

Master Study Guide

Academic Year 2016-2017

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Master of Science in Management (in English)

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Chères étudiantes, chers étudiants,

Vous avez été admis(e) en cycle Master et nous vous en félicitons. Que vous soyez admis(e) sur concours ou admis(e) sur titre, vous vivrez des moments riches de découvertes. Nous voulons vous offrir le plus d'espace et de temps possible pour que vous vous exerciez à la recherche et à la formation de vos projets personnels et professionnels au cours de votre scolarité.

Par sa pédagogie unique qui privilégie diversité et liberté de choix, l'ESSEC s'attache à vous préparer, à vous encadrer, à vous seconder, pour que vous puissiez mener les carrières responsables que vous aurez choisies.

Pour vous accompagner dans vos choix, le *Guide des études* complète le *Catalogue des cours* et vous présente le contenu et les règles de votre programme.

Par ailleurs, nous vous demandons de consulter régulièrement votre site « MSc Program Center » qui regroupe toutes les informations, calendrier et documents clés de votre programme.

Bienvenue dans le cycle Master !

Anne-Claire PACHE

Directeur général adjoint en charge
de la Grande Ecole et de la Formation
Initiale
Dean of Academic Programs

Dear students,

Congratulations on your admission to the Master of Science in Management! Whatever academic background you may have, you will have much to discover at ESSEC. Throughout your program, we would like to give you as much time and space as necessary to build and carry out your academic, personal and professional projects.

Through its innovative teaching approach which puts an emphasis on diversity and freedom of choice, ESSEC aims to prepare and coach you so that you make responsible career choices.

In order to help you in your choices, the Study Guide is complementary to the Course Catalog and presents you the content and the rules of the program.

We also recommend you to regularly consult your website "MSc Program Center" which gathers all information, calendar and key documents on your program.

Welcome MSc students!

Marie-Noëlle KOEBEL

Directeur des Etudes des programmes
Masters ESSEC
Director of Studies for ESSEC Masters Programs

Introduction

The Master of Science in Management is a flexible and customized program which allows students to build their own curriculum.

Students in the Master program come from two different admissions paths:

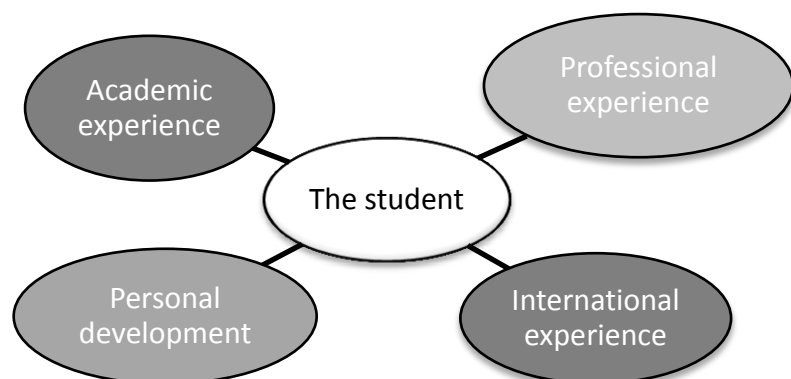
- They graduated from the ESSEC Pre-Master year after having taken the competitive exam at the end of the preparatory classes in economics and commerce or in arts.
- They graduated from the French or international higher education system and have been admitted on the basis of a previous degree.



The flexible nature of the curriculum allows students to combine academic content, professional and international experiences.

Students build their own curriculum as they wish, combining work and study, in France and abroad.

The objective of the personalized curriculum is to progressively nurture the personal and professional development of each student.



Annual Calendar: 2016-2017

Courses registrations

First term: from 3 October to 17 December 2016

Intensive week: from 26 September to 30 September 2016

- Round 1:** from Friday 26 August to Monday 29 August 2016
Cancelling registration: from Saturday 3 to Monday 5 September, 2016
- Round 2:** from Friday 9 to Monday 12 September 2016
Cancelling registration: from Saturday 17 to Sunday 18 September, 2016
- Round 3:** from Wednesday 21 to Thursday 22 September 2016

Second term: from 9 January to 1st April 2017

Intensive weeks: from 2 to 6 January 2017 and 13 to 17 February 2017

- Round 1:** from Thursday 10 to Monday 14 November 2016
Cancelling registration: from Tuesday 22 to Wednesday 23 November 2016
- Round 2:** from Friday 25 to Monday 28 November 2016
Cancelling registration: from Saturday 3 to Sunday 4 December 2016
- Round 3:** ■ **Courses during the regular Term
and Courses during the intensive week from 2 to 6 January 2017:**
from Thursday 8 to Friday 9 December 2016
■ **Course during the intensive week from 13 to 17 February 2017:**
from Thursday 8 to Friday 9 December 2016
Exceptionally: Registration and cancelling registration
until Thursday 2nd February 2017

Third term: from 10 April to 24 June 2017

Intensive week: from 3 to 7 April 2017

- Round 1:** from Friday 24 to Monday 27 February 2017
Cancelling registration: from Tuesday 7 to Wednesday 8 March 2017
- Round 2:** from Friday 10 to Monday 13 March 2017
Cancelling registration: from Saturday 18 to Sunday 19 March 2017
- Round 3:** from Monday 22 to Thursday 23 March 2017

