

## ACADEMIC PACK – FALL 2017

ESSEC GLOBAL BBA  
INTERNATIONAL EXCHANGE STUDENTS



*The pioneering spirit*



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Fall 2017

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Global BBA Incoming International Exchange website:

<https://sites.google.com/a/essec.edu/bba-incoming-international-exchange/>

For further general information about ESSEC:

<http://www.essec.edu/bba>.



**Dear Exchange Student,**

We would like to welcome you to ESSEC Global BBA and thank you for choosing to spend your study abroad period with us here in France.

This Academic Pack contains all necessary pre-departure information, including the provisional course list for your Fall 2017 exchange semester or full year at ESSEC Global BBA.

The Housing Pack, with information on Alegessec housing enrollments has been sent separately. All queries regarding housing at Alegessec residences should be directed to Alegessec Housing service.

### **Academic Application Deadline: May, 31<sup>st</sup> 2017**

Make sure you have completed the online application procedure and uploaded the required materials. Please note that this is a final deadline and no late applications will be accepted.

In the online application, please make sure that your name and email address have been entered correctly by your coordinator.

Your first name must be the same as on your passport. If there is any mistake, please send us *immediately* an e-mail to [bba-globaleducation@essec.edu](mailto:bba-globaleducation@essec.edu), so we can modify our database (this is especially important for students who will require a visa).

This will enable us to make any necessary changes before you arrive (and before editing official acceptance letters for Non-EU students) and will ensure that you are correctly identified in the database, on your ESSEC student card and on your final grade transcript.

### **Confirmation of your Enrolment (European students)**

As soon as your online application is finalized, you will receive a system-generated acceptance letter to the e-mail address recorded in the online form. Please check also your spams.

### **Confirmation of your Enrolment (Non- European students)**

Between early June and mid June, the Global Education Office will send your official **Acceptance Letter to your home university coordinator**. **Please collect it directly at your International Office and start your visa application as soon as possible.**

### **Contact by email**

After the acceptance letter, **all further information will be sent to you ONLY by email** to the address indicated in your online application. Please consult it regularly. All important information concerning your arrival and the Orientation Session will be sent by email.

### **Arrival dates and Orientation**

Please refer to the dates mentioned in the Academic Calendar.

**Attendance at the Orientation Session is mandatory for all exchange students.**

**No late arrivals can be accepted.**

**The Orientation Session** includes an introduction to ESSEC, timetabling information, briefing session with French administrative paperwork, and language tests for students taking French language classes (a detailed program will be sent to you in July by email). The BDE student association will be also organizing social activities for you.

We look forward to welcoming you to ESSEC in August 2017.

Best wishes,

**Ms. Tracey Moore**

International Relations Manager, ESSEC Global BBA

**Mrs Marjorie Haugou**

Incoming Students Coordinator

**and The Global Education Office team**



## BBA INTERNATIONAL EXCHANGE STUDENTS YOUR CONTACTS AT ESSEC GLOBAL BBA

### Your contact for:

- Management of exchange programs, agreements and relations with your home university.

**Ms Tracey Moore**  
**International Relations Manager**  
[tracey.moore@essec.edu](mailto:tracey.moore@essec.edu)

### Your contacts for:

- Application Information,
- Academic Pack Information,
- Erasmus certificates

**Global Education Office – Mrs Marjorie Haugou**  
**in charge of incoming students**  
[bba-globaleducation@essec.edu](mailto:bba-globaleducation@essec.edu)

### Your contacts for:

- Information on courses,
- **Learning agreements/Study Plans,**
- Course enrolments/issues.

**Program Management Office -**  
**in charge of course matters**  
[bba-programgmt@essec.edu](mailto:bba-programgmt@essec.edu)

### Your contact for:

- **French administrative issues:** information about obtaining visas, insurance, residence permits, opening a bank account...
- **Practical information:** help with practical details after you arrive.

