# FACT SHEET 2018/2019

<table>
<thead>
<tr>
<th>Institution</th>
<th>Groupe ESC Troyes</th>
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<tbody>
<tr>
<td>Country</td>
<td>FRANCE</td>
</tr>
</tbody>
</table>
| Address     | 217 avenue Pierre Brossolette  
CS 20710  
10002 TROYES CEDEX  
FRANCE |
| Phone       | + 33 325 71 22 22  
www.groupe-esc-troyes.com or www.study-in-champagne.com  
www.youtube.com/studyinchampagne or www.youtube.com/channel/UCtqeJVhJBrzHsoPNyf7mvhQ  
twitter.com/groupeesctroyes  
www.facebook.com/pages/Troyes-France/Groupe-ESC-Troyes/125186594447 |
| Web site    | + 33 325 71 22 38  
www.youtube.com/studyinchampagne or www.youtube.com/channel/UCtqeJVhJBrzHsoPNyf7mvhQ  
twitter.com/groupeesctroyes  
www.facebook.com/pages/Troyes-France/Groupe-ESC-Troyes/125186594447 |

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<thead>
<tr>
<th>Erasmus Code</th>
<th>F TROYES07</th>
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<tr>
<td>Erasmus Charter code</td>
<td>FR01-KA103-001824</td>
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<tr>
<td>PIC number</td>
<td>943279993</td>
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## INTERNATIONAL AFFAIRS

<table>
<thead>
<tr>
<th>Head International Affairs / International Admission Manager</th>
<th>Dounya GHARBAGE</th>
<th><a href="mailto:dounya.gharbage@get-mail.fr">dounya.gharbage@get-mail.fr</a></th>
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<tbody>
<tr>
<td>International Mobility Department</td>
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<td>Area Managers</td>
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<tr>
<td>Incoming &amp; Outgoing Mobility</td>
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<tr>
<td></td>
<td>Pauline MOYARD</td>
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<td>+ 33 325 71 22 17</td>
</tr>
</tbody>
</table>

| Help with OFII procedures                                    | Sophie LORANDEAU | sophie.lorandeau@get-mail.fr | + 33 325 71 22 03 |
|                                                            | Pauline MOYARD | pauline.moyard@get-mail.fr | + 33 325 71 22 17 |

## ACADEMIC AFFAIRS

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<thead>
<tr>
<th>Academic Advisor</th>
<th>Ciska SEYSSEL</th>
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<th>+ 33 325 71 22 88</th>
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<tr>
<td></td>
<td>Incoming students</td>
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## ONLINE NOMINATIONS AND APPLICATIONS

### ONLINE NOMINATIONS

| Application periods & deadlines | FALL SEMESTER: March 1st until April 15th  
Spring semester: September 1st until October 15th |
|---------------------------------|--------------------------------------------------|

### ONLINE APPLICATIONS

| Application periods & deadlines | FALL SEMESTER: April 15th until May 15th  
+ Course selection: from July 15th to July 31st  
(except for Double Degree students)  
Spring semester: October 15th until November 15th  
+ Course selection: from 5th to 20th of December  
(except for Double Degree students) |
|---------------------------------|---------------------------------------------------------------------------------|

### Link for application

- **Simple exchange students**: [http://intranet.get-formation.fr/inscription_incomings/](http://intranet.get-formation.fr/inscription_incomings/)
- **Double Degree students**: [http://intranet.get-formation.fr/inscription_incomings/?doubleDegree](http://intranet.get-formation.fr/inscription_incomings/?doubleDegree)

### Documents required (all students)

- Compulsory documents 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

### Extra documents (may be uploaded later and before arrival):

- Transcripts of records
- European Health card or private insurance
- 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

### Visa procedures (non-EU students)

- All Non-European students need a visa to come and study in France
- BEFORE coming to France: compulsory application for a visa, either on Campus France website [www.campusfrance.org/en](http://www.campusfrance.org/en) (if your country is part of the Campus France/Etudes en France procedure) 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.
- ONCE in France, and depending on the visa you received:
  - Visa ‘Etudiant’ ‘CESEDA R311-3 6° also called VLS-TS (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): payment of official tax (60 € in 2017/18) 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’ also called VLS-T: 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.

### CVEC (Contribution Vie Etudiante et de Campus)

- **NEW!** CVEC (Contribution Vie Etudiante et de Campus):
  - Compulsory 90€ tax for all freemover students (exchange students are exempted)
  - [https://cvec.etudiant.gouv.fr/](https://cvec.etudiant.gouv.fr/)