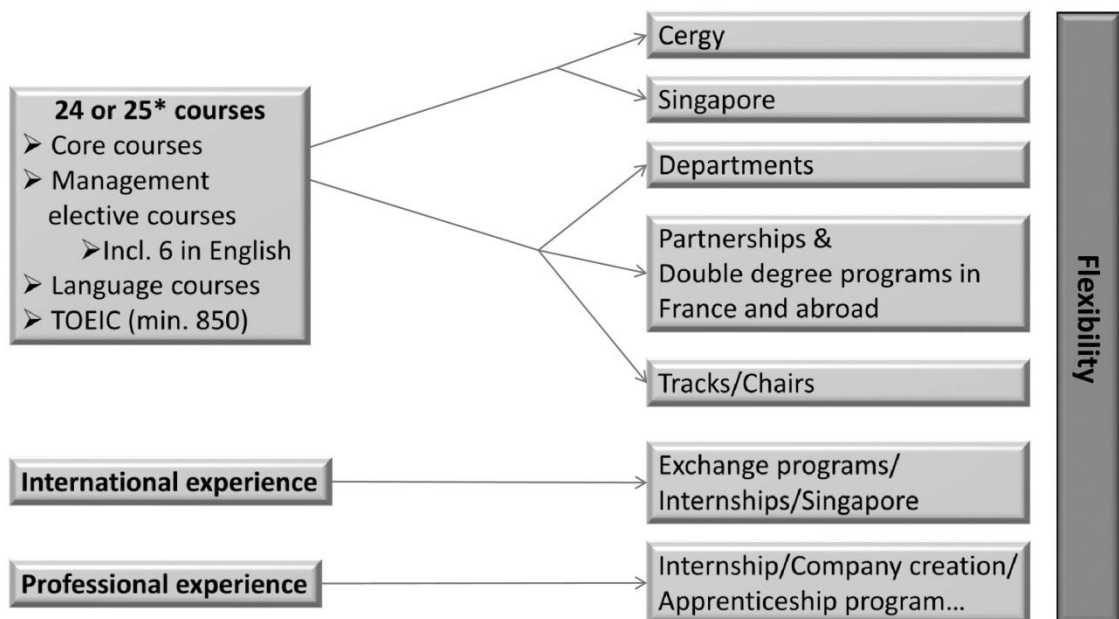
Two Saturdays per trimester can be used for make-up course or quiz

First term: Saturday 5 November and Saturday 3 December

Second term: Saturday 4 February and Saturday 18 March

Third term: Saturday 13 May and Saturday 10 June

Academic content



* 25 courses for students who enter the Master program from 2014-2015

Duration and organization

The maximum duration for a student in order to complete the Master program is **4 years**, except in certain cases stated by the Head Office of Academic Affairs (illness, maternity leave, sabbatical year, etc.).

The tuition fees correspond to two annual installments. But registration fees are still required for each additional year beyond the first two years. It is possible to register and attend a maximum of 30 or 31 mandatory or elective courses besides

Refresher Courses, according to the year of the student's intake.

The Master program is organized into three trimesters of 10 weeks each: T1 (Fall term), T2 (Winter term) and T3 (Spring term). A detailed calendar is available on MyESSEC/MSc Program Center.

Each management course corresponds to 25 hours of class (2.5 hours a week) over a 10-week term, plus 60 to 90 hours of out-of-class personal work. Language courses correspond to 30 hours of class (3 hours a week).

Each term, there is one or two "intensive" weeks, usually planned during holidays. During this intensive week, courses correspond to 5 hours a day over 5 days.

Master program:
4 years
maximum

Maximum 30 or
31 course
registrations

Calendar and dates
of intensive weeks
on MSc Program
Center

Registration to
max. 7 courses
per term

Each term, students may take up to 7 management and language courses, and an additional course if it is taken during the intensive week.

Rules of course validation

Students take courses each term. They have to validate the course(s) at the end of the term. Courses, unless exception and except Refresher Courses, award course credits (UV). One UV is granted upon attending the classes and obtaining a grade of at least 10/20 in the corresponding course.

European Credit Transfer System (ECTS)

A management credit (UV) completed in Master program awards 4 ECTS for the core courses and for the elective management courses.

As a French and European business school, ESSEC participates in the Socrates/Erasmus program. This program aims at developing the European dimension in higher education, at enhancing its quality through partnerships, special joint projects, and at promoting student and professor mobility, thanks to the guarantee of academic recognition of studies abroad.

1 managt course =
25 hours =
1 UV =
4 ECTS

ECTS credits are a value allocated to course units to describe the student workload required to complete them. At ESSEC, the Master's degree corresponds to the validation of a minimum of 120 ECTS, over a minimum 2-year period.

Finally, to help European institutions translate the grades to their students and homogenize the different grading systems, the ECTS grading scale has been developed. It provides additional information on the student's performance to that provided by the institution's grade, but does not replace the local grade. This system does not correspond to the US grading system.

Description of the ECTS grading system

ECTS	ESSEC Grades	% achieving grade	Definition
A	16 – 20	10	Excellent
B	14 – 15	25	Very Good
C	13	30	Good
D	11 – 12	25	Satisfactory
E	10	10	Pass
F	0 – 9		Fail

Core courses

All students are required to take the 9 core courses to graduate. (Students who entered in the Master program before 2014-2015 must validate 8 core courses).

Without the validation of the Refresher Course, prerequisite to these courses, student cannot register to the corresponding core course (cf. Course Catalog). Students who have not validated the prerequisite course, followed during the previous trimester, will be automatically unregistered from the corresponding course during the third week of classes.

■ List of core courses

Students have to validate one of the courses in each following block listed below. Each course allocates 1 credit (UV) and 4 ECTS credits.

CPT	CPTC31124	Info comptables et financières
	<i>or</i> CPTC31125	<i>Finl Accounting & Reporting</i>
CPT	CPTG31148	Contrôle de gestion
	<i>or</i> CPTG31149	<i>Management Control</i>
ECO	ECOI31142	Economie managériale
	<i>or</i> ECOI31143	<i>Business Economics</i>
FIN	FINE31124	Fondements de la finance
	<i>or</i> FINE31123	<i>Principles of Finance</i>
IDS	IDSI31134	Management de l'IT à l'ère numérique
	<i>or</i> IDSI31135	<i>Managing IT in the Digital Age</i>
MGT	MGTP31100	Individus et organisations
	<i>or</i> MGTP31101	<i>People and Organizations</i>
MGT	MGTS31102	Stratégie et management
	<i>or</i> MGTS31103	<i>Strategy and Management</i>
MKG	MKGM31128	Marketing management
	<i>or</i> MKGM31129	<i>Marketing Management</i>