**Office of the Registrar**  
<https://ernest.essec.edu/support/home>

### Mailing address:

**ESSEC GLOBAL BBA**  
ESSEC Business School  
3 Avenue Bernard Hirsch  
CS 50105 95021 Cergy-Pontoise Cedex  
France



### Your contact for:

**Alegessec Housing Applications:** send your accommodation application form and room deposit check directly to the Alegessec  
Send your questions regarding the APL housing subsidy directly to the Alegessec Office

### Mailing address:

**ALEGESSEC**  
7 avenue du Parc  
95020 Cergy-Pontoise Cedex  
France

#  
Alegessec Office [alegessec-gestion@essec.fr](mailto:alegessec-gestion@essec.fr)#

**Tel:** + 33 1-34 20 60 00





## ESSEC GLOBAL BBA Exchange Students - Academic Calendar 2017/2018

### FALL SEMESTER 2017

#### MANDATORY ARRIVAL DATE S AT THE ALEGESSEC RESIDENCES

**For all students: Monday 28<sup>th</sup> and Tuesday 29<sup>th</sup> August, 2017**

**For EU students only: Wednesday 30<sup>th</sup> August, 2017**

**You can get your keys at the Welcome Center (Galion Building – Ground Floor)**

Link to the Welcome Center for arrival details will be sent to you early July.

No arrangements can be made to distribute keys outside of the Welcome Center

#### MANDATORY ORIENTATION SESSION FOR GLOBAL BBA INTERNATIONAL STUDENTS

**Thursday 31<sup>st</sup> August 2017 – Friday 1<sup>st</sup> September 2017**

#### FALL SEMESTER DATES

**Classes start:** Monday 4<sup>th</sup> September 2017

**Fall break:** Monday 30<sup>th</sup> October – **Saturday** 4<sup>th</sup> November 2017 (inclusive)

**Public Holidays:** 1<sup>st</sup> November 2017

**Classes end:** 5<sup>th</sup> December 2017

**Exam period:** 6<sup>th</sup> -20<sup>th</sup> December 2017 (inclusive)\*

#### EXAMINATION DATES\*

Please note that the dates given are the first and last possible dates for examinations in December.

**\*No special examination arrangements will be made for international students who arrange to leave on or before the dates given here**

#### DEPARTURES FROM THE ALEGESSEC

Exchange Students enrolled only for the Fall semester, who have signed 4 month contracts at Alegessec, must leave their residence by the last day of December.

Please also note that before you leave your room, you must clean it and then **carry out a room inspection** with the Alegessec staff. The results of this inspection will determine whether the full amount of your security deposit is paid back to you or not.

As Full Year and Double Degree students will keep the same rooms until the end of the second semester, their room inspections will be carried out when they leave in June or July.





## ESSEC GLOBAL BBA Exchange Students - Academic Calendar 2017/2018

### SPRING SEMESTER 2018

*To be confirmed*

#### MANDATORY ARRIVAL DATE AT THE ALEGESSEC RESIDENCES

For Spring Semester Students: **Thursday 22<sup>nd</sup> February 2018**

**N.B.** Students must arrive between 9:00 am and 5.30pm on this date.  
No arrangements can be made to distribute keys outside of these times.

#### MANDATORY ORIENTATION SESSION FOR BBA INTERNATIONAL STUDENTS

For Spring semester Students: **Friday 23<sup>rd</sup> February** and **Monday 26<sup>th</sup> February 2018**

#### SPRING SEMESTER DATES

**Negotiation skills seminar :** **27<sup>th</sup> February – 1<sup>st</sup> March 2018**

mandatory for Double Degree students  
elective for semester or full-year students

**Classes start:** Monday 5<sup>th</sup> March 2018

**Spring Break:** Monday 16<sup>th</sup> April – **Saturday 21<sup>st</sup> April 2018** (inclusive)

*Geopolitics, Intercultural Marketing, Web Management, Management du chef d'orchestre and Supply Chain Management will take place in an intensive format during the Spring break)*

**Public Holidays:**

2 <sup>nd</sup> April	} 2018
1 <sup>st</sup> May	
8 <sup>th</sup> May	
10 <sup>th</sup> May	

**Classes end:** 1<sup>st</sup> June 2018

**Exam period:** 4<sup>th</sup> - 14<sup>th</sup> June 2018 (inclusive)\*

#### EXAMINATION DATES\*

Please note that the dates given are the first and last possible dates for examinations in June.

**\*No special examination arrangements will be made for international students who arrange to leave on or before the dates given here**

#### DEPARTURES FROM THE ALEGESSEC IN SUMMER 2018

After the June exam week, students are free to leave on any date until the last day of their housing contract (by June 30 or July 31, 2018).