### ACADEMIC CALENDAR

| ARRIVAL DAYS | Fall semester: Wednesday 29th, Thursday 30th and Friday 31st of August 2018  
Spring semester: Friday 1st and Saturday 2nd of February 2019 |
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<td>A pick-up service from Troyes train station is offered only on arrival days; students are taken to their flats by ‘ESN 3’ French students.</td>
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| COMPULSORY | Fall semester: Monday 03rd and Tuesday 04th of September 2018  
Spring semester: Monday 04th and Tuesday 05th of February 2019 |
| Orientation days |--------------------------------------------------|

| Semester dates | Fall semester: 1st September 2018 - January 31st 2019  
Spring semester: 1st February 2019 - June 30th 2019 |
|----------------|--------------------------------------------------|

| Intensive French classes | Only for Fall semester and only for registered students: Starting date, Tuesday 4th of September 2018 (Placement test for all registered students and for BBA double-degree students)  
Level groups: beginner, intermediate and advanced  
If students want to take French classes (intensive / regular courses), they must register on the application platform and will have a French test on arrival. |
|-------------------------|---------------------------------------------------------------------------------|
## ARRIVAL INFORMATION

### Accommodation

**HOUSING PLATFORM**, direct from students to landlords  
https://housing.groupe-esc-troyes.com/  
This platform is monitored by a company called Studapart, offering student residences, private flats and real estate agencies’ services.

**Guarantor:**  
- Studapart: Students willing to choose a private flat will be asked by Studapart to either have a French guarantor, or to register to the “Guarantee of Confidence” with a fee.  
- VISALE: free service to get a guarantor. It concerns only EU students and non-EU students holding a “Visa Etudiant CESEDA R311-3 6°”. https://www.visale.fr/#/

**Home insurance:** will be required to enter your flat, it is **mandatory** in France. You will be contacted by E-mail to register for a student offer before your arrival (approx. 60 €/student).

### Expenses

**NEW! CVEC (Contribution Vie Etudiante et de Campus):** Compulsory 90€ tax for all freemover students https://cvec.etudiant.gouv.fr/ . Payment certificate and specific number will be delivered automatically; they will have to be presented for online registration at Groupe ESC Troyes.

**Exchange students are exempted**

**Compulsory residence permit** for non-European students holding “Visa Etudiant CESEDA R311-3 6°” (60 € in 2017/18).

**Home insurance:** approx. 60 €  
☐ compulsory  ☑ optional

Student Union (BDE) fees: approx. 25 €/semester  
☐ compulsory  ☑ optional

Sports Union (BDS) fees: approx. 20 €/semester  
☐ compulsory  ☑ optional

**Compulsory Student Card** (includes access to exams, library, photocopies…) given upon arrival. Re-issues will cost 10€.

- Lunch ticket at school: 3,95€ (2017/18)  
- Food: approx. 250 €/month  
- Public transport: approx. 35 €/month  
- “Baguette de pain”: approx. 1 €

### Health insurance requirements

**NEW**

**Exchange students:**  
- EU students must bring the **European Health Card** (EHIC). They can also ask in their country of residence for the “S1” document and make the procedures upon arrival with the CPAM to be covered by the French social security.  
- Non-EU students must take out a **private insurance policy** before departure. Those holding a VLS TS visa will have access to Sécurité sociale, free of charge.

**Freemover students** (fee paying students)  
EU and Non-EU students after applying to the CVEC will receive a NIR number (see information above) necessary to register to get free French Health Insurance “Securité Sociale Française” upon arrival on the following link: foreign-student.ameli.fr  
Students must bring a birth certificate and translation into French for “Sécurité Sociale” subscription.

We advise all students to come with a health insurance from their country, as application to Sécurité sociale can take some time.

### Bank Account

A French bank account is compulsory to get the housing benefit. We will help you to open one during the orientation days.

### COURSE INFORMATION

### Course details

Available on our Intranet:  

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’)

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### Home insurance: it will be required to enter your flat, it is mandatory in France. You will be contacted by E-mail to register for a student offer before your arrival (approx. 60 €/student).

**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)
Please note that REGISTRATION for Intensive and Regular French classes is compulsory, see below.

Online selection:
Fall semester: 15th to 31st of July / Spring semester: 1st to 15th of January

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)

Language courses
Our Language Department offers French as a foreign language courses, intensive and regular. Students interested in French courses must register on our Application platform.

Fall semester: Placement test on Tuesday 04th of September 2018
Spring semester: Placement test on Thursday 07th of February 2019
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.

Restricted numbers in Spanish, German, English, Russian and Chinese courses.

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

TOEFL (English test)
- compulsory √ not requested

TFI (French test)
- 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:
- PGE Program: French and English
- BBA (former INBA program): French or English
- MBA Tourism (former EMVOL program): English only for the MBA during the Spring semester

FURTHER INFORMATION

Number of students 1 800
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
- 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:
  - 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
- Wireless System Network (WIFI)
- Library
- Language Lab
- Restaurant and Cafeteria
- Computer rooms
- Fitness Centre
- Student unions (BDE, ESN 3, BDS…)
- 3 Campuses: - Campus Brossolette
  - Campus St Martin
  - Technopole (incubator)
Useful links
- TCAT (Troyes bus transport): http://www.tcat.fr/
- French railways (SNCF): http://www.voyages-sncf.com/billet-train/horaires