

Student Guide




EDC
PARIS BUSINESS SCHOOL


THE SPIRIT OF
ENTREPRENEURSHIP
since 1950

www.edcparis.edu

TABLE OF CONTENTS

Dean’s Message	2
International Relations Manager’s message.....	3
I. YOUR CONTACTS.....	4-5
II. APPLICATION PROCESS.....	5-8
a) Exchange students.....	5-6
b) Degree-seeking students.....	7-8
III. ADMINISTRATIVE FORMALITIES.....	8-11
. Registration process & Orientation days.....	8
. Establishing the residence permit: visa.....	9-10
. Health insurance.....	11
. Nearby medical centers.....	11-12
. Emergency contacts.....	12
IV. ACCOMMODATION.....	13-14
. Student residence.....	13-14
. Applying for the housing grant.....	14
V. PRACTICAL INFORMATION	15-21
. Public transports.....	15
. Taxis.....	15
. Trains.....	16
. Airports.....	16-17
. Communications.....	18
. Money.....	18-19
VI. ACADEMIC MATTERS.....	21-30
. Course registration	21
. Workload & homework.....	21-22
. Types of courses & grading system.....	22-23
. Assessment & validation	23
. Rules & regulations.....	24
. The faculty and the studies office.....	24-25
VII. ON THE FIELD TRAINING.....	25-29
. Business assignments.....	25-26
. Internships.....	27-28
. Sandwich course or work-study program	28
VIII. ACADEMIC CALENDAR & COURSE LIST	29-30



INTRODUCTION

Dean's Message

Dear International students,

You have chosen to carry out your international experience in France and to study at EDC PARIS BUSINESS SCHOOL. I am delighted and proud to welcome you in one of the oldest and top-ranking French business school which provides all its students with a broad-based high-level education. As such, it delivers a state-approved and Epas accredited master's degree and is a member of the prestigious French 'Conférence des Grandes Ecoles' which groups together the best business and engineering schools.

EDC PARIS specificity is entrepreneurial leadership which is at the core of its DNA: new venture creation, business development, transdisciplinarity and digital transformation. 'Learning by doing' is the school's trademark. Its training programs ally in-depth academic knowledge with hands-on business experience as well as a strong focus on innovation, internationalization and professional expertise.

Courses are taught by qualified professors – 30 full time professors, 40 associate professors, 15 visiting professors, 150 lecturers- and business professionals, who provide students with the necessary tools to face the challenges of a globalized and fast-changing world. In addition, more than 70% of our programs are taught in English.

Moreover, as exchange or degree-seeking students you will be eligible for applying for an internship in one of our partner companies and benefit from a real and enriching work experience related to numerous sectors of activity. This will undoubtedly complete your training path and enhance your future professional profile.

Last but not least, to meet the needs of new and booming sectors, EDC PARIS has recently opened programs at Bachelor, Master and MBA levels: one bachelor program, one Msc in Global Luxury Management and 6 MScs/MBAs focused on Business Project Management, Corporate Finance, Digital Marketing, Audit and Control, Business Development (October 2019) and Data Science & Business Analysis (April 2020)

Studying at EDC PARIS also means studying in France and of course in Paris, the City of Lights. EDC PARIS is just a ten- minute metro ride from Paris historical landmarks- the Champs Elysées, the Louvre, Notre Dame, and a few miles away from Versailles or Fontainebleau chateaux to name a few other not-to-be-missed places. Discovering these fabulous sites will turn your exchange semester into an unforgettable experience and help you understand the French culture, the 'à la française' lifestyle and what we commonly call the 'made in France'. Welcome to EDC PARIS and get a flavor of its entrepreneurial spirit!

William HURST -Dean & Director Gen

International Relations Manager's message:

Dear International Students,

Year after year, you are more and more numerous to choose our School as the destination of your study abroad or exchange semester and in this way you contribute effectively to the international opening of EDC Paris by promoting diversity and enriching intercultural exchanges.

The International Office and academic staff are pleased to welcome you to EDC PARIS and are here to assist you in preparing your stay and feeling comfortable in your new environment.

This brochure has been devised to provide all the necessary information to help you make the most of your stay in Paris and exchange period at EDC.

Read it carefully and you will be equipped to embark on one of the most exciting and enriching experience of your student life.

We look forward to welcoming you.

See you in Paris!

EDC PARIS International Office

international@edcparis.edu

I. YOUR CONTACTS AT EDC PARIS

-International Office



Cécile CHIARAMONTI –International Relations Director

Email: cchiaramonti@edcparis.edu

Tel: +331 46930285

Missions:

- > Development & partnerships
- > Summer programs
- > Double degrees
- > Teaching & Staff mobility



Guylaine ZIRCON- International students' coordinator

Email: gzircon@edcparis.edu

Tel: +331 46930270

Missions:

- > Incoming student mobility & degree-seeking students
- > Planning
- > Visa procedures
- > Student services: housing, CAF housing grant, health insurance



Marina JAVIERRE-LIMON- Outgoing mobility coordinator

Email: mjavierrelimon@edcparis.edu

Tel: +331 46930382

Missions:

- >Outgoing students' mobility
- > Erasmus+ coordinator
- > International grants & scholarships

-Academic office



Dr. Rachid RHATTAT- Academic Director -*Grande Ecole Program*

Email: rrhattat@edcparis.edu

Tel: +331 46930270

Missions:

- >Program manager
- >Faculty coordinator
- >Full time professor of law



Véronique CARESSE – Academic Director -*Bachelor & MBA Programs*

Email: vcarsesse@edcparis.edu

Tel: +331 46930270

Missions:

- >Program manager
- >Faculty coordinator
- >Full time professor Strategic marketing



Anne MASSIE-Pedagogic Director

Email: amassie@edcparis.edu

Tel: +331 4693

Missions:

- >Organization of studies
- >Student supervision & follow up

II. APPLICATION PROCESS

a) EXCHANGE STUDENTS:

Exchange students are students whose home university has signed a partnership agreement (Erasmus+ or bilateral) with EDC PARIS BUSINESS SCHOOL for the **GRANDE ECOLE PROGRAM ONLY**. So before applying as an exchange student, you are advised to check the partner list of your home institution.

Before you can start your application, you must be nominated by the International Office of your home institution.

Once your nomination has been received and approved by EDC PARIS, you can apply online.

To apply online, you must click on the following link:

[Application Form 2019-2020](#)

Online applications open:

→**Fall semester: March 20th through June 1st**

→**Spring semester: June 30th through November 15th**



Necessary documents: you will have to upload the documents listed below after filling out your application form. You are kindly advised to save them in your files before starting the application process in order to save time.

- *Photocopy of the online application form
- *2 Passport-sized photographs
- * Photocopy of passport
- * Photocopy of **European health card** (for European students) OR **certificate of insurance** (for non-European students) translated into French or English
- *Photocopy of your last transcript of records
- *One letter of recommendation (for students applying for a double degree)
- *Proof of English or French language: B2 level minimum

Upon reception of your application and PROVIDED IT IS COMPLETE, we will send you or your international office **a letter of acceptance**. You must take this document with you to finalize your registration during the orientation days. (See below)



Sending out your application form:

It is no longer necessary to send your application form by post. However, students who have difficulties uploading documents may send the hard copy of their application form to:

EDC PARIS

Guylaine ZIRCON

International Student Coordinator

70, Galerie des Damiers

La Défense 1 92415 COURBEVOIE

France

Tel : +331 46 93 02 70/ Mail : guylaine.zircon@edcparis.edu

Learning agreement:

Before departure, students are required to fill out a **PROVISIONAL** learning agreement. They have the possibility to select the subjects on the course list available on EDC website: <http://www.edcparis.edu/category/international/incoming-students/practical-information/academic-program/>



You must choose **EITHER** Bachelor courses **OR** Master courses and of course clearly specify the semester.

For academic and practical reasons, it is not possible to select subjects from both programs.

Students applying for the Master programs must have validated a Bachelor degree or obtained 180 ECTS or equivalent to be accepted. .

***** You must keep in mind that once courses have started, the choice of subjects is binding: you are not allowed either to modify your choice of courses or give up your studies, nor can you change classes unless authorized by the exchange coordinator both in your home country and at EDC. Attendance is compulsory and regularly checked.**

b) DEGREE-SEEKING STUDENTS:

Degree-seeking students are students whose home university has no partnership with EDC PARIS and who wish to apply for one of EDC PARIS degrees.

'Grande Ecole' program, Bachelor & Specialized MBA programs-

French taught : Business Project Management, Corporate Finance, Digital Marketing, Audit and Control.

English taught : International MBA

You may apply as of the 1st year of study or 4th year of study if you have a Bachelor degree to obtain EDC PARIS Master's degree or MBA

To apply, please follow the link hereby:

<http://www.edcparis.edu/en/category/admissions/international-admissions/degree-seeking-students/> and then follow the instructions.

You must enclose the documents referred to on the last page of the application form:

- *Photocopy of the online application form
- *2 Passport-sized photographs
- * Photocopy of passport
- * Photocopy of **European health card** (for European students) OR **certificate of insurance** (for non-European students) translated into French or English
- *A birth certificate translated into French
- *Photocopy of your last transcript of records + last diploma obtained translated into English by a sworn translator.
- *Certificate of school attendance
- *One or two letters of recommendation
- * One cover letter
- *Proof of English or French language: **B2 level minimum; TOEFL IBT: 85 points/IELTS: 6.5 minimum in the four skills/ DELF (diplôme d'étude en langue française): 60/100 points**

Upon reception of your application documents, you will be contacted **to make an appointment for an oral interview** either at EDC, if you can come to Paris, or most probably via Skype. The interview lasts about 30 minutes and is conducted by a representative of the Admissions Office. The overall results are then definitively approved by the academic coordinator. The point is to test your motivation to study in France and at EDC, your professional objective if any and to assess your academic background.

The final decision is notified via email and regular post about 15 days after the oral test.



Sending out your application form:

You can send your application form and application documents via email and regular post to:

Admissions Office
70, Galerie des Damiers La Défense 1
92415 COURBEVOIE
Email: admissions@edcparis.edu
Tel : +331 46930270

APPLICATION DEADLINES

- . **JUNE 30th 2019 for the fall semester intake**
- . **NOVEMBER 30th 2019 for the winter semester intake**
- . **JANUARY 31st for the spring semester intake**

III. ADMINISTRATIVE FORMALITIES:

. Registration process & orientation days:

- **Exchange students**

Upon your arrival, you will have to finalize your administrative and academic registration before the school year start.

ONE orientation day is scheduled on **September 10th, 2019**. It is compulsory for all incoming students.

In the course of these days, exchange & international students will meet EDC Paris staff, tutors and representatives. They must also take advantage of these two days to complete all admission formalities, namely:

- * Obtain from the Student Service their student card and admission forms (passport and 2 recent passport-sized photographs are needed)
- * Confirm their enrolment.
- * Organise their timetable.
- * Check and confirm their password to access the Intranet. (My EDC Paris)
- * Enrol for the French Courses (cf. Study programme).
- * Contact the Placement Office (for students who wish to carry out an internship in France after their academic exchange).
- * Buy travel passes (Pass Navigo).
- * Open a bank account



A precise planning of activities is scheduled for this day. You will receive it by email one month prior to your departure for France.

. **The Open Up association & the Buddy system:**

'Open Up' is a student association dedicated to helping incoming and outgoing students in the organisation of their stay in France or abroad. 'Open Up' students provide active support to international students. They will contact you before your arrival at EDC to share with you all the necessary information to facilitate your integration at EDC and also in Paris. A 'buddy' will be appointed to help you all along your stay in France. He/she is generally a 4th year student who was on exchange the year before and therefore has experienced the same problems or questions as you do once in France.

'Open up' also sees to make your stay the time of your life and organizes a lot of friendly and festive activities: dinner parties, visits in and out of Paris, weekends and the like....

Please check their Facebook page to get to know them better and also contact them if you wish:
<https://www.facebook.com/openup.edc>

***** In the winter semester, courses start on January 7th 2020. No induction period is scheduled. Students will of course be welcome and registered by the International Office and will be supported by their buddy.**

- **Degree-seeking students**

Upon your arrival, you will also have to finalize your administrative and academic registration before courses start. The Registrar and Studies Offices will help you complete all your admission formalities namely:

- *Obtain your student card and admission forms
- *Confirm your enrolment and payment of tuition fees
- *Check and confirm your password to access the intranet (My Edc Paris)
- *Enrol in courses and student associations
- * Take English tests to determine your English level
- * Have a medical check-up (**COMPULSORY**)
- *Buy travel passes (Pass Navigo)
- *Open a bank account

No orientation day is organized. A welcome meeting is organized by the Studies Office to present the program and internal rules as well as the academic staff.

. Establishing the residence permit

→ Visa exemption

EU nationals (Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, the UK, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia and Slovenia), from the European Economic region (the 15 countries of the EU plus Island, Liechtenstein and Norway), as well as the students native from Andorra, Monaco, Switzerland, San Marin and from the Vatican are exempted from the visa procedures for all the stays.



→ Applying for a visa:

Check with the French consulate nearest to your home to see if you need a visa. If so, you will have to fill out a visa application form and provide the documents required.

To apply for a visa, you will need a letter of acceptance from EDC PARIS. (The original letter is sent to the International Office of exchange students' home university OR directly to degree-seeking students)

A semester at EDC PARIS is 4 months, so you need to ask the French Consulate a **SUDENT VISA** which is a **LONG STAY VISA** also called **VLS/TS visa**.

→Long-stay visa

For any stay in France exceeding 90 days, you are required to apply in advance for a long-stay visa. In this instance your nationality does not exempt you from requirements.

Whatever the duration of your planned stay, the duration of that your long-stay visa must be between three months and one year. In order to extend your stay beyond the period of validity of your visa, you must apply for a residence permit at a prefecture.

During its period of validity, the long-stay visa is equivalent to a Schengen visa, enabling you to move around and stay in the Schengen Area outside France for periods not exceeding 90 days over any period of 180 consecutive days, under the same conditions as if you held a Schengen visa.



A **LONG STAY VISA** is not a **SHENGEN VISA** which applies for stays up to three months ONLY.

A **TOURIST VISA** is NOT sufficient and you may face difficulties with the French authorities before the end of your stay.

→Visa procedures:

- 1) Check that your country is part of the CEF PROCEDURE (Study in France) https://france-visas.gouv.fr/en_US/web/france-visas/student
- 2) Start your application through the Campus France Platform: https://france-visas.gouv.fr/en_US/web/france-visas/welcome-page
- 3) Visit the following webpage https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france to help you determine whether you must apply for a '**a long stay visa with the obligation to apply for a resident permit**' or '**a long stay visa equivalent to a resident permit**' and prepare the necessary documents to present to the OFII or French prefecture upon your arrival on the French territory.

Visa pricing amounts to approximately to **50€** for countries with CEF procedure and to **90€** for other countries.



1) You won't be able to travel outside of France as long as you have not complied with OFII procedures.

2) If you want to extend your stay, you'll just have to have your OFII stamp renewed

3) Upon your arrival in Paris, you will have to take a medical check-up in a medical center EDC PARIS is affiliated with. This is **COMPULSORY**. The cost amounts to **46€ payable to EDC by each student**.

4) You will be assisted by EDC PARIS International Office in all the proceedings mentioned above during the orientation days and all along your stay.

**APPLICATION DEADLINE FOR OFII VALIDATION:
One month after arrival in France**



. Health insurance → European citizens:

If you are a citizen from one of the 28 member states, you must provide the European health card which will cover your medical expenses when in France. This card is issued by your national health insurance provider. It is mandatory for all students and will be requested upon your registration at EDC PARIS.

Students who cannot provide it will have to pay for the French social security (around 230€) upon registration at EDC PARIS.

→ Non-European citizens:

It is compulsory for all non-European students to apply for membership to the French social security system Ameli: <https://www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-laccueil-en-france/french-social-security-registration-process-foreign-students>



Students are also encouraged to apply for an international insurance covering repatriation, civil liability and extra health expenses before their departure to France. This document must be provided to the Registrar and International offices prior their arrival in France.

Like all other documents required for enrolment at EDC, insurance policies must be valid from **September 1st to August 30th the following year**.

Useful addresses:



.Nearby medical centers-General practitioners

→ Groupe de médecins spécialistes Charras

Tour Les Poissons Place Charras. 20 ter rue de Bezons
92400 COURBEVOIE
Tel : 01 47 88 12 90

→ Cabinet Médical Docteurs Alric & Guy

21, rue Sébastopol
92400 COURBEVOIE
Tel : 09 67 14 95 38

.Dentists :

→**Dr Thierry Grandidier**

<https://www.doctolib.fr/dentiste/courbevoie/thierry-grandidier>

1, Allée de l'Arche
92400 COURBEVOIE
Tel : 01 43 33 54 55

→**Cabinet Dentaire & Médical de la Défense**

<http://centremedicaletdentaire.paris/>

5-7 Square des Corolles
92400 COURBEVOIE
Tel : 01 47 78 50 00

.Hospitals :

→**Centre Hospitalier de Courbevoie-Neuilly-Puteaux**

30, rue Kilford
92400 COURBEVOIE
Tel : 01 49 04 30 30

→**Site hospitalier de Neuilly s/ Seine**

36, Bd Général Leclerc
92205 Neuilly s/Seine
Tel: 01 40 88 60 00



Emergency contacts:

→Firemen: dial 18

→SAMU: (medical emergencies): dial 15

→Poison center: dial 01 40 05 48 48

→SOS Médecins : dial 3624 <https://www.sosmedecins.fr/visites-medicales-domicile-75/> (English website)

IV ACCOMMODATION

EDC has an agreement with two organisations providing student accommodations located at La Grande Arche de la Défense, a 10 minute walk from the School. The monthly rent ranges from **€750** to **1000€** per month. However, students receive a housing allowance from the Caisse d'Allocations Familiales (CAF) which amounts to **182€/month**, starting from the second month of their stay in France. (See below for further information)

Melon District: <https://www.thestudenthotel.com/paris/>

This residence offers very comfortable, brand new fully equipped studios

<p style="text-align: center;">Melon district 56 rue Roque de Fillol, 92800, Puteaux -Residence +33 14 903 51 00 -Booking +33 18 573 70 20</p>

Campusea La Défense <https://www.campusea.fr/en/residence/153161>

<p style="text-align: center;">Campusea La Défense Grande Arche 1 Terrasse Valmy 92800 Puteaux +331 40 40 64 10</p>
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Other possibilities

You also have the possibility to rent furnished studios or apartments (approximately 25/30sqm) in the center of Paris. The cost of the rent is higher but you can share flats with a roommate, in which case this option can be very profitable.

• *Sites of private student residences*

Most of them are run by major groups ([Les Estudines](#)/, [Next Studea](#), [Studélites](#), [Fac-habitat](#), [Suitétudes](#)...). We will soon inform you of the many partnerships established with residences based near our campus. Most of these residences can be booked via our platform. They will give you priority over other applicants by virtue of your school enrollment.

• *Classified ads*

[Leboncoin.fr](#), [Pap.fr](#), and [Wannonce.com](#) are specialized in classified ads between individuals. Nevertheless, remain very cautious in this context as it has no trusted third party. So as to avoid the main scams, you should follow the advice given by **Lokaviz** and **l'Étudiant**. And then, before signing, remember to carry out the necessary checks recommended by **Ufc Que Choisir**.

• « **Apartment-dating** »

Similar to a dating site, [Locatme.fr](#) puts tenants and landlords in contact according to their profiles and criteria (age, financial situation, non-smoker...). Algorithms "calculates their compatibility level" before the parties are put in contact; this helps to avoid unnecessary visits and hopes.

Operating on the same principle, Somhome.com, offers to create one's profile as on a social network, with one's criteria, situation and tastes, and to create one's file online with all the required documents. A timetable system facilitates the organization of visits.

The landlords are the ones who contact you after reviewing your search.

• Room exchange or rental

The Studyenjoy.com platform is designed to help students find free accommodations. The concept is one of an exchange of service. Your parents leave your room at the disposal of an international student and, in return, you move into a room left vacant by another student. To facilitate exchanges, it is not a requirement that this room be the room of the student that your parents are hosting.

Roomlala.com acts as a trusted third party in the rental of housing between private owners for a period of time that can be defined in terms of number of days, weeks or months. It offers studios, shared accommodation, rooms in residences or in private homes.

Shared accommodations

It is possible to find roommates on private websites; however, some specific services are dedicated to this increasingly popular practice.

• Profiles and “share a drink with a roommate”

Appartager.com proposes a large number of ads and asks you to create a profile beforehand. Tip: make a short and humorous bio (don't forget that those who look at your profile may be your future roommates. If the posting of an ad is free, access to a member's contact information will require a subscription, unless the member is already a subscriber.

• Geolocalization

Another way to approach shared accommodation: Lacartedescolocs.fr provides an interactive map on which you can search, by district or neighborhood, for the housing of your choice. Coopcoloc.fr specializes in shared accommodations in the Paris area

. Documents requested when renting an apartment:

- Photocopy of passport
- Photocopy of Ofii visa for non-European residents
- Birth certificate translated into French
- Bank details in France
- EDC letter of acceptance
- Financial statement + French bank account number

. Applying for the housing grant (APL) to the CAF:

As an international student, you are eligible for the housing grant from the CAF. EDC International Office helps you with your registration upon your arrival. However, it's preferable to prepare the documents requested while preparing your stay in France. You can download the brochure directly from the CAF website to familiarize yourself with the proceedings: <http://www.caf.fr/sites/default/files/cnaf/Documents/international/Commun/aleanglais2014.pdf>

V. PRACTICAL INFORMATION



. Transportation:

→ **Public transports Paris and Paris region:** Consult the RATP website: www.ratp.fr

The network of buses, metro, Trams and RER trains facilitate transport from one place to another in Paris and its suburbs at reasonable fares.



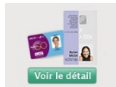
▶ Metro, buses and trams are means of transportation for Paris and its immediate outskirts.

▶ RER (A, B, C, and D) and suburban trains take you to Paris region and surroundings.

▶ Metro run from 5am to 1am (2am on week-ends)

▶ Buses run 5am to 9pm or for some of them 1.30 am (check the schedule posted at the bus station)

Students are strongly advised to buy a Pass Navigo, a weekly pass or a Carte ImaginR (ImaginR Pass).



- The Pass Navigo is a monthly pass for travelling in Paris and Paris area ('Greater Paris') - **22.80€** per week-**75.20€**/month
- The Carte ImaginR (ImaginR Pass): **350€** /year
- Set of 10 tickets: **14.90€**
- Single ticket: **1€90**

These travel passes are not all valid for travels outside Paris. Those who wish to visit places outside the city must buy a day pass at any railway ticket office or at one of the underground or RER stations.

Advice: Upon arrival in Paris, don't forget to get a map of the bus, metro and RER networks from the railway or underground stations ticket offices.



→ **Taxi**

There are taxi stations everywhere in Paris. Generally speaking, the minimum fare amounts to 6€.

You can also order a taxi to the following companies:

Alpha Taxis

Reservation "Alpha Taxis" : **01 45 85 85 85** <http://www.alphataxis.fr/>

Les Taxis Bleus

Reservation "Les Taxis Bleus" : **118 707** <https://www.taxis-bleus.com/>

Taxis G7

Reservation "Taxis G7" : **36 07 (0,15 €/min)** <http://www.taxisg7.fr/>

And of course **Uber** especially if you have an account: <https://www.uber.com/fr/ride/ubertaxi/>



→Trains & stations: Where to go from the 5 main stations:

- ❖ **Gare du Nord:** north of France; Belgium and the Netherlands with Thalys; Great Britain with Eurostar
- ❖ **Gare de l'Est:** east of France, Germany, Switzerland
- ❖ **Gare de Lyon:** south of France (Lyon, Provence, French Riviera); Italy; Switzerland
- ❖ **Gare Montparnasse:** west and south west of France (Bordeaux, Toulouse, Brittany) Spain
- ❖ **Gare Saint Lazare:** Normandy, South of England (Dover, Folkestone)



→Airports:

Paris (PAR)

.Orly and Roissy-Charles de Gaulle

www.adp.fr .

Contact : 3950

Orly (Orly South and Orly West) www.adp.fr

14 km south of Paris

Information: tel. 01.49.75.15.15 (from 6 am to midnight)

.Access

Rail networks:	Price	Journey time
RER C	6.25€	35mn (Austerlitz station)
RER B	8.30€	25-30mn
Tram 7	Ticket+: 1.90€	45mn

Bus & coach	Price	Journey time
Orly bus	8€	30mn Stop: Denfert Rochereau
Air France coach: line 1 Orly Ouest: Level 0 Gates 1,2,3 Orly Sud: Gate 4	12€	3 stops: Montparnasse-Tour Eiffel-Etoile (Arc de Triomphe) 60mn

Taxi	Fare	Journey time
Paris Taxis : exit M (Orly Sud)	40/50€	35mn
Paris Taxi: exit B (Orly Ouest)		

Services

The airport is closed from 0.30 am to 4.30 am

Customs: 01.49.75.09.10

Police: 01.49.75.43.04

Lost Property Office: 01.49.75.34.10 (Orly S) ou 01.49.75.42.34 (Orly W)

Roissy-Charles de Gaulle (CDG 1, 2 et 3)

25 km to the north-east of Paris

Services

Customs: 01.48.62.62.85

Police: 01.48.62.31.22

Lost Property Office: 01.48.62.13.34 (CDG1) or 01.48.16.63.83 (CDG2).

Roissy Airport website www.adp.fr

.Access:

Rail networks:	Price	Journey time
RER B	10.30€	40mn

Bus and coach	Price	Journey time
Roissy bus	12€	60mn
Air France coach lines 2+3 (Terminals: 2A, 2C, 2E, 2F,2D and 1)	18€	60mn (from-to Paris Pl. De l'Etoile)
Air France coach line 4 (Terminals: 2A, 2C, 2E, 2F,2D and 1)	22€	80mn (from-to Gare de Lyon & Gare Montparnasse)

Taxi	Fare	Journey time
<ul style="list-style-type: none">•Terminal 1: exit 24 on the arrivals level• Terminal 2A: exit 6• Terminal 2C: exit14• Terminal 2D: exit 7• Terminal 2E: gate 12 on the arrivals level• Terminal 2F: gate 12 on the arrivals level• Terminal 3: exit of the arrivals hall• Terminal 2G: blue gate	50/70€ Depending on the hour slot	50/80mn

. Communications:

→ Mobile phones:

Students are advised to take a French phone number upon their arrival in France in order to avoid prohibitive phone bills at the end of the month. It is possible to apply to one of the main French operators: **Orange, SFR, Bouygues Telecom, Free.**

To open a line, it is necessary to subscribe to one of the service providers mentioned above. The most convenient is to apply directly to the Phone House shop which gathers all their offers. (see address below)

Phone House shop:

Centre Commercial Les 4 Temps niveau 1 Zone Framboise – Place des Miroirs 92800 Puteaux

→ Post:

Stamps can be bought at a tobacconist for mail sent in France and within the EU zone. For other destinations, it is necessary to go to the post office to buy the appropriate stamps. Similarly, you must go to the post office to send or get back registered letters or parcels. (See address below)

La Poste Courbevoie

27 avenue Puvis de Chavannes
92400 Courbevoie

. Money:

→ Cash withdrawal

You can withdraw cash from ATMs or directly to a bank counter. If you withdraw money with the credit card issued by the bank of your home country you may have to pay fees and commissions. You are advised to inquire with your bank about their policy before your leave.

In France, contrary to some countries, credit cards are widely used to pay for any purchase. However, a minimum amount may be required –generally 10€- to pay with your credit card.

→ Opening a bank account:

As already mentioned above, you will have to open a bank account to pay for the monthly rent, the utilities and other purchases.

EDC PARIS has 3 partner banks which help students open a bank account at preferential rates as they all have special offers for students. Once you have opened an account, you will be provided with a credit card or debit card and a cheque book.

Each bank has a dedicated interlocutor who will meet with you during the orientation days. They will introduce the bank they represent and will show you how to proceed. You will have the possibility to fill in the form to open your account without going to the bank. Your credit card and cheque book will be directly sent to you by the bank.

To open a bank account, you need to prepare the following documents:

*A photocopy of your passport

*Your contact detail: address, phone number and email

Please note that more information will be provided to you before your arrival.

EDC PARIS partner banks:



→ Monthly budget:

Accommodation	Transportation	Food	Leisure
700€/900€	Monthly pass: 75.20€/ month	150-200€/month A meal at the school cafeteria costs a minimum of €5	From 100€ to 150€



Check list: Before you arrive in France, please check that you have:

- A passport valid for the duration of your stay (see above)

- A long-stay visa for non-EU students, valid at least 3 months. This must be obtained before you leave for France, from Campus France or the French Consulate or Embassy in your country of departure.

- Your birth certificate and other documents necessary for the delivery of your Ofii certificate and for the housing grant.

- Documents needed for social security cover or your private insurance policy with the relevant dates, valid throughout the duration of your stay.

- 4 passport-sized photographs with your name written on the back.

- Originals and photocopies of most recent transcript of records from the previous academic year, if you have not yet provided it.

- Your EDC admission forms. (Acceptance letter)

VI. ACADEMIC MATTERS

. Course registration:

→Exchange students:

Usually, exchange students fill out a provisional learning agreement when preparing their application form. This document helps EDC PARIS International Office organize classes and timetable.

During the orientation days, you will have to sign a definitive learning agreement, which means that the courses you have chosen are binding and it won't be possible for you to change them in the course of the semester. Of course, you will be assisted in your choice by the International Office and academic staff and you will be provided with updated course descriptions so that you may submit them to your home university for validation.

→Degree-seeking students:

Degree-seeking students apply to a program and do not have the possibility to choose and change subjects. Indeed, they are regular EDC students and as such will have to validate the program to obtain their degree.

Here too, they are helped by the International Office and academic staff in their choice of programs and application procedures as explained above.

. Course schedule:

You will find the schedule of courses on the [Hyperplanning platform](#) you'll be able to reach from your intranet. You will be able to access your intranet with a login and a password you will be provided before your arrival.



Course schedules are subject to change and it is necessary to regularly check the school's intranet to avoid unpleasant surprises.

. Workload:

Each semester lasts about **10 to 12 weeks** (see academic calendar below). Courses take place from Monday through Friday. There are about **20 hours of lessons/week** that is a minimum of 5 hours per day.

The school is open from 8 a.m. to 9.30 p.m. There are no classes on Thursday afternoons - dedicated to student associations' activities- and on week-ends of course.

Please note however that some exams or mid-terms tests can take place on Saturday mornings for practical reasons.

. Homework:

Students are expected to prepare each course outside class. The assignments are given by the professor and are generally mentioned on the course description provided on the first day of the lesson. These assignments may be either reading of books of the selected bibliography, or exercises, quizzes, research papers or group works.

Assignments must be handed in ON TIME (no delay is accepted unless otherwise stated by the teacher) all the more so as they may be graded by the professor. Please note, that these grades are important as they are part and parcel of the final grade. In case assignments are not prepared or complete, students may face the risk of getting the grade of 0/20.

. E-Learning:

Undergraduate courses ally from now on face to face lectures and tutorials with blended learning. Indeed, out of 36 hour-lessons, 6 hours are based on E-learning as well as 15% of continuous assessment tests. Teachers will automatically post additional readings and compulsory exercises that students will have to do following a precise schedule determined by the professor in charge of the course.

- **The "Flow Program"** mainly involves providing face-to-face courses followed by online activities

- **The "Cord-and-spoke Program"** also involves providing face-to-face courses while offering additional online resources

This method is very useful to help students better understand courses they have found difficult to assimilate and is a good training before the final tests.

This pedagogical approach will also be used for **postgraduate courses** but is not yet systemized for the 2019-2020 academic year.

More information will be provided upon the orientation days by the academic director.

. Types of courses:

***Lectures** offer critical analyses, formal presentations and specific information on a particular topic, taught by the coordinating lecturers to the whole group of students. It is essential for students to attend these sessions.

***Group courses**, made up of about forty students, give students the opportunity to directly apply the theoretical knowledge acquired. The work groups are run by a junior lecturer, who works in close collaboration with the coordinating lecturer.

* **Tutorials** are not formal courses, but meetings between the coordinator and individual students, or small groups of students. This gives students an opportunity to better understand a topic, a problem or a concept, or to probe deeper into a particular subject. Tutorials are especially profitable to students who must submit assignments or write reports, either on their placements or on the end of study dissertation (4th and 5th year programme).

. The grading system:

EDC students are graded between 0 and 20. Each subject constitutes a separate module. To validate a subject, students must score a minimum of 10 out of 20. With above average marks, they obtain the whole range of the ECTS credits. Those who score less than 10 are not entitled to any credits.

ECTS (European Credit Transfer System): EDC applies the ECTS system that favours the mutual recognition of results obtained in European universities. The ECTS system requires a number of credits per field of study. One semester is equivalent to 30 credits, two semesters to 60 credits.

GRADING SCALE				
Grade	Percentage	Cumulated Percentage	ECTS	Definition
20	2%	2%	A	Outstanding performance with only minor errors
19	2%	4%		
18	4%	8%		
17	6%	14%		
16	11%	25%	B	Above the average standard but with some errors
15	15%	39%		
14	17%	56%	C	Generally sound work with a number of notable errors
13	15%	71%		
12	13%	84%	D	Fair but with significant shortcomings
11	10%	93%		
10	7%	100%	E	Performance meets the minimum criteria
9			Fx	Fail – some more work required before the credit can be awarded
8				
< 8			F	Fail – considerable further work is required

. Assessment:

Continuous assessment: each course is tested by at least one written examination (multiple choice questions, case studies, exercises, questions on the course content). This 1½-hour or 2-hour paper is set half-way through the course, and the test accounts for 50% of the final result.

Final Examination: final examinations are held over a period of a week at the end of each semester. The tests, which may last 1½, 2 or 3 hours (no longer than 4 hours), account for 50% of the overall grade.

Generally speaking, the breakdown is as follows: Continuous assessments (50%) + Final examination (50%) = Total marks (100%)

However, it may vary for some courses. Please refer systematically to the course descriptions which are all posted on the School's Intranet (Blackboard)

. Validation of a semester or year of study for international students:

Students who are on an exchange programme or who wish to obtain the EDC Master's degree need to obtain **a minimum grading point average of 10 out of 20**, namely between 10 and 20 points in all subjects studied in order to obtain **30 ECTS credits** – if they are on a semester exchange program or **60 ECTS credits**- if they are on a full year exchange program or double degree program. Otherwise, they must retake one or more subjects in the second sessions.

. Obtaining your transcripts of records:

A draft transcript of the grades obtained is first sent to each student's intranet for final approval.

→ **Exchange students:** the final transcript of records is sent directly to the International Office of your home university.

→ **Degree-seeking students:** the final transcript of record is sent directly to your home in France

by the Studies Office.

. Rules and Regulations: The Dos & Don'ts

→ **Attendance:** it is compulsory and checked at the beginning of each course. In case you miss a class or an exam /test (illness, transport problem etc.) you must justify your absence to the Studies Office, otherwise you may face unpleasant setbacks: 0/20 to the test or exam for instance. If you are ill, you are advised to send an email to inform the Studies office that you are not able to attend classes.

If your absence to a mid-term test is justified, the final examination grade accounts for 100% of the final grade.

If your absence to the final exam is justified, you'll be allowed to take the resit session otherwise you'll obtain 0/20 and will fail the subject.

→ **Punctuality:** students are expected to be punctual and to arrive on time before classes begin. No student is admitted in class after attendance check is done.

→ **Plagiarism (or direct copying from a book or text) and cheating:** both are considered as serious offences and involve severe disciplinary actions. Indeed, a student may face temporary or definitive exclusion from the School.

→ **Bad conduct:** all students are expected to behave properly and show respect to the professors, administrative staff and students. Rude, insulting language or inadequate behaviour are strictly prohibited and also involve disciplinary actions.

→ **Food and drinks:** it is strictly forbidden to eat and drink in class. It is however possible to take advantage of the 15mn break between each course to buy a snack or a beverage at the School's cafeteria.



Attendance, punctuality and positive behaviour are also taken into account in the final mark for each subject. (See above, under the heading "The grading system").

. Faculty:

Courses at EDC are provided both by a team of full-time professors and by active business executives. They aim to give students the necessary tools to understand the workings of a company and develop their entrepreneurial spirit. You can check EDC faculty profile on EDC website; tab 'professors and research' <http://www.edcparis.edu/category/professeurs-et-recherche/>

EDC professors' offices are located on the level 0 of EDC main building. You are advised to contact them by email if you need an interview or ask any question on the course they are in charge of.

. Studies office:

The Studies office is located on level 1 of EDC main building. The Studies Office staff supervises each class of students, organises the timetables, plans examinations, coordinates business assignments and closely follows the progress of each student.

International students are invited to apply to either the Academic Director , who works hand in hand with the professors and lecturers and coordinates each subject of the program or to the Pedagogical Director who acts as a personal tutor to the students throughout their studies. Both of them will be introduced to the students during the orientation days.

. Languages:

EDC has put particular emphasis on the study of foreign languages. Second year students prepare the **TOEFL ITP test** at the end of their academic year and are required to obtain a score equivalent to the B2 level (European framework). Note, however, that students who follow the English track program apply for the **TOEFL IBT test**.

In their 4th year of study, students are required to take the **TOEIC test** and obtain a minimum score of 750 points. **Both tests take place in April 2020 in the EDC building.**

Exchange and international students enjoy the same advantages as EDC students and are of course welcome to take these tests as well.

Finally, all exchange students follow 36 hours of French per semester. These courses are organized by grade level and are worth 5 ECTS/ semester.

For further information on languages, please contact:

-**Sofia POTES**, Head of the Language Department: sofia.potes@edcparis.edu

-**Eduarda PINTO**, Assistant to the Language Department: eduarda.pinto@edcparis.edu

VII.ON THE FIELD TRAINING:

. Business assignments:

Business assignments are an integral part of the methodology of EDC and one of its principal assets. Every year (except in the 5th year), students must successfully complete one or two business assignments directly related to the educational programme covered.

These assignments aim to familiarise the students with the world of business. Over a 5-week period, teams of 5 or 6 students work on a project, under the supervision of a professional who advises them and follows their progress. In addition, students are tutored by EDC teaching staff – this allows them to test their approach to the subject. On the last day of the period, the teams present their conclusions to a board of teachers and professionals.

International students can participate in the business assignments of the 2nd and 4th year of studies -depending on the program they have chosen- which take place at the end of the semester. (See academic calendar) It is an excellent way to discover the inner workings of French companies and the French business world in general. This experience can be ideally coupled with an internship period (see below). **Please note however, that a good command of French is necessary to make the most of this exercise.**

. List of business assignments

1 st Year	- Sales (2 weeks): a two-week sales experience in the stores of well-known brands	-Market Research: carry out studies validating product/market appropriateness/5 weeks)
2 nd Year	- Financial Diagnosis (1 week)	-Business Model (5 weeks) complete analysis/audit for the creation of a new business or the expansion of an existing one.
3 rd Year		
4 th Year	- Specialization (5 weeks) take-overs; financial analysis/audit: the financial analysis of a company; export; development plan/business creation	-

. Internships:

In order to pursue a professional career, it has become a necessity for many graduates to gain experience through an internship. An internship can help develop your practical skills and give you a valuable introduction to the working world and boost your future career.

Third- and fifth-year EDC students must carry out two six-month internships, namely 24 weeks. The 3rd year internship is worth 30 ECTS. The 5th year internship is also worth 30 ECTS but students have to hand in the end of study thesis which accounts for 30 ECTS. First and second year students must complete a two-month internship while fourth year students may carry out a three-month internship. Apply for this unique opportunity to spend 6 months in one of the French most vibrant companies and gain valuable and intercultural experiences.

At the end of their internship, students must submit a report which is marked by teachers. Their performance is also assessed by the firm where they were placed.

All internships in France of more than 2 months are PAID. The National Minimum Wage is 577€

Payment varies, but typically, in Paris, the allowance is around 600 – 1000€ per month.

International students who do not apply for the double degree are not obliged to do an internship.

Those who wish to do an internship in France must be in possession of valid documents (residence permits, visas for non-European students)

[Are you a student looking for an internship in France?](#)

If your answer is YES, the Corporate Relations manager can help you in your search, give you many tips on how to get the perfect internship, arrange interviews for you and help you with your training agreement.

[Interested or want to know more?](#)

It's simple: You tell the Placement office where you would like to go and Corporate Relations

manager checks the various opportunities that could suit you.

EDC students can apply to the Placement Office which receives over 2000 internship offers from partner companies each year.

Graduate internships are offered by a wide variety of organizations, covering a vast range of opportunities (Marketing, Business, Finance, Recruitment, Administration, HR Internships...)

You will start receiving internship opportunities straight into your email inbox.

Postgraduate students ONLY can also connect on the **HigherEd platform** <https://higher.ed.global/> which proposes internship and job offers everywhere in the world in top ranking companies.

- **List of Internships**

1st Year	Employee internship	Duration: 6 weeks
2nd Year	Salesforce internship	Duration: 6 weeks
3rd Year	Pre-specialization training session: marketing, management, finance, international trade	Duration: at least 20 weeks
4th Year	Familiarise students with the world of work, aiming for them to be effective immediately.	Duration: at least 8 weeks
5th Year	Specialization training session: marketing, management, finance, international trade	Duration: at least 26 weeks

. Sandwich course or work-study program

This program is **restricted to postgraduate degree-seeking students** from the 'Grande Ecole Program'- Marketing and Finance majors- as well as all MBA students. This program allows students to alternate periods in a company (3 days/week) and at school (2 days/week). To apply for these program students must hold a valid visa (VLS-T visa) and obtain a work contract in a company. They are assisted in their job search by the Career Center which validates their job contract and is in direct relation with the company all along their study period at EDC PARIS.

. Career Coaching for Students



To get the perfect internship is not easy, many undergraduates fail to obtain the internship they want because they make basic mistakes.

To give yourself the best chance of success, your application should stand out from your peers.

You need to be prepared to tailor your applications to the position and organization you are applying.

To that effect, our Career Coach can help you prepare for the interview with the company and review your resume and cover letter.

The Career Coach helps you succeed by concentrating all your energy on your goal. But the first step is to identify goals...and priorities...Because even if work and talent are a prerequisite, there is no achievement of goals without a solid and consistent plan.

VIII. ACADEMIC CALENDAR & COURSE LIST:

. Academic calendar 2019-2020: 'Grande Ecole Program'

FALL SEMESTER				
Year of study	Beginning of courses	End of courses	Examination schedule	Business assignments
1st year	16 Sept 2019	14 Dec 2019	6-11 Jan 2020	Sales exercise: 16-28 Dec 2019
2nd year	11 Sept 2019	07 Dec 2019	16-21 Dec 2019	Financial diagnosis: 4-8 Dec 2019?
3rd year	10 Sept 2019	08 Dec 2019	9-14 Dec 2019	-
4th year	10 Sept 2019	08 Dec 2019	16-21 Dec 2019	-
5th year	02 Sept 2019	30th Nov 2019	2-7 Dec 2019	-

WINTER SEMESTER				
Year of study	Beginning of courses	End of courses	Examination schedule	Business assignments
1st year	13 Jan 2020	28 March 2020	13-18 April 2020	Market Survey 20 April-23 May 2020
2nd year	6 Jan 2020	6 April 2020	30 March-4 April 2020	Business Model: 6 April-16 May 2020
3rd year	INTERNSHIP (24 weeks)			
4th year	6 Jan 2020	28 March 2020	30 March-4 April 2020	18 April-16 May 2020
5th Year	INTERNSHIP (24 weeks)			

. Academic calendar 2019-2020: Specialized MBAs

FALL SEMESTER				
Year of study	Beginning of courses	of	End of courses	Examination schedule
1 st year	14 Oct 2019		28 Feb 2020	2-4 March 2020
2 nd year	24 Oct 2019		28 Feb 2020	5-6 March 2020

WINTER SEMESTER				
Year of study	Beginning of courses	of	End of courses	Examination schedule
1 st year	8 March 2020		2 July 2020	14-18 Sept 2020
2 nd year	8 March 2020		10 July 2020	14-18 Sept 2020

HOLIDAYS ***

Christmas break: 21 Dec 2019-6 Jan 2020

Winter break: 24-29 Feb 2020

Easter break: to be confirmed

BANK HOLIDAYS

Nov 1, 2019: All Saints 'day

Nov 11, 2019: Armistice (WW1)

April 13th, 2020 Easter Monday

May 1, 2020: Labor Day

May 8th, 2020: Armistice (WW2)

May 21, 2020: Ascension Day

July 14, 2020 National Day

*** Grande Ecole Program ONLY

WELCOME TO EDC PARIS !