## ESSEC Global BBA COURSE LIST 2017-2018

*Please note that there may be modifications to this list. Courses and codes will be confirmed when the timetable is sent to you in July*

### Fall Semester 2017

Provisional course code	Semester	Type of class	Title	Hours	ECTS	Language of Instruction
MGTM 14120	Fall	<b>Core course (DD)</b>	Leadership et Management d'équipe	25	4	Français
MGTM 14120	Fall	<b>Core course (DD)</b>	Leading & Managing Teams	25	4	English
MGTR 13110	Fall	<b>Core course (DD)</b>	Méthodologie de Recherche	12,5	2	Français
MGTR 13110	Fall	<b>Core course (DD)</b>	Research Methods	12,5	2	English
CPRO13149	Fall	Int stud only	Union Européenne	25	4	Français
CPRO14131	Fall	Int stud only	Geopolitics	25	4	English
CPRO14143	Fall	Int stud only	Civilisation Française	25	4	Français
CPRO14143	Fall	Int stud only	French Civilization	25	4	English
ECOS 14144	Fall	Int stud only	European Economics	25	4	English
FINE 13109	Fall	Int stud only	Financial Management	25	4	English
FINE 13109	Fall	Int stud only	Principles of Finance	25	4	English
MGTM 14233	Fall	Int stud only	People & Organisations	25	4	English
MKGF 13121	Fall	Int stud only	Intercultural Marketing	25	4	English
MKGM 13141	Fall	Int stud only	International Marketing	25	4	English
CPTC 14120	Fall	Elective	Consolidated Accounts	25	4	English
CPRO 14132	Fall	Elective	Décision et enjeux géopolitiques internationaux	25	4	Français
DEVD14110	Fall	Elective	Droit du Commerce International	25	4	English
DEVD14110	Fall	Elective	International Contract Law	25	4	English
DEVD 14	Fall	Elective	Lobbying : cadre, outils et stratégie	25	4	Français
DEVE 14230	Fall	Elective	Social Entrepreneurship	25	4	English
EOA 14030	Fall	Elective	Conjoncture et Politique Economique	25	4	Français
EOA 14110	Fall	Elective	Contemporary Issues in International Economics	25	4	English
EOA 14	Fall	Elective	Man and the Market Economy - Title TBC	25	4	English
ECOI 14231	Fall	Elective	Economie de la Santé	25	4	Français
ECOI 14	Fall	Elective	Economie du bonheur	12,5	2	Français
ECOI 14	Fall	Elective	Economie comportementale	25	4	Français
FINM 14033	Fall	Elective	Financial Markets	25	4	English
FINM 14120	Fall	Elective	Gestion de Portefeuille	25	4	Français
FINM 14120	Fall	Elective	Portfolio Management	25	4	English
IDS1 14121	Fall	Elective	Advanced Excel	25	4	English
IDS1 14121	Fall	Elective	Excel Avancé	25	4	Français
IDS1 14130	Fall	Elective	E-Business	25	4	English
IDS1 14132	Fall	Elective	Programming in Python for Business	25	4	English
IDSS 14	Fall	Elective	Data Analytics for Business & Economics	25	4	English
MGTE 14120	Fall	Elective	Entrepreneuriat 2	25	4	Français
MGTE 14120	Fall	Elective	Entrepreneurship 2	25	4	English
MGTE 14221	Fall	Elective	Innovation et Design Thinking	25	4	Français
MGTE 14	Fall	Elective	Capital Investment	25	4	English
MGTE 14	Fall	Elective	Internet-based Investing	25	4	English
MGTM 14130	Fall	Elective	Gestion des Ressources Humaines	25	4	Français
MGTM 14130	Fall	Elective	Human Resource Management	25	4	English
MGTM 14	Fall	Elective	Transformation digitale	25	4	Français
MGTP 14231	Fall	Elective	Inner Management: Personal Wellbeing in the Collective Workplace	25	4	English
MGTP 14	Fall	Elective	Ethique et Décision	25	4	Français
MGTP 14	Fall	Elective	Business Ethics	25	4	English
MGTP 14	Fall	Elective	Well-being and Performance at Work	25	4	English
MKGC 14	Fall	Elective	Comportement du consommateur	25	4	Français
MKGC 14	Fall	Elective	Consumer Behaviour	25	4	English
MKGF 14043	Fall	Elective	Communication	25	4	English
MKGF 14043	Fall	Elective	Publicité et Communication	25	4	Français
MKGF 14120	Fall	Elective	Management des forces de vente	25	4	Français
MKGF 14120	Fall	Elective	Salesforce Management	25	4	English
MKGF 14121	Fall	Elective	Marketing Clients	25	4	Français
MKGF 14122	Fall	Elective	Web Marketing	25	4	English
MKGF 14125	Fall	Elective	Luxury Marketing	25	4	English
MKGF 14126	Fall	Elective	Communication et Medias	25	4	Français
MKGF 14	Fall	Elective	Product Innovation	25	4	English
MKGF 14	Fall	Elective	Innovative (Omnichannel) Merchandising	25	4	English

## Fall Semester 2017

Provisional course code	Semester	Type of class	Title	Hours	ECTS	Language of Instruction
MKGM 14	Fall	Elective	Chef de Produit	25	4	Français
MKGM 14	Fall	Elective	Product Management	25	4	English
MKGM 14	Fall	Elective	Socially Responsible Marketing	25	4	English
MKGS 14046	Fall	Elective	B to B Marketing	25	4	English
MKGS 14403	Fall	Elective	Marketing des produits de Santé & Bien-être	25	4	Français
MKGS 14404	Fall	Elective	Influence and Marketing	25	4	English
MOPO 14201	Fall	Elective	Gestion des Opérations	25	4	Français
MOPO 14201	Fall	Elective	Operations Management	25	4	English
MOPO 14403	Fall	Elective	Gestion de la Supply Chain	25	4	Français
MOPO 14403	Fall	Elective	Supply Chain Management	25	4	English
MOPP 14130	Fall	Elective	Management des achats	25	4	Français
MOPP 14130	Fall	Elective	Purchasing Management	25	4	English
FINE 14042	Fall	Elective	Merger and Acquisition and Private Equity	25	4	English
FINE 14134	Fall	Elective	International Cash Management	25	4	English
FINE 14135	Fall	Elective	Financial Analysis	25	4	English
FINE 14	Fall	Elective	SimTrade	25	4	English
MGTS 14110	Fall	<b>Elective (except DD)</b>	Management Stratégique	25	4	Français
MGTS 14110	Fall	<b>Elective (except DD)</b>	Strategic Management	25	4	English
CPTG 14220	Fall	<b>Elective (except DD)</b>	Contrôle de gestion Stratégique	25	4	Français
CPTG 14220	Fall	<b>Elective (except DD)</b>	Strategic Management Control	25	4	English
CPRE 14030	Fall	BCS	Le management du chef d'orchestre	12,5	2	Français
CPRO 14048	Fall	BCS	Maîtrise de l'Information Stratégique	12,5	2	Français
CPRO 14052	Fall	BCS	Religions & Society	12,5	2	English
CPRO 14058	Fall	BCS	Eastern Europe Today	12,5	2	English
CPRO 14111	Fall	BCS	Doing Business in Africa	12,5	2	English
CPRO 14112	Fall	BCS	Anthropologie et Société	12,5	2	Français
CPRO 14113	Fall	BCS	World Religions : Introduction	12,5	2	English
CPRO 14140	Fall	BCS	Entreprises & Médias	12,5	2	Français
CPRO 14141	Fall	BCS	Globalization and the city	12,5	2	English
CPRO 14142	Fall	BCS	Introduction to Business History	12,5	2	English
CPRO 14231	Fall	BCS	Philosophie : sens et non-sens des affaires	12,5	2	Français
CPRO	Fall	BCS	Heroes & Superheroes	12,5	2	English
CPRO	Fall	BCS	Business as War	12,5	2	English
<b>Language classes</b>						
	Fall + Spring	Int stud only	Advanced/Intermediate Business French	30	4	French
	Fall + Spring	Int stud only	French language beginner level	30	4	French
	Fall + Spring	Int stud only	Advanced English Language, Issues and Culture	30	4	English
	Fall + Spring	Int stud only	English for Communication, Careers and Culture (advanced)	30	4	English
	Fall	Int stud only	Spanish - Beginner level	30	4	Fr/Spanish

**Important Caveat!** ESSEC Global BBA reserves the right to cancel or modify any course should unforeseen circumstances arise or should not enough students enroll for the class



## ESSEC Global BBA COURSE LIST 2017-2018

*TO BE CONFIRMED - The course offer for the Spring 2018 semester will be finalised in November 2017*

Spring Semester 2018						
Provisional course code	Semester	Type of class	Title	Hours	ECTS	Language of Instruction
CPTG 14220	Spring	Core course (DD)	Contrôle de gestion Stratégique	25	4	Français
CPTG 14220	Spring	Core course (DD)	Strategic Management Control	25	4	English
DEVN 14140	Spring	Core course (DD)	International Negotiation	18	2	English
DEVN 14140	Spring	Core course (DD)	Negociation Internationale	18	2	Français
MGTS 14110	Spring	Core course (DD)	Management Stratégique	25	4	Français
MGTS 14110	Spring	Core course (DD)	Strategic Management	25	4	English
CPRE 14030	Spring	BCS	Le management du chef d'orchestre	12,5	2	Français
CPRO 14042	Spring	BCS	Law & Economics	12,5	2	English
CPRO 14044	Spring	BCS	Globalization and Trade	12,5	2	English
CPRO 14048	Spring	BCS	Maîtrise de l'Information Stratégique	12,5	2	Français
CPRO 14050	Spring	BCS	Mondialisation et diversité	12,5	2	Français
CPRO 14052	Spring	BCS	Religions & Society	12,5	2	English
CPRO 14056	Spring	BCS	Enjeux d'une région émergente : l'Amérique Latine	12,5	2	Français
CPRO 14142	Spring	BCS	Histoire des Entreprises	12,5	2	Français
CPRO	Spring	BCS	Shakespeare and Leadership	12,5	2	English
CPRO	Spring	BCS	The Pirates of the Caribbean	12,5	2	English
CPRO 14143	Spring	Int stud only	Civilisation française et Europe	25	4	Français
CPRO14131	Spring	Int stud only	Geopolitics	25	4	English
CPRO14143	Spring	Int stud only	French Civilization	25	4	English
ECOS 14144	Spring	Int stud only	European Economics	25	4	English
FINE 13109	Spring	Int stud only	Principles of Finance	25	4	English
MGTM 14233	Spring	Int stud only	People & Organisations	25	4	English
MKGF 13121	Spring	Int stud only	Intercultural Marketing	25	4	English
MKGM 13141	Spring	Int stud only	International Marketing	25	4	English
MKGC 14	Spring	Elective	Comportement du consommateur	25	4	Français
MKGC 14	Spring	Elective	Consumer Behaviour	25	4	English
CPRO14132	Spring	Elective	Décision et enjeux géopolitiques internationaux	25	4	Français
DEVD 14110	Spring	Elective	International Contract Law	25	4	English
EOA 14030	Spring	Elective	Conjoncture et Politique Economique	25	4	Français
EOA 14230	Spring	Elective	International Trade	25	4	English
FINE 14042	Spring	Elective	Merger and Acquisition and Private Equity	25	4	English
FINE 14134	Spring	Elective	International Cash Management	25	4	English
FINE 14135	Spring	Elective	Financial Analysis	25	4	English
FINM 14033	Spring	Elective	Financial Markets	25	4	English
FINM 14120	Spring	Elective	Portfolio Management	25	4	English
FINM 14	Spring	Elective	Trading & Market Organisation	12,5	4	English
IDSi 14121	Spring	Elective	Advanced Excel	25	4	English
IDSi 14121	Spring	Elective	Excel Avancé	25	4	Français
IDSi 14130	Spring	Elective	E-Business	25	4	English
IDSi 14131	Spring	Elective	Webdesign for Managers	25	4	English
MGTE 14120	Spring	Elective	Entrepreneurship 2	25	4	English
MGTM 14120	Spring	Elective	Leading & Managing Teams	25	4	English
MGTM 14130	Spring	Elective	Gestion des Ressources Humaines	25	4	Français
MGTM 14130	Spring	Elective	Human Resource Management	25	4	English
MGTM 14132	Spring	Elective	Sustainable Development	25	4	English
MKGF 14043	Spring	Elective	Communication	25	4	English
MKGF 14043	Spring	Elective	Publicité et Communication	25	4	Français
MKGF 14120	Spring	Elective	Management des forces de vente	25	4	Français
MKGF 14120	Spring	Elective	Salesforce Management	25	4	English
MKGF 14121	Spring	Elective	Marketing Clients	25	4	Français
MKGF 14122	Spring	Elective	Web Marketing	25	4	English
MKGF 14125	Spring	Elective	Marketing du Luxe	25	4	Français
MKGF 14	Spring	Elective	Innovative (Omnichannel) Merchandising	25	4	English
MKGF 14	Spring	Elective	Product Innovation	25	4	English

### Spring Semester 2018

Provisional course code	Semester	Type of class	Title	Hours	ECTS	Language of Instruction
MKGM 14	Spring	Elective	Chef de Produit	25	4	Français
MKGM 14	Spring	Elective	Marketing relationnel et fidélisation	25	4	Français
MKGM 14	Spring	Elective	Socially Responsible Marketing	25	4	English
MKGS 14046	Spring	Elective	B to B Marketing	25	4	English
MOPO 14201	Spring	Elective	Gestion des Opérations	25	4	Français
MOPO 14201	Spring	Elective	Operations Management	25	4	English
MOPO 14403	Spring	Elective	Gestion de la Supply Chain	25	4	Français
MOPO 14403	Spring	Elective	Supply Chain Management	25	4	English
MOPO 14404	Spring	Elective	Créer et gérer un événement (BYOC 2015)	25	4	Français
MOPP 14130	Spring	Elective	Gestion des Achats	25	4	Français
MOPP 14130	Spring	Elective	Purchasing Management	25	4	English
Language classes						
	Fall + Spring	Int stud only	Advanced/Intermediate Business French	30	4	French
	Fall + Spring	Int stud only	French language beginner level	30	4	French
	Fall + Spring	Int stud only	Advanced English Language, Issues and Culture	30	4	English
	Fall + Spring	Int stud only	English for Communication, Careers and Culture (advanced)	30	4	English
	Spring	Int stud only	Spanish - False beginner level	30	4	Fr/Spanish

**Important Caveat!** ESSEC Global BBA reserves the right to cancel or modify any course should unforeseen circumstances arise or should not enough students enroll for the class

## ESSEC GLOBAL BBA COURSE INFORMATION FALL 2017

### The course catalogue:

Detailed course outlines can be found in the [ESSEC Global BBA course catalogue](#) 2016/2017. Please note that this catalogue lists courses for all semesters. Consult **2nd cycle Semester 5 and semester 9**.

## I. Programme requirements

### Double Degree Students

- You must meet all our requirements to earn your BBA double degree at ESSEC, which includes validating 60 ECTS for your two semesters of study at ESSEC Global BBA.
- **There are no re-sit exams so we recommend that you take up to 38 ECTS each semester to be sure of validating 60 ECTS for the two semesters.**
- *French track DD students:* at least 4 of the classes each semester must be in French (this includes French language classes)
  - *English track DD students:* you can take all of your courses in English, or some in English and some in French (see next page section II)

### Fall Semester Double Degree requirements

- 2 required core courses = 6 ECTS
- 2 foreign languages, one of which must be French = 8 ECTS
- 16 ECTS in electives
- = a total of 30-38 ECTS credits

### Spring Semester Double Degree requirements

- 2 required core courses = 6 ECTS
- 2 required Business, Culture and Society courses = 4 ECTS;
- 1 foreign language (French) = 4 ECTS;
- 16 ECTS in electives
- = a total of 30-38 ECTS credits

### Full Year and semester Exchange Students

In order to validate your semester or year of study, you must choose courses in agreement with your home university advisor and have them validated by your international study coordinator. You do not have to meet our course conditions (required core courses, specific number of optional courses).

A full-time course load for regular students is 30 ECTS per semester.

**We require exchange students to take a minimum of 16 ECTS per semester and a maximum of 30 ECTS (language classes included).**





## II. Important Information about selecting Your Courses

- ⇒ If you choose to take **Business classes in French**, you must have a minimum of good intermediate level French (and provide us with a certificate **equivalent to B2 level** according to the CEFR).
- ⇒ **Mandatory Core courses**: there are no conflicts between these courses. They are divided into “Sections” (groups).
- ⇒ **Electives**: there may be conflict between electives, so please choose your classes carefully when you receive the timetable in July.
- ⇒ **Courses specifically for International students**:
  - These courses are held in both Fall and Spring Semesters and are designed specifically for non-French students.
  - Although some of these classes are taught in French for learners of French, good intermediate French is required in order to be able to participate fully.
  - Most of these courses are repeated in the Spring Semester, so Full year and DD students may take these courses only once.

**Exception:**  
French Language classes at advanced and intermediate level, as they have been designed as year-long courses.

## III. How to choose your courses

- Consult the course catalogue and make a pre-selection for yourselves.  
**Do NOT choose your classes randomly!**  
Think about your home university's and your major's requirements. You might not be able to co-validate some of your choices at ESSEC Global BBA even if you have completed the semester.  
**Consult your home university coordinator** or your department about your choices.
- **You will choose your courses online in July**: the finalized list of courses, timetable and online course choice information will be sent to you. When you receive the timetable, check your chosen courses for compatibility. You may need to make some adjustments to your initial choices when making your choices online. Follow the instructions given at this stage very carefully.
- **Make a note** of your course choices and bring it to France with you. You will need it to check your enrollments when you arrive at ESSEC.
- We consider your choices **firm and binding**. Please be aware that it is difficult to switch or add classes once you arrive.

### Add and drop period

- Upon arrival, there will be a period of **one week** where you can add and drop classes. Precise dates will be confirmed when you receive the online course choice information. Switches or additions can only be accepted if there is still space in the class you wish to add and if it is compatible with your timetable.

## IV. Foreign languages at ESSEC

### French language classes

- ESSEC systematically offers French language classes at beginner, intermediate and advanced level.
- All students taking French classes will take an oral evaluation during Orientation to determine which French class is the most suitable for them.

### How to assess your level of French

Please consult with a French teacher at your home university to assess your level. You can also visit this website regarding the Common European Framework or Reference for Languages: <http://www.france-langue.com/french-pedagogy/french-levels.html>

To facilitate our planning arrangements, we ask all students to indicate their French language level in the online application. Please use these descriptions to guide you:

#### ✓ **Advanced level**

These students already have a wide range of vocabulary and an excellent grammatical knowledge. They need to improve their fluency and written skills at an advanced level and in business contexts.

#### ✓ **Upper-Intermediate level**

This course is for students who have a good knowledge of grammar and general vocabulary. These students need to improve their written accuracy and spoken fluency as well as learning French for business situations.

#### ✓ **Lower-Intermediate level**

This is for students who have studied French for about 2 years, who can say, read and write certain things in French, but who lack the confidence and fluency to be able to count on their French to get them out of problems in the most common everyday situations.

#### ✓ **Total Beginner French**

- ⇒ This is for students who are complete beginners, meaning they have **never** studied French at all. Even if you studied some French several years ago and think you might have forgotten everything, you do not qualify for this level.
- ⇒ Students who are familiar with basic verb conjugations, noun genders, syntax, etc. do **not** qualify for this level.
- ⇒ Total Beginner French will be taken by students who wish to profit from their presence at ESSEC Global BBA to learn French in a totally French context.

### Advanced English Language, Issues and Culture:

This class is designed for students with an upper intermediate level or an advanced level (near-native speakers).

### English for Communication, Careers and Culture:

This class is designed for students with advanced level or for native speakers

### Spanish Beginner Level

This class is for international students who have **never** studied Spanish at all. If you have studied Spanish before, even at a very basic level, you do not qualify for this level.





## V. Explanation of the ESSEC Global BBA Grading scale

On the ESSEC Global BBA program, we use a grading scale from 1 – 20, with 20 being the highest possible grade.

10 is the acceptable pass grade in each subject and a grade below 10 indicates that the student has not achieved a satisfactory level in that subject.

On the other hand, it is very rare for students to obtain a grade of 20 and a grade of 16 and above is considered to be excellent.

Our grades relate to the European ECTS grading scale as follows:

ESSEC Global BBA Grade	Equivalent ECTS Grade	Definition
16-20	A	EXCELLENT : Outstanding performance
14-15	B	VERY GOOD : above the average standard but with some errors
12-13	C	GOOD : generally sound work with a number of notable errors
11	D	SATISFACTORY : fair but with significant shortcomings
10	E	SUFFICIENT: performances meets the minimum criteria
0-9	F	FAIL : considerable further work is required

### Calculation of Final Grades

BBA transcripts indicate the final grade achieved in each subject studied. However, as a general rule, each course will be graded on both **contrôle continu (continuous assessment) assignments** and **exams** on the following basis:

- ✓ 40% 'Contrôle continu'
- ✓ 60% Exam

Transcripts are sent to home university co-ordinators usually at the end of January (for Fall semester) and end July (for Spring semester). Please note that we do not convert our grades for international universities. Each partner university will convert the grades obtained by its students according to its own criteria. A detailed explanation of ESSEC Global BBA's grading system is sent systematically to the home university with the transcripts.

### Resit/Make-up Exams

There are **no re-sit exams** at the Global BBA (except in the case of illness, justified by a hospital certificate given to the Program Management Office within 48 hours).



*Personal Use*

## CHECKLIST OF APPLICATION DOCUMENTS TO UPLOAD ONLINE

### 1. ACADEMIC APPLICATION PACKAGE

- ☐ **ESSEC GLOBAL BBA Application online International Exchange Students**  
<http://www.essec.edu/on-line-application>
- ☐ **Academic transcripts in English - PDF**
- ☐ **TOEFL Score (min. 80 IBT), IELTS (min. 6.0) or equivalent certificate from your university\* in PDF**  
Exceptions for English mother-tongue speakers.  
\* Equivalent certificate could be a reference letter from an English teacher of your university.

**Required only if you want to take Business classes in French:**

- ☐ **Proof of French language proficiency: certificate\* equivalent to B2 level according to the CEFR in PDF**  
Exceptions for French mother-tongue speakers.  
\* Equivalent certificate could be a reference letter from a French teacher of your university.

**All these documents must be uploaded online  
*Incomplete applications cannot be processed.***

### 2. HOUSING APPLICATION

See the Alegessec checklist in the Housing Pack





## MEDICAL COVER FOR YOUR STAY IN FRANCE

**All enquiries about French social security are supported by The Office of the Registrar. You will receive shortly an email from Essec Registrar team**

### **Compulsory enrolment in the French State Healthcare system: *la « Sécurité Sociale »***

International students who enrol in a French educational institution **for more than 3 months** starting from 1<sup>st</sup> September are legally obliged to enrol in the **French Social Security Healthcare system**, known as *la «Sécurité Sociale»*.

Please note that this is a ruling imposed by the French government and not by ESSEC.

The enrolment costs **218 €** and can be paid online by bank card at enrolment time.

#### **Students who are nationals and passport holders of European Union countries:**

**Students who are nationals and passport-holders of one of the 28 European Union countries can be exempted from this obligation.**

**BUT**, in order to be exempted and to avoid paying the **218€** enrolment fee, **you must provide ESSEC with one of the following documents which are provided by the national social security service in your home country:**

- European Health Insurance Card (EHIC)
- or proof of private European health insurance\*\*

#### **Students who are nationals of non-EU countries (including Russia, USA, Canada, Mexico, Singapore, Korea, China, Croatia, etc.)**

Whether you are going to stay at ESSEC **for one semester** or **for the full academic year** (2 semesters), **your stay here will be longer than 3 months.**

Therefore, you have to be enrolled in the French Social Security system, and pay the **218€** fee.

Even if you have a private insurance policy\*\* which covers your medical needs, you must enrol in the French system (governmental policy).

However, please note that **your enrolment in the French system can only start on September 1<sup>st</sup>, so you must also have private health insurance to cover you from the date of your arrival in France.**

Also remember that with your enrolment in the French system you will be entitled to the same medical coverage as French nationals.

This means that you will be reimbursed\*\*\* for a maximum of 65% of the costs of most types of treatment which you may need during your stay. However, the remaining costs have to be paid for by the patient.

Therefore **we strongly recommend that you also take out a private health insurance policy** (in France this is called a *“mutuelle”*), which will cover remaining costs and more expensive items such as dental and eye care, repatriation in case of serious illness, etc.

\* This fee is reviewed annually in August

\*\* You must bring both the original insurance document and a photocopy which we will keep in our files.

\*\*\* To be reimbursed, you will need to open a Bank account in France. Necessary information will be given during the orientation.



## VISA AND RESIDENCE PERMIT INFORMATION

All enquiries about visa and residence permit are supported by The Office of the Registrar. You will receive shortly an email from Essec Registrar team

### Visa applications

If you are a citizen of a **non-European Union** country, you will need to obtain a visa for your study period in France at ESSEC. French consulates in most countries attribute a visa which can be converted into the "carte de séjour" provided that you carry out the required formalities upon arrival. However, you may be granted another type of visa.

It is important to understand that the final decision about the kind of visa you are given depends entirely on your local French Consulate. ESSEC cannot intervene with government authorities to change these decisions.

You do NOT need a visa if you are a European Union citizen.

### Residence Permit ('carte de séjour') application and the APL Housing subsidy.

Please remember that in order to qualify for the 'APL' housing subsidy, students from non EU countries must be able to apply for and obtain a 'carte de séjour'. This means that you must obtain a visa which does **NOT** state '**dispense de carte de séjour**'.

*Please note that if you cannot obtain the appropriate visa and do not qualify for the APL housing subsidy, you will have to pay the full monthly rent for your room at the Alegessec Residences*

### Information about residence permit

All the information about turning your visa into residence permit are available on [Office of the registrar website](#). You should read carefully [FAQ section](#).

### **IMPORTANT REMINDER:**

**It is absolutely essential that you come to ESSEC with all the necessary documents!**

If any document is missing, your application for a 'carte de séjour' will be delayed: this will cause difficulties with the APL housing subsidy\* and may prevent you from being able to travel outside France.

**\* extract of birth certificate must be legalized by French consulates in order to apply for APL housing subsidy.**

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## SINGAPORE

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