mandatory orientation seminar with timetables available on our Intranet. Our academic advisors help them with their course schedule. Students still have 2 weeks after the orientation week to add and drop courses.

Grading System: Grading scale goes from 0 to 20. **The lowest passing grade for exchange students is 10/20 for Bachelor and Master courses.** A note on grades is available on the transcript which is sent to the home university at the end of the student's stay.

French as Foreign Language: Courses for beginners, pre-intermediates, intermediates and Business French for advanced levels are offered each semester at no extra cost to our partner universities.

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HOUSING

Housing Offer

IÉSEG provides different housing options: student and private residences, as well as private housing (private landlords). Once the student is accepted into IÉSEG Exchange program, we send him an electronic acceptance letter. He will receive housing details by email a few weeks later.

It is on a **first-come, first-served** basis. It will be more difficult to find housing on arrival, **so we greatly advise students to book housing as soon as we contact them.**

Leasing contracts are for a one semester period minimum.
(Fall: August 1 till December 31; Spring: January 1/2 till May 31/June 30)
If your stay in France includes January 1st, the French government *(Direction Générale des Impôts)* might ask you to pay "*taxe d'habitation*". This council tax is mandatory and applicable to anyone, even if you moved or returned to your home country afterwards. Usually worth a month rent. Will depend on your type of housing / landlord.

Our International Services Coordinators will support students in this process, so they should not hesitate to contact them for any question about housing or for assistance.

Housing Insurance

Students are required to subscribe an insurance to cover personal and civil liability. Coordinators will send information to students before arrival.

LILLE
Housing Offer:

On- and Off-campus housing in university and private residences, private housing.
http://www.ieseg.fr/en/international/student-support-services-intl/housing/
Contact: housinglille@ieseg.fr

Approximate Cost of Housing: Between EUR 400 and 600 per month, depending on type of housing and duration of stay.

PARIS
Housing Offer:

Off-campus housing in student and private residences, private housing.
http://www.ieseg.fr/en/international/student-support-services-intl/housing/
Contact: housingparis@ieseg.fr

Approximate Cost of Housing: Between EUR 450 and 1050 per month, depending on type of housing and duration of stay.

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ADDITIONAL INFORMATION

Visa: **Non-European students must ask for a student long stay visa for studies (D visa), also called VLSTS (visa de long séjour valant titre de séjour) to the French Consulate of their home country.**

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 the visa may prevent them from travelling abroad during their whole exchange study period and will prevent them from receiving the financial support for accommodation from the French Government. **Students should check with the Embassy what kind of visa they will receive and which possibilities this visa offers.**

Exception: Students coming for less than 90 days (due to academic trimester system in their home university) should ask for a Schengen visa.

Residence title: In case non-European students have to apply for a residence title in France, we'll help them with the administrative procedure. Cost: fiscal stamp of 58 Euros (to be paid once for the whole stay).
In case of extended period of study in France, the residence title will have to be renewed at extra costs.

Health Insurance: European students must ask for the European Health Insurance Card in their country. Quebec citizens 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.

Non-European students (aged under 28 years old) staying more than 3 months are obliged to subscribe to the French health insurance, based on French Law, before arrival (around EUR 215), but we also encourage them to have an international insurance, covering them for travels, lost luggage, repatriation and civil liability.
Our staff will provide students with complementary information and bank transfer details. For those who stay a complete academic year, please bring a birth certificate (with «apostille» if applicable) for the registration to the French health insurance (will also be used for housing subsidy). The document should be in French; you may get in touch with the French Consulate or Alliance Française for advice on translation in French.

Pick-up Service upon Arrival:

LILLE: It can be arranged by the "International Club" of IÉSEG. Arrival details in Lille (in (Lille-Flandres or Lille-Europe train stations) to be sent to the following address ASAP: clubinternationallille@ieseg.fr. Available on the day prior to the beginning the orientation week only.

PARIS: CDG and Orly airports are quite well connected to the city of Paris and its suburbs through RER and bus network.

International Club IÉSEG "International Club" is an association of voluntary IÉSEG students who studied abroad. They organize trips, parties, language café, international diners, buddy program, etc. so students will take advantage of their time in France. This association is present on both campuses.
Lille: clubinternationallille@ieseg.fr - Paris: clubinternationalparis@ieseg.fr

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BUDGET

Cost of living in LILLE: **Between 855 and 1055 Euros (EUR) per month:**

- Accommodation: from 400 to 600 €
- Food: 200 €
- Transport: 80 € (rather leisure)
- Electricity: 45€
- Phone & Internet: 30€
- Personal: 100 €

Don't forget:
French Health insurance for non-Europeans: 215 € for 2016/17 (+ eventual transfer fee)
Residence permit / OFII fiscal stamp: 58 €
Housing deposit (1 month rent) - Housing admission fee
Insurance on accommodation - 59 € per year for a studio/T1
Possible "*taxe d'habitation*" (council tax): 1 month rent
TGV to Paris – 20 to 50 € one way
Books and materials: 50 €
You will get reduced prices with your IÉSEG student card for the movies, museum, train station, bus pass, etc.

Food: In university residences, breakfast is provided and included in the rent.
IÉSEG students have access to IÉSEG cafeteria and to subsidized meals in all university cafeterias throughout France.
Students pay on a per-meal basis (full meal at the cafeteria: 3.25€) plus AEU card 11€ (to be paid once) ; www.aeu.asso.fr .

Cost of living in PARIS: **Between EUR 1130 and 1730 per month:**

- Accommodation: from 450 to 1050 Euros
- Food: 300 €
- Transport: 150 €
- Electricity: 50€
- Phone & Internet: 30€
- Personal: 150 €

Don't forget:
French Health insurance for non-Europeans: 215 € for 2016/17 (+ eventual transfer fee)
Residence permit / OFII fiscal stamp: 58 €
Housing deposit (1 month rent) - Housing admission fee
Insurance on accommodation - 59 € per year for a studio/T1
Possible "*taxe d'habitation*" (council tax): 1 month rent
Books and materials: 50 €
You will get reduced prices with your IÉSEG student card for the movies, museum, train station, bus pass, etc.

Food: IÉSEG students have access to IÉSEG cafeteria and to subsidized meals in all university cafeterias throughout France.
Students pay on a per-meal basis. A full meal at the cafeteria costs 5€. There is a big shopping centre outside the Grande Arche with many fast-foods and restaurants.

For further details, please refer to our IÉSEG information for incoming exchange students available on:
http://www.ieseg.fr/en/international/study-at-ieseg-in-exchange/

If you still have some questions, you can contact us at:
- c.leducq@ieseg.fr and d.lerouge@ieseg.fr for Lille campus
- n.manning@ieseg.fr and r.donos@ieseg.fr for Paris campus

IÉSEG is a member of :

AACSB INTERNATIONAL · CONFÉRENCE DES GRANDES ÉCOLES EXCELLENCE FOR A COMPLEX WORLD · UNIVERSITÉ CATHOLIQUE DE LILLE 1875 · EFMD · CONSEJO LATINOAMERICANO DE ESCUELAS DE ADMINISTRACIÓN CLADEA · PRME GLOBALLY RESPONSIBLE LEADERSHIP INITIATIVE