

FACT SHEET 2017/2018

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Country	FRANCE
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Erasmus Code	F TROYES07
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ACADEMIC AFFAIRS

Academic Advisor Incoming & Outgoing students	Ciska SEYSSEL ciska.seyssel@get-mail.fr	+ 33 325 71 22 88
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ONLINE NOMINATIONS and APPLICATIONS

<p>ONLINE NOMINATIONS</p> <p>Application periods & deadlines</p>	<p>Students must be nominated by Home Coordinators with the following link http://exchange.groupe-esc-troyes.com</p> <p>FALL SEMESTER : March 1st until April 15th</p> <p>SPRING SEMESTER : September 1st until October 15th</p>
<p>ONLINE APPLICATIONS</p> <p>Application periods & deadlines</p>	<p>FALL SEMESTER : April 15th until May 15th + Course selection: from July 15th to July 31st (except for Double Degree students)</p> <p>SPRING SEMESTER: October 15th until November 15th + Course selection: from 5th to 20th of December (except for Double Degree students)</p>
<p>Link for application</p> <p>Documents required (all students)</p> <p>Visa procedures (non-European students)</p>	<p>Simple exchange students : http://intranet.get-formation.fr/inscription_incomings/ Double Degree students : http://intranet.get-formation.fr/inscription_incomings/?doubleDegree</p> <p>Compulsory document to upload for acceptance: - Passport/ID (ready for uploading). For ID's please upload both sides. - Completed Application Form (signed by student and coordinator, and stamped) - Double degree students : copies of previous diploma and transcripts of current year</p> <p>Extra documents : - Transcripts of records (to be uploaded asap). - European Health card or private insurance (to be uploaded asap) - Arrival form (to be filled in before August 15th for Fall /January 15th for Spring) - Documents to bring for SECURITE SOCIALE (non-European students), and to apply for CAF housing benefit on arrival (see below who is eligible): - Birth certificate + mandatory official translation into French. Both documents must be issued with 'Apostille', and they will have to be issued no more than 2 months before applying to CAF. - Visa (on passport), please upload it on our platform as soon as you get it</p> <p><u>IMPORTANT FOR ALL NON-EUROPEAN STUDENTS</u> :</p> <p>- BEFORE coming to France: compulsory application for a visa, depending on your <u>country of residence</u> (not on your nationality): either on Campus France website www.campusfrance.org or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications have to be submitted at the French consulate of the country of residence.</p> <p>- ONCE in France, and depending on the visa you received : - Visa 'Etudiant' 'CESEDA R311-3 6' (valid 3 months before extension) : this type of visa is given to students who come for an academic year, and sometimes for a semester : compulsory procedures once in France to get an extension (with help of International Office) : medical visit, payment of official tax (58 € in 2015/16) and interview with OFII, French Immigration Bureau, in Troyes. With this type of visa, you may apply to CAF housing benefit and work in France (60% of legal working hours). - Visa 'Long séjour temporaire' 'Dispense temporaire de carte de séjour' : this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but students are not entitled to apply for CAF housing benefit, and are not allowed to work.</p>

ACADEMIC CALENDAR

<p>ARRIVAL DAYS</p>	<p>Fall semester : Monday 28th, Tuesday 29th and Wednesday 30th of August 2017 Spring semester : Thursday 1st and Friday 2nd of February 2018</p> <p>A pick-up service from Troyes train station is offered <u>only on arrival days</u>; students are taken to their flats by 'ESN 3' French students.</p>
<p>COMPULSORY Orientation days</p>	<p>Fall semester : Thursday 31st of August and Friday 1st of September 2017 Spring semester: Monday 5th and Tuesday 6th of February 2018</p>
<p>Semester dates</p>	<p>Fall semester : 1st September 2017 - January 31st 2018 Spring semester : 1st February 2018 - June 30th 2018</p>
<p>Intensive French classes</p>	<p>Only for Fall semester: Starting date, Monday 4th of September 2017 Level groups: beginner, intermediate and advanced If students want to take French classes (intensive / regular courses), they must register on the <u>application platform and will take a French test on arrival.</u> except for Double Degree students following the BBA program (French is included in the program).</p>