- **9th core course : Students who will enter the program since 2014-2015 must also validate one course of the following department:**

Department Public and Private Policy :

DEVC31134	Etat et gouvernance	DEVD31224	Droit européen des affaires
DEVD31114	Droit pénal des affaires	DEVD31227	<i>Law and Globalization</i>
DEVD31116	Droit des contrats	DEVD31228	Propriété intellectuelle
DEVD31122	Droit & politiques de l'Europe	<i>Or</i> DEVD31229	<i>Intellectual Property</i>
<i>Or</i> DEVD31125	<i>European Law</i>	DEVD31231	<i>International Business Law</i>
DEVD31126	Droit des affaires	DEVD31232	Cursus droit – Droit civil 1
<i>Or</i> DEVD31127	<i>Doing Business</i>	DEVD31234	Cursus droit – Droit civil 2
DEVD31130	Droit public de l'entreprise	DEVD31242	Droit du travail
DEVD31132	Droit fiscal interne & international	DEVD31244	Institutions de l'UE&Lobbying
DEVD31212	Pratique des affaires internationales	DEVD31246	Droit des médias
DEVD31216	Droit concurrence	DEVD31250	Droit ingénierie financière
DEVD31220	Droit bancaire et boursier	DEVE31200	Droit et entrepreneuriat
<i>Or</i> DEVD31221	<i>Financial regulation</i>		

Departement Operations Management :

- MOPP31100 Management de la supply chain – Stratégie et organisation
Or MOPP31101 *Supply Chain Management*
MOPP31105 *Operations Management*
MOPP31230 Management des achats et approvisionnement
Or MOPP31231 *Purchasing & Procurement Management*
MOP031211 Revenue Management
MOP032203 *Revenue Management and Pricing (Core track)*

■ Core Courses in Operations Management

Operations management concerns the processes and strategies to develop, produce, and deliver the goods and services of a company. It is today one of the key concepts to achieve competitive advantage. Operations comprises different areas such as supply chain and logistics management, service management, and purchasing management. For the new core course, students can choose among three operations management courses listed above.

The course “Management of International Operations” takes a global perspective on the different operations areas and introduces students to core concepts of operations management and operations strategy. The course “Supply Chain Strategy and Organization” focuses on the coordination of information and product flows along the supply chain. It teaches the latest concepts to coordinate supply chain partners and encourages students to develop a strategic perspective on supply chains. The course “Purchasing and Procurement Management” focuses on the purchasing process and the management of suppliers. In most industries more than 50% of the value add of the final products and services are outsourced to suppliers. The management of suppliers is therefore a critical function to create competitive advantage. The course introduces students to the latest methods in procurement and highlights the strategic importance of the purchasing function. All three courses can be taken without any prerequisites. The focus of the courses is on class discussion, real life examples, and group work with case studies.

■ Enrollment in core courses

Students may follow the core courses either in Cergy or in Singapore (Core Track). For the latter, students have to consult the Course catalog in order to learn about the program and the application and selection processes. If students do not opt for the Core Track, they may follow the core courses either in French or in English each term on the Cergy campus. Different course sections are available at different schedules. Students choose and plan their core courses according to their personal and professional project. However, **it is strongly recommended to plan core courses at the beginning of the curriculum** (except for the course MKGM31128 or MKGM31129 and MGTP31100 or MGTP31101 which may be taken at the end of the curriculum). Students have to allocate points to enrol in these courses.

No core course required at ESSEC can be validated by equivalency during an exchange or a double degree program, in France or abroad.

Elective management courses

After the validation of Refresher Courses, and after or at the same time as attending core courses, students may build their own curriculum according to their personal and professional project. They can choose and plan their elective management courses among a large choice of more than 200 courses taught in French or in English.

The course offer for 2016-2017 is available on MSc Program Center/ Course Registration

Students have to take and validate a minimum of 12 elective management courses. Students may also validate two other management credits without any specific condition (complementary UV). Among the elective and core courses, the student has **to validate at least 6 management courses taught in English.**

Students have to validate min. 12 elective management courses

They may decide to remain generalist, in which case they will take courses among the offer of the 8 academic departments. They may also decide to specialize in one corporate function and/or sectorial activity by applying to a Chair and/or a specialized track. A third choice may be to take part in the various agreements ESSEC signed with prestigious French or international academic institutions.

To discover the course outlines, please consult the Course Catalog

To consult a course syllabus, please use the course syllabus tool on MSc Program Center / Course Registration

Language courses

■ Language requirements for the degree

- Students have to:

- validate 2 credits (UV) in **one language** other than English – which is automatically French for international non-French-speaking students.
- obtain the minimum score of 850 at the TOEIC English tests.

Students may also validate two other language credits without any specific condition (complementary UV).

It is **strongly recommended** to pass language requirements at the beginning of the curriculum.

No language courses required at ESSEC can be validated by equivalency during an exchange or a double degree program, in France or abroad.

■ Option for languages other than English

In the Master program, students may:

- Continue to learn a previously studied language, for which a level will have been validated by the Languages & Cultures Department;
- Learn a new language, as a beginner.

Language options: Arabic, Chinese, English, French as a Foreign Language, German, Italian, Japanese, Portuguese, Russian and Spanish.

French is automatically the second foreign language for international non-French speaking students.

■ English

Taking English classes as optional UVs is possible all along of the Master program. It is strongly recommended for students to continue to improve and deepen their English skills and their ability to understand and express themselves in English, especially after a period when they did not have the chance to regularly practice the language (after a professional experience, AST students...).

