

# Exchange program information 2018/2019

## 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 7<sup>th</sup> by the Magazine L'Étudiant/L'Express in its Ranking of Academic Excellence in French Business Schools 2018 ; ranked 32<sup>nd</sup> in the world in the Financial Times Global Masters in Management Rankings 2018.

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 280 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 5500 students on its both campuses, with 2400 international students. 82% 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: [www.ieseg.fr](http://www.ieseg.fr)

Lille is the 3<sup>rd</sup> 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 m<sup>2</sup> 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](http://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 1<sup>st</sup> in the QS Best Student Cities Ranking 2015 and 2016.

Paris campus opened in 2009 in the heart of the business district of «La Défense» more precisely in the «Grande Arche». On the 14000 m<sup>2</sup> the campus has 20 lecture halls, 20 classrooms, 3 multimedia centres, 1 trading room, 1 library, 2 cafeterias 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.

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## CONTACT DETAILS



Associate Director – International Relations International Students Services and Exchange Programs

**Mr Pascal Ameye**  
[p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr)

>> Management of international exchange programs, academic advisor, nominations and applications



Manager International Services and Exchange Programs

**Ms Coralie Leducq**  
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>> Requests before arrival, nominations & application



International Partner Relations Coordinator Assistant to Associate Dean – International

**Ms Mathilde Liénard**  
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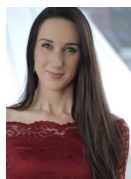
>> brochures, information package

## | LILLE CAMPUS



International Services Coordinator  
**Mr Damien Lerouge**  
[d.lerouge@ieseg.fr](mailto:d.lerouge@ieseg.fr)

>> General requests, housing, orientation week coordination, visa renewal



International Services Coordinator  
**Ms Justine Hennebelle**  
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>> General requests, OFII, CAF housing subsidy

## | PARIS CAMPUS



International Services Coordinator  
**Ms Nikki Manning**  
[n.manning@ieseg.fr](mailto:n.manning@ieseg.fr)

>> General requests, orientation week coordination



International Services Coordinator  
**Ms Elena Delor**  
[e.delor@ieseg.fr](mailto:e.delor@ieseg.fr)

>> OFII & visa renewal, CAF housing



International Services Coordinator

**Ms Rodica Donos**  
[r.donos@ieseg.fr](mailto:r.donos@ieseg.fr)

>> General requests, housing

## ACADEMIC CALENDAR 2018/2019

### Semester 1 (Fall)

Arrival Date: last week of August.

**Preferred day: August 22, 2018**

Mandatory Orientation week: August 23 to 30, 2018  
Beginning and end of semester (including examination period):

**September 3 to December 22, 2018**

### Semester 2 (Spring)

Arrival Date: 1<sup>st</sup> week of January.

**Preferred day: January 7, 2019**

Mandatory Orientation week: January 8 to 11, 2019  
Beginning and end of semester (including examination period):

**January 14 to end May 2019**

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.**





### APPLICATION PROCEDURE FOR BOTH CAMPUSES

**Application Procedure:** Students will choose which 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](mailto:p.ameye@ieseg.fr)

**Scanned application documents sent by email (PDF only) are accepted if sent by the home university. Please send transcripts of grades from IÉSEG students to the same person and address.**

**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.

### ACADEMIC INFORMATION

**Campus :** **Paris and Lille**

**Academic Levels offered:** **Undergraduate and Graduate - within GRANDE ECOLE PROGRAM (ONLY)**

**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](http://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=o&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. Last letter of the course code is the language: E=English / F=French.