ARRIVAL INFORMATION

Accommodation	<p>HOUSING PLATFORM : Stud'apart, direct from students to landlords https://housing.groupe-esc-troyes.com/</p> <p>A home insurance will be required to enter your flat, it is mandatory in France. More details will be given later.</p> <p>Housing benefit (CAF) : For European students, and non-European students holding 'Visa Etudiant CESEDA R311-3 6°'. Information for application to CAF can be found at http://www.caf.fr/ . Applications must be made once in France, with the help of French buddies, at 'Maison des Etudiants', and taken directly to CAF by students. NB : Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)</p>
Other expenses	<p>Student Union (BDE) fees : approx. 25 €/ semester <input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional Sports Union (BDS) fees : approx. 20 €/ semester <input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional</p> <p>Home insurance : approx. 60 € <input checked="" type="checkbox"/> compulsory <input type="checkbox"/> optional</p> <p>International Student Card (includes access to library, photocopies..) : free of charge <input checked="" type="checkbox"/> compulsory <input type="checkbox"/> optional</p> <p>Compulsory residence permit for non-European students holding 'Visa Etudiant CESEDA R311-3 6°' (60 € in 2016/17).</p> <p>Lunch ticket at school : 3,95€ (2016/17)</p> <p>Food : approx. 200 €/ month Public transport : approx. 30 €/ month Entertainment : approx. 60 €/ month "Baguette de pain" : approx. 0,90 €</p>
Health insurance requirements	<p>European students must bring the European Health Card (EHIC)</p> <p>Non-European students must take out a private insurance policy before departure. They ALSO have to subscribe the COMPULSORY French Health Insurance "Sécurité Sociale Française" on arrival (215 € in 2016/17), except for those studying in Europe and holding a EHIC card. Students must bring a birth certificate and translation into French for "Sécurité Sociale" subscription.</p>
Bank Account	<p>A French bank account is compulsory to get the housing benefit. We will help you to open one during the orientation days</p>

COURSE INFORMATION

Course details	<p>Available on our Intranet : http://www.groupe-esc-troyes.com/index.php?option=com_wrapper&Itemid=742 New list of courses available in July / December of each year Normal load is 30 ECTS credits per semester In the ECTS (European Credit Transfer System) system of study points, a student gets 60 credits per year; Students can choose any of the courses offered at Groupe ESC Troyes. However they have to fulfil the requirements of their sending institution. Language of tuition : French or English (please select 'Teaching Language')</p> <p>Please note that REGISTRATION for Intensive and Regular French classes is compulsory, see below.</p> <p>Online selection : Fall semester : 15th to 31st of July / Spring semester : 5th to 20th of December</p> <p>Double Degree students do not have to select courses, as specialization is chosen when filling online application (DD BBA students only have to choose a language track when applying)</p>
Language courses	<p>Our Language Department offers French as a foreign language courses, intensive and regular. Students interested in French courses must register on our Application platform. A test must be taken on arrival, so that we can organize different level groups</p> <p><i>We advise all exchange students to attend the intensive French language course (beginner, intermediate or advanced), and then the regular French language course during both semesters. Compulsory registration.</i></p> <p>Restricted numbers in Spanish, German, English, Russian and Chinese courses.</p>

Grading System at Groupe ESC TROYES	A : 18-20 / EXCELLENT D : 12-13,9 / SATISFACTORY B : 16-17,9 / VERY GOOD E : 10-11,9 / SUFFICIENT C : 14-15,9 / GOOD F : <10 / FAIL - FA : Absent
Exams	Exams are to be taken during or at the end of each semester (final exam, oral exam, report, paper work...). Students have the possibility to resit exams once (compulsory registration). <u>Groupe ESC Troyes student card must be presented at the beginning of every exam.</u> Students arriving 10 minutes late to an exam will not be admitted.
TOEFL (English test)	<input type="checkbox"/> compulsory ✓ not requested
TFI (French test)	<input type="checkbox"/> compulsory ✓ not requested
	However, we rely on our partner institutions to ensure that students coming to study at Groupe ESC Troyes have a sufficient level of French / English, to cope with an academic environment. For students taking part in our Double Degree Programs, a good command of French/ English is compulsory : - ESC Program : French and English - BBA (former INBA program) : French or English - BTM / MBA Tourism (former EMVOL program) : English only for the MBA during the Fall semester

FURTHER INFORMATION

Number of students at Groupe ESC Troyes	1 700
Number of inhabitants in Troyes	130 000 (including suburbs)
Staff	65 administrative staff 35 permanent teachers 350 professional teachers
International Mobility (approx)	350 incoming students per year 350 outgoing students per year 300 students on work placement abroad 200 partner universities
International welcome days	<ol style="list-style-type: none"> 1- Organized by International Office 2- Arrival days and pick up service at Troyes 3- Introduction period by International Office in cooperation with ESN 3 4- Diverse courses offered from several programs (taught in French or in English) 5- Focus on practical education within an academic environment: <ul style="list-style-type: none"> - ESC General Management Program - BBA International Business Program (former INBA program) - BTM/MBA, Event Management/ Luxury Tourism Management Program - Arts and Design Program (for Design students only)
School Facilities	<ul style="list-style-type: none"> - Wireless System Network (WIFI) - Library - Language Lab - Restaurant and Cafeteria - Computer rooms - Fitness Centre - Student unions (BDE, ESN 3, BDS...) - 3 Campuses : <ul style="list-style-type: none"> - Campus Brossolette - Campus St Martin - Site Technopole
Useful links	Troyes Tourist Office : http://en.tourisme-troyes.com/ TCAT (Troyes bus transport) : http://www.tcat.fr/ French railways (SNCF) : http://www.voyages-sncf.com/billet-train/horaires RATP (Paris transport) : http://www.ratp.fr/en/ratp/c_21879/visiting-paris/