Advice to students (by category /purpose):

Civilization & culture	Recommended for students willing to go beyond business language, and to deepen their knowledge of Anglo-Saxon societies for better professional exchanges with the English-speaking world abroad and in France. Several courses are available such as <i>American Literature, British & American Drama, The UK Today, Art & Money ...</i>
Language Skills	Students with a low-level, who did not obtain the minimum score required for the TOEIC, or those who must renew with the practice of the language may take the following courses: <i>Refresher Course and Spoken English</i> . For students willing to improve their writing abilities: <i>Writing for the Business World, Creative Writing</i> or their oral professional communication skills: <i>Public Speaking/Vocal Coaching</i> .
Business Language	Students who wish to understand current affairs, news, innovation, emergent questions in the Anglo-Saxon's business world: <i>Current Business Issues, Advanced Business English, Finance & Banking English</i> .
Getting prepared for Professional Life	Many courses are available to help students in their professional life (internship, apprenticeship, first job after graduation...): <i>Negotiating in English, Conflict Prevention Language, Soft Skills, Writing for the Business World, Creative Writing, Public Speaking/Vocal Coaching</i> .

■ **O**ppportunity to learn a new foreign language

The number of teaching hours is only 60, which is quite low for the acquisition of a first level. This is especially true when the studied language does not belong to the same language family as the mother-tongue.

Be careful! Specific conditions for beginners!

It is therefore essential to devote time to studying and practicing this new language outside of class, and to be willing to study assiduously.

Specific conditions for language courses for beginners:

Teaching is organized over **two consecutive terms**: the 2nd and 3rd term of the academic year. The student has to take and validate the two courses successively in order to be awarded the two corresponding credits (UV). A student who does not obtain an UV for the beginner's class at the end of the first of the 2 terms cannot continue studying this language. A student who does not obtain an UV for the beginner's class at the end of the second of the 2 terms will lose the UV obtained at the end of the first of the 2 terms.

The validation of the two credits (UV) is granted according to the average of the final grades obtained each of the two terms. Nevertheless, a minimum of 8/20 grade is required each term. The penalty for missing classes applies to each trimester separately.

The Languages & Cultures Department sends a registration form to concerned students in October by e-mail. A section can open if at least 10 students have registered in it.

■ **A**ttendance

Students must attend **every class** of the term. Beyond 2 absences by 30-hour course, the grade will be penalized: 50% of the grade starting from the 3rd absence; 0/20 for the 4th. Penalties applied for absence may compromise the validation of the language credit.

■ **V**alidation

In order to validate a UV, the final grade is calculated from the different grades of the examinations during the term (60% of the final grade) and from the final examination, which takes place during the last class (40% of the final grade).

Each language course credit (UV) awards 4 ECTS credits.

■ **A**ssessment and changes of language level

For new AST students:

- The level of English is automatically awarded according to the score obtained at the TOEIC, TOEFL or IELTS test. In some cases the level is awarded based on an interview with a teacher of the Languages & Cultures Department.
- The level of the language other than English is awarded after a test and/or an interview with a teacher of the Languages & Cultures Department.

Students who wish to have their language level evaluated, should contact Nathalie CRUZ (ext. 3180) at the Languages & Cultures Department administrative, office D114.

Personal research

Supervised by a permanent professor of the ESSEC Business School, students may set up a personal research project in place of one of the courses (management or language) of the trimester. Personal research is assessed by a written report graded by the professor. Its successful completion awards a course credit.

Maximum 2 research credits during his/her studies.

The amount of workload should be equivalent to that of a Master course (about 75 hours). The final report should be equivalent of that of a Master's research dissertation and have 50 to 70 pages.

A student cannot receive more than two course credits from personal research projects during his/her studies. Each personal research project counts among the 30/31 courses authorized in the curriculum.

In management, this approach must be imperatively placed under the authority of a Permanent Professor of ESSEC Faculty, subject to its acceptance.

Personal research projects in a foreign language are possible exclusively for students who have the level A and B in the studied language, and with the previous agreement of the academic directors of the Linguistic Resource Center.

Chairs

Each chair is an academic center of expertise in a specific economic sector, supported financially by one or more companies. The chair is placed under the responsibility of a professor at ESSEC, in charge of coordinating research and teaching.

Chairs are integrated into the Master program. They last between one trimester and two years. The chairs curriculum integrates one or several seminars, strictly reserved to students admitted to the chair, as well as mandatory and/or optional courses.

The curriculum may include an internship, whose length may vary. The courses and seminars allow students to study in depth one discipline or sector of activity in all its complexity.

After validation of the requirements, the student receives a certificate from the chair.

Through the privileged links between partner companies, professors and students, the Chairs gather leading intellectual and professional communities from a specific field of activity, thus participating in its development.

Most of the curriculum of the Chairs is given in French, with the exception of some chairs taught in English: LVMH Chair, Therapeutic Innovation Chair, Leadership and Diversity Chair and Accenture - Strategic Business Analytics Chair.

■ Selection:

A presentation of the chairs is usually held in June and October. The selection of students takes place in T1 of each year, usually in October. The Chairs can accommodate between 15 and 30 students, selected an application file and an interview. In order for students to register in courses accordingly, the result of the selection for the chairs is announced before the start of the first round of registration for T2.

As long as the schedule and/or workload is compatible, it is possible to attend several chairs.

■ **Registration for seminars and courses of the chair:**

Chairs Seminars are reserved for students admitted in the Chair only.

Students admitted in a chair will bet imperatively 1 point for Chairs seminars to be registered.

For the compulsory and optional courses of the Chairs: the rule to bet points is the same as for other courses.

In any case, students must bet **from the 1st round**.

For BBA and Specialized Masters students: contact the Assistant of the Chair who will manage the registration process.

■ **Schedule of the seminars and Chairs activities:**

Chairs seminars take place in T2 and / or T3 of each year.

Chairs Seminars and activities are planned and notified in writing to the student before the 1st round of course registration of T2. The student will commit not to take other courses on these slots.

Chairs activities (travel, presentations, company visits, etc.) which have not been planned nor communicated in writing to students before the 1st round of course registration will not be given priority on the courses taken by the student on the same slots.

For further details on the chairs, please refer to the Course Catalog. Most chairs also have a website.

Login to MSc Program Center / Chairs & Tracks.

Specialized tracks

ESSEC offers different tracks which are managed by an ESSEC professor.

Like Chairs, the specialized tracks are part of the Master program curriculum. Courses allow students to study an academic field in greater depth or explore the full complexity of a business sector. At the time of graduation, students are awarded a certificate of the track. All the courses of the tracks are entirely given at ESSEC.

Curricula of the tracks are taught in French and/or in English. The following tracks programs are entirely taught in English: Agri-food, BAM, Information System, Operations Management, the Ph.D. in Business Administration, and the Summer Module “The Global Manager in Europe”.

For more detailed information on specialized tracks, please consult the Course catalog. Some tracks have their own website. Click on MSc Program Center/Chairs and Tracks.

Singapore tracks

In operation since October 2005, the Singapore campus is an ideal location on the Asian continent for students who wish to discover the diversity of this geographical area.

With the melting pot of cultures and societies specific to Singapore, students have a great opportunity to better understand this region of the world, which is meant to play an increasing role in their lives and careers.

6 programs are offered:

- Students enrolled in the first year of the Master program may attend a semester dedicated to the core courses required for the Master degree. **The Core Track is offered from January to June every year.**
- The **Global Manager in Asia** is a program offered to Master students from **July to September** every year with the possibility to extend it for one more term by carrying out a consulting project in Asia, the **Asian Strategy Project**.
- Students, enrolled in the Finance Track, may validate **the Financial Markets Track** in Singapore offered from **January to March** each year or the **Corporate Finance Track** offered from **July to September**.
- Finally, students interested in logistics and supply chain may follow the **Operations Management program** offered on the Singapore campus **from October to December**, where they will attend specialized courses from this field as well as general management courses.



For more information on these programs and on their application process, please consult the Course catalog.

Partnership agreements

ESSEC has signed some partnership agreements with several academic institutions in France and abroad.

These agreements enable students to follow specialized courses in the partner institutions, for which they get credits for the ESSEC degree.



Find all the information on partnerships on MSc Program Center/Partnerships

French partnerships

Exchange program at Ecole du Louvre

<https://sites.google.com/a/essec.edu/msc-cursus-center/Parterships/french-partnerships/ecole-du-louvre>

ESSEC signed a partnership with *Ecole du Louvre* to allow ESSEC students to obtain a specialization in cultural management. *Ecole du Louvre* is a highly renowned institution training students in history of art and civilizations with a strong focus on the study of material testimonies and on the techniques to protect, conserve and present cultural heritage.

The exchange takes place over two consecutive academic years, in parallel with courses at ESSEC. Students receive basic training in art history before continuing with a semester with a professional or research focus in the field of cultural management, to get prepared for a career in the field of cultural patronage, the art market, museum management, etc.

■ **C**ontent of the program

Students take classes at ESSEC and at *Ecole du Louvre* at the same time. At *Ecole du Louvre*, the program includes 2 stages: the initial period and the specialization phase.

- **1st year: Initial period (prerequisites) at *Ecole du Louvre***

In order to acquire basic knowledge in art history (from prehistory to these days), students selected for the exchange will take the introductory course to general art history offered by the Rachel Boyer Foundation.

The course consists of 37 sessions of 1h15. It takes place in the evening from early September to mid-June at *Ecole du Louvre*. Students also attend a cycle of tutorials (*Travaux Dirigés devant les Oeuvres*) during which they learn to comment art pieces. The tutorials usually take place every other Saturday morning during 2 hours.

Attendance to all class sessions and tutorials is compulsory and checked. A written and an oral exam are organized by *Ecole du Louvre* in April. The course does not grant any UV, yet it must be validated to continue the exchange with the specialization phase.

- **2nd year: Specialization phase at *Ecole du Louvre***

Students will choose 3 courses or seminars of 18 to 24 contact hours among the course offer of the master cycle of *Ecole du Louvre* (1st and 2nd year) during the 1st and/or 2nd semester of the academic year. **These courses will appear on the ESSEC transcript with the corresponding grade, whether students successfully pass the courses or not. They will be counted among the course registrations at ESSEC.**

Courses that are validated (minimum grade of 10/20) can grant credits (UV) at ESSEC according to a table of equivalence that is sent to all the students enrolled in the exchange. Students must also attend a cycle of tutorials (*TDO*) with 10 sessions of 2 hours. Those sessions take place in museums.

- **2 courses are recommended at ESSEC to complete the exchange:**

MGTM31234 Management culturel

MGTM31235 *Creative Industries Management*

■ Selection process

The exchange is open to students in MSc1 or MSc2 by the time of application. Students must apply in the spring to start the program the following September. The selection is based on the application file, which includes a CV, a motivation letter and the academic results. It is necessary to have fully validated the Pre-Master year or the Refresher Courses to be eligible.

For more information, please contact the French Partnerships Coordinator: Chantal Defaix, defaix@essec.edu.

Exchange program at Ecole Nationale des Ponts et Chaussées (ENPC)

<https://sites.google.com/a/essec.edu/msc-cursus-center/Partnerships/french-partnerships/enpc>

ENPC is the oldest engineering school in France, at the cutting edge of innovation, with a focus on civil engineering, environmental engineering and mechanical engineering. It also offers many courses in fields as various as applied mathematics, economics and industrial engineering.

ESSEC students (in MSc2 and over) have the possibility to go on exchange to *Ecole Nationale des Ponts et Chaussées* to take 2 courses during one semester (1st semester from October to mid-February, or 2nd semester from mid-February to mid-June) in one of the following departments: industrial engineering; cities, environment and transport; civil and structural engineering; applied mathematics and computer science; mechanical engineering and materials science; economics, management and finance.

Information on courses can be consulted on the school's website:

<http://gede.enpc.fr/Programme>

The courses selected by students must be approved by ESSEC and by an educational referent at ENPC, as some courses have prerequisites. **These courses will appear on the ESSEC transcript with the corresponding grade, whether students successfully pass the courses or not. They will be counted among the course registrations at ESSEC.** Courses that are validated (minimum grade of 10/20) will grant credits (UV) at ESSEC according to their number of ECTS and contact hours.

Students who want to apply must send a CV and a motivation letter to Chantal Defaix, defaix@essec.edu. Students must apply in June to take courses at ENPC in the 1st semester, and before November 14th to take courses at ENPC in the 2nd semester.

For more information, please contact Chantal Defaix (defaix@essec.edu).

Exchange program at IFP School

<https://sites.google.com/a/essec.edu/msc-cursus-center/Partnerships/french-partnerships/ifp-school>

ESSEC students can choose to do an exchange in the IFP School “Petroleum Economics and Management” program. The IFP School prepares engineers in the energy and transportation sectors to meet current industrial and societal needs, particularly in terms of sustainable development and innovation.

All courses are taught in English at the IFP School in Rueil-Malmaison. The list of courses and syllabi can be consulted on the IFP School website:

http://www.ifp-school.com/jcms/r_8934/en/petroleum-economics-and-management?part=contenu

■ Content of the program

Students can choose among two terms to do the exchange. Each term has a specific focus:

- Term 1 (Spring Term) of IFP School, from early January to early April:

The main focus of this term at the IFP School is on the upstream side of the Oil & Gas business which deals with Exploration & Production of Hydrocarbons. Both technical & economic aspects will be analyzed. The students will also get an overview of the main geopolitical characteristics of the energy industry.

List of courses	UV of management at ESSEC (equivalence)
Energy	
PEM 4: Global energy outlook	1
PEM 5: Upstream Management	2
PEM 6: Evaluation of projects	2
Techniques	
PEM 9: Reservoir Engineering	0

- Term 2 (Summer Term) of IFP School, from mid-April to mid-July:

The main focus of this term is on the downstream side of the Oil & Gas business which deals with Refining, Petrochemicals, Natural Gas & Electricity sectors. Technical, economic, managerial and environmental aspects will be analyzed. In addition, the students will get an overview of the energy markets structures and the trading of energy commodities.

List of courses	UV of management at ESSEC (equivalence)
Energy	
PEM 7A: Midstream & refining	1
PEM 7B : Gas & Power	1
PEM 7C : CO2 Economics	1
PEM 8: Energy Markets & Trading	1
Techniques	
PEM 10: Refining	0

■ Selection process

The exchange is open to students enrolled in MSc2 and over. Students must apply between early June and early September to participate in the exchange in either Term 1 or Term 2. It is necessary to have fully validated the Pre-Master year or the Refresher Courses to be eligible.

The application file includes a CV, a motivation letter and the academic results. The file must be submitted to Chantal Defaix by email at defaix@essec.edu or in the office F117. The selection results will be released before the cancelling registration round of the 1st trimester at ESSEC.

The exchange program with the IFP School is compatible with an apprenticeship. In that case, the period of study at ESSEC should correspond to the exchange period at the IFP School.

Once selected...

After they receive the selection results, students who are admitted have one week to confirm their participation in the exchange and must sign a letter of commitment. Once they have confirmed their participation, students must respect this commitment. No withdrawal will be accepted, except in the case of absolute necessity (with proof provided). In all other cases the following penalty will apply:

- Cancellation of the exchange within 4 weeks after the confirmation via the letter of commitment:
 - 1 UV penalty (1 UV will be withdrawn from the 30 or 31 UV package).
- Cancellation of the exchange more than 4 weeks after the confirmation:
 - 4 UV penalty (4 UV will be withdrawn from the 30 or 31 UV package).

Important: during the exchange term at the IFP School, students cannot take any course at ESSEC (the number of contact hours at the IFP School is approximately 300 hours for Term 1 and 215 hours for Term 2).

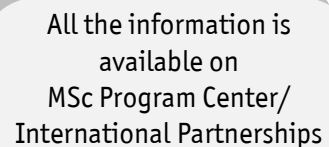
International partnerships

ESSEC has developed a **network of over 90 partner universities around the world**, where students have the possibility to participate in an **exchange program from 3 to 6 months**. Those exchanges were signed with the best institutions in each country and allow students to take courses in the MBA or Master programs of our partners, including Chicago Booth, Kellogg, Tuck, Nanyang, Keio, FGV, Stellenbosch, Mannheim, etc.

Participating in an exchange program abroad is a unique opportunity to complete one's curriculum with the specific expertise offered by each partner school, to enrich one's professional project and to discover new cultures and work methods.

Students who are looking for a deeper and longer experience can also choose one of the **12 double degrees**: those one-year tracks replace one year of study at ESSEC and allow students to obtain at the same time the ESSEC degree and the degree of the partner institution, based on equivalencies.

Students can consult on the MSc Program Center the list of partner universities and their fields of expertise, the conditions to apply, the exchange reports, the statistics of previous years, as well as various practical information about GMAT, scholarships or insurance.



All the information is available on MSc Program Center/ International Partnerships

Contact: Jana PETRICOVA, International Programs Coordinator
Tel: 01 34 43 39 21 – petricova@essec.edu

Exchange Programs

■ General Information and Conditions

Exchange programs are offered in more than 30 different countries. An exchange allows students to validate management courses (UV) and to complete part of the international experience required for the degree.

In 2016/17, more than 250 ESSEC students, previously selected, will have the opportunity to spend part of their studies abroad in the MBA or Master programs of one of the partner universities. The exchange period is set according to the calendar of the host institution.

Only students who have validated the Refresher Courses and with a GPA superior or equal to 12/20 are allowed to apply. Some professional experience is also required: a minimum of 6 months to apply to exchanges in Master programs, and a minimum of 12 months in MBA programs. For detailed information on the conditions to apply, please consult the MSc Program Center/ International Partnerships.

■ Selection

The selection process for international programs takes place once a year from January to March, for a departure during the following academic year.

Students must apply online on the MSc Program Center before the deadline, which is in late January. Students can make three choices of university, ranked in order of

preference. If the application file is eligible and meets all the requirements, the student will participate in the selection process. A ranking is established according to the following two criteria: academic results and GMAT score. ESSEC selects the candidates on behalf of the academic partners, except for the double degree programs where ESSEC only makes a pre-selection which must then be confirmed by the partner institutions.

The following penalty will apply to students who withdraw from an exchange program for which they have been selected and have signed the letter of commitment:

- Cancellation of the exchange within 4 weeks after the confirmation via the letter of commitment:

→ 1 UV penalty (1 UV will be withdrawn from the 30 or 31 UV package).

- Cancellation of the exchange more than 4 weeks after the confirmation:

→ 4 UV penalty (4 UV will be withdrawn from the 30 or 31 UV package).

■ Credits

Students obtain 4 to 6 credits (UV) for the trimester or semester spent abroad if they successfully pass, at the partner institution, the exams corresponding to the following number of class hours:

- from 20 to 30 ECTS credits of management courses in European countries
- from 100 to 150 hours of management courses in non-European countries.

When **management courses** have been taken **in English** in partner institutions abroad, the ESSEC UV obtained by equivalency will count toward the "6 management UV in English" required for the degree.

No core course required at ESSEC can be validated by equivalency during an exchange or a double degree program.

No language course taken abroad will be validated at ESSEC, except for Chinese courses at BISU in Beijing, Japanese courses at Keio University, and Russian courses at Plekhanov Russian Economic University.

Exchange programs also award **UVEI** according to the calendar of the host university.

■ Financing

Exchange programs are run on the basis of reciprocity with the partner universities. Students are therefore exempted from tuition fees at the partner school for the length of the program.

Students who are going to a university in the European Union participating in the Erasmus program can benefit, under certain criteria, of the Erasmus scholarship. The files are managed by the International Relations Office.

Whatever the destination, students who have been selected and meet the requirements can apply for a mobility scholarship from the *Région Ile-de-France* or from any other local community. . These scholarships are managed by the Office of Students' Affaires.

There are also a few scholarships available to students going on exchange to Asia, managed by the International Relations Office at ESSEC.



■ Partner Universities

<i>Country</i>	<i>University</i>	<i>City</i>
NORTH AMERICA		
Canada	Haskayne School of Business, University of Calgary	Calgary
	Queen's School of Business	Kingston
	John Molson School of Business, Concordia University	Montreal
	Desautels School of Management, McGill University	Montreal
	University of Ottawa	Ottawa
	Schulich School of Business, York University	Toronto
	Rotman School of Management, University of Toronto	Toronto
Sauder School of Business, Univ. of British Columbia	Vancouver	
USA	Ross School of Business, The University of Michigan	Ann Arbor, MI
	McCombs School of Business, UT Austin	Austin, TX
	Haas School of Business, University of California	Berkeley, CA
	Brandeis International Business School	Boston, MA
	Kenan Flagler Business School, U.N.C.	Chapel Hill, NC
	Booth School of Business, University of Chicago	Chicago, IL
	Fuqua School of Business, Duke University	Durham, NC
	Kellogg Graduate School Mgt, Northwestern University	Evanston, IL
	Thunderbird School of Management	Glendale, AZ
	Tuck School of Business, Dartmouth College	Hanover, NH
	Graduate School of Management, University of California	Irvine, CA
	Johnson Graduate School of Mgt, Cornell University,	Ithaca, NY
	Graziadio School of Business and Mgt, Pepperdine Univ.	Malibu, CA
A.B. Freeman School of Business, Tulane University	New Orleans, LO	
Owen Graduate School of Mgt, Vanderbilt University	Nashville, TN	
George Washington University School of Business	Washington, DC	
LATIN AMERICA		
Argentina	Escuela de Direccion de Empresas, U.A.D.E.	Buenos Aires
	Universidad del CEMA	Buenos Aires
	Universidad Torcuato di Tella	Buenos Aires
	Universidad Nacional de Cordoba	Cordoba
Brazil	EBAPE, Fundação Getulio Vargas	Rio de Janeiro
	Graduate School of Business Administration, COPPEAD	Rio de Janeiro
	P.U.C	Rio de Janeiro
	EAESP, Fundação Getulio Vargas	São Paulo
School of Economics, Business and Accounting, U.S.P.	São Paulo	
Chile	School of Business and Economics, Universidad de Chile	Santiago
Colombia	Universidad de Los Andes	Bogota
Mexico	EGADE, I.T.E.S.M.	Monterrey

	I.T.A.M IPADE	Mexico City Mexico City
Peru	Pontificia Universidad Católica del Perú	Lima
AFRICA		
South Africa	University of Stellenbosch Business School Graduate School of Business, Univ. of Cape Town	Bellville Cape Town
ASIA		
China	Guanghua School of Management, Peking University School of Economics and Mgt, Tsinghua University Beijing International Studies University Chinese University of Hong Kong Hong Kong University of Science & Technology School of Economics and Mgt, Tongji University School of Management, Fudan University	Beijing Beijing Beijing Hong Kong Hong Kong Shanghai Shanghai
India	I.I.M. Ahmedabad I.I.M. Bangalore I.I.M. Calcutta I.I.M. Lucknow	Ahmedabad Bangalore Calcutta Lucknow
Japan	Keio University Keio Business School Graduate School of Commerce, Waseda University Graduate School of Economics, Osaka University	Tokyo Tokyo Tokyo Osaka
Pakistan	Lahore University of Management Sciences	Lahore
Singapore	Nanyang Business School, Nanyang Technological Univ. NUS Business School, National University of Singapore	Singapore Singapore
South Korea	Graduate School of Business, Seoul National University Grad. Sch. of International Studies, Seoul National Univ. Korea University Business School Yonsei University	Seoul Seoul Seoul Seoul
Taiwan	College of Management, National Taiwan University	Taipei
Thailand	Sasin Grad. Inst. of Business Adm., Chulalongkorn Univ.	Bangkok
EUROPE		
Austria	W.U. Wien	Vienna
Belgium	Solvay Business School	Brussels

	Katholieke Universiteit Leuven	Leuven
Czech Rep.	University of Economics, Prague	Prague
Denmark	Copenhagen Business School	Copenhagen
Finland	Aalto University School of Economics	Helsinki
Germany	Ludwig-Maximilians Universität Universität Mannheim WHU - Otto Beisheim G.S.M.	Munich Mannheim Koblenz
Italy	Università Luigi Bocconi SDA Bocconi Luiss Guido Carli Luiss MBA	Milan Milan Roma Roma
Norway	Norwegian School of Economics and Business Admin.	Bergen
Portugal	Universidade Nova de Lisboa	Lisbon
Russia	Plekhanov Russian Economic University Higher School of Economics, National Research University	Moscow Moscow
Spain	ICADE, Universidad Pontificia Comillas Instituto de Empresa Universitat Pompeu Fabra	Madrid Madrid Barcelona
Sweden	Göteborg Universiteit	Göteborg
Switzerland	University of St Gallen	St Gallen
Turkey	Bogaziçi University	Istanbul
UK	Imperial College University of Edinburgh Management School	London Edinburgh

MIDDLE-EAST

Israel	The Leon Recanati Graduate School of Business Admin.	Tel Aviv
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OCEANIA

Australia	UQ Business School, University of Queensland Melbourne Business School, University of Melbourne Macquarie Graduate School of Mgt, Macquarie University University of New South Wales	Brisbane Melbourne Sydney Sydney
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Double Degree Programs

■ **Double degree with the University of Queensland (Australia)**

In 2014, ESSEC signed a double degree agreement with UQ Business School, University of Queensland, member of the prestigious *Group of Eight* which gathers the best Australian universities.

Students selected for the program will attend one year of courses in the Master of Global Management at UQ Business School, where they will choose one of the following specializations:

- International Economics and Finance
- Managing the International Enterprise
- International Tourism
- International Research

This program will allow students to obtain a second degree complementary to the ESSEC degree with a strong international component and to deepen their understanding of the Asia-Pacific region while studying in an anglo-saxon environment.

■ **Double degree with Queen's University (Canada)**

Thanks to this double degree, ESSEC students will have the opportunity to study during one year in North America at the Smith School of Business, Queen's University, ranked among the top institutions in the world. The school is particularly renowned for its pedagogical approach based on team projects and experiential learning.

Students will join the Master of International Business (MIB), which offers specializations in negotiation, finance, international project management and sales management. Furthermore, all students take part in a team consulting project which lasts throughout the program.

This double degree is a unique opportunity to spend one year in North America, to benefit from the school's network in the region and to obtain the degree of the partner university.

■ **Double Degree with Beijing University (China)**

With the highest growth rate in the world over the past ten years and an increasing development in many sectors, China is a fascinating country for students willing to discover from the inside a country undergoing profound changes with wide opportunities and assets but also numerous challenges.

Beijing University (Beijing Daxue or Beida) is one of the best Chinese universities. This institution has trained generations of leaders in the social, economic and political spheres and remains today one of the best references of higher education in China. The Guanghua School of Management offers an MBA program of high quality which attracts

the best Chinese students. The double degree students attend courses at Beida during one academic year and must write a thesis. Speaking Mandarin is not required but strongly recommended for students willing to complete the program with a professional experience in China.

The double degree is for ESSEC students a great opportunity to discover the Chinese culture and economy and to prepare themselves for a career in relation with the country.

■ **D**ouble Degree with the University of Mannheim (Germany)

As the largest economy of Europe, Germany plays a role of leader on the continent and offers many opportunities to students willing to start their career in the country.

The University of Mannheim is the best institution in Germany in the field of management. ESSEC students generally leave during the second or third year of the Master program. They spend two semesters in Mannheim where they can follow the entire track in English or in German, write a thesis and finish with a three-month compulsory internship in Germany. Upon their return, the modules validated at Mannheim are converted in UV for the ESSEC degree. This agreement allows students from each school to obtain simultaneously the degree of both institutions.

The Mannheim Master in Management is a privileged medium to reach important positions in German companies. Together with the ESSEC degree, it is an excellent European passport for the business world.

■ **D**ouble Degree with the Indian Institute of Management Ahmedabad (India)

Among the top world economies, India is a land of contrasts with an accelerated economic growth bringing numerous opportunities on the one side, and a social context with major challenges on the other side. The dynamism of the Indian service industry offers in particular a wide range of career opportunities.

The Indian Institute of Management of Ahmedabad is the most renowned and selective management institution in India. In 2005, ESSEC signed a partnership of strategic cooperation with this institution, thus strengthening a fruitful collaboration which started 30 years earlier with the student exchange program. The studies of double degree students last one year, with 2 or 3 trimesters of courses at Ahmedabad and a 3-month compulsory internship in India.

The double degree allows students to gain real expertise and a complementary vision of management methods in Europe and in India, giving substantial added value to those willing to work on projects between these two regions.

■ **D**ouble degree with Bocconi University (Italy)

ESSEC and Università Commerciale Luigi Bocconi have created a unique double degree program based on an original format, with courses offered on the 4 campuses of the 2 institutions: in Cergy, Milan, Singapore and Mumbai. This program is open to first-year

students, either *admis sur concours* (who must apply at the end of their pre-Master year) or *admis sur titre* (who must apply at the start of the academic year).

The double degree provides a rich academic offer which combines courses, internships, international experience and a professional thesis. It is articulated as follows:

- The 1st year is spent at ESSEC with a first trimester of Refresher Courses (Cergy or Singapore campus) followed by two trimesters of core courses (Singapore campus)
- The 2nd year is spent at Bocconi University with a first trimester of elective courses (Mumbai campus) followed by two trimesters of elective courses and the writing of a professional thesis (Milan campus)
- During their 3rd year, students comply with the remaining requirements for the ESSEC degree in terms of courses (possibility to apply to chairs and tracks) and professional experience.

Upon successful completion of the double degree, students will obtain the ESSEC degree and the MSc in Management of Bocconi University.

■ **D**ouble Degree with Keio Business School (Japan)

Japan is the third economy in the world and is widely known for its capacity to innovate. In the context of Asia undergoing major evolutions, it maintains an essential place on the regional and international scene.

The University of Keio is the oldest and one