**Language courses:** English, French, German, Italian, Spanish, Chinese, Portuguese. No enrollment in 2<sup>nd</sup> foreign language courses at a beginner level if you are not a French speaker

**Term:** S1 for Fall semester (August – December) and S2 for Spring semester (January – May)

**Course for exchange students:** modules and courses specific to exchange students, at bachelor level (code IN)

**Bachelor courses (Grande École Program):** BA1 (1st year of Bachelor cycle), BA2 (2nd year), BA3 (3rd year)

**Master courses (Grande École Program):** MA

#### Fields of study:

<b>ACC</b>	Accounting	<b>IBE</b>	International Business and Economics	<b>MKT</b>	Marketing
<b>DEV</b>	Personal Development	<b>LAN</b>	Language	<b>NEG</b>	Negotiation
<b>ECO</b>	Economics	<b>HRM</b>	Human Resources Management	<b>QMS</b>	Quantitative Methods
<b>ENT</b>	Innovation and entrepreneurship	<b>LAW</b>	Law	<b>STR</b>	Strategy and corporate social responsibility
<b>FIN</b>	Finance	<b>MIS</b>	Information in Systems	<b>OPS</b>	Operation Management

Please contact Pascal Ameye ([p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr)) for further details.

#### Course Load:

The number of contact hours varies from the format and the level of the course.  
There are extensive (semester long) and intensive (week long) courses and seminars (3 days).  
Therefore students usually have to attend from 8 to 13 courses per semester to get 30 ECTS.  
A semester is 13/14 weeks; 1 ECTS credit is equivalent to twenty-five hours of work (including contact hours).



### 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 make change at any time without prior notice.

Course registration is done during the mandatory orientation seminar. **Bachelor students have access to Bachelor courses (3 years) and the specific modules for incoming exchange students. 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 should be prepared to select new courses if their initial requests are not available. Students still have 1 week after the orientation week to add and drop courses.**

### Grading System:

Grading scale goes from 0 to 20. Grades usually are the results from a mix of written and oral examinations, essays, research papers, attendance and class participation.

**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.

Transcripts are sent to partner universities only (Beginning February for Fall semester students; Beginning July for AY and Spring semester students). They are sent once students have approved by email the draft version of the online transcript and completed all the administrative procedures (payment of all required fees and books back to the library).

### 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.

A French language test is scheduled during the orientation week.





## HOUSING

### Housing Offer

**IESEG provides different housing options:** student and private residences, as well as private housing (private landlords). Once the student is accepted into IESEG 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](mailto:housinglille@ieseg.fr)

### Approximate Cost of Housing:

Between EUR 400 and 800 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](mailto:housingparis@ieseg.fr)

### Approximate Cost of Housing:

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



### 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 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:** (OFII procedure - Office Français de l'Immigration et de l'Intégration)  
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 60 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 process as non-Europeans.

Non-European students (whatever their age) are obliged to register to the French health insurance, based on French Law. Coverage is from 1<sup>st</sup> of September till 31<sup>st</sup> of August at no cost, to be done once in France with our support. We also strongly 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. 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.

### 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](mailto:clubinternationallille@ieseg.fr) - Paris: [clubinternationalparis@ieseg.fr](mailto:clubinternationalparis@ieseg.fr)

**LILLE:** Pick-up service upon arrival can be arranged by the IÉSEG "International Club". Arrival details in Lille (in Lille-Flandres or Lille-Europe train stations) to be sent to the following address ASAP: [clubinternationallille@ieseg.fr](mailto:clubinternationallille@ieseg.fr). Available on the day prior 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.



### BUDGET

#### Cost of living in LILLE: **Between 845 and 1275 Euros (EUR) per month:**

- Accommodation: from 400 to 800 €
- Food: 200 €
- Transport: 80 € (rather leisure)
- Electricity: 45 €
- Phone & Internet: 20 to 50 €
- Personal: 100 €

Don't forget:

Residence permit / OFII fiscal stamp: 60 €

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](http://www.aeu.asso.fr) .

#### Cost of living in PARIS: **Between EUR 1120 and 1750 per month:**

- Accommodation: from 450 to 1050 Euros
- Food: 300 €
- Transport: 150 €
- Electricity: 50€
- Phone & Internet: 20 to 50€
- Personal: 150 €

Don't forget:

Residence permit / OFII fiscal stamp: 60 €

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/>

**IÉSEG is a member of :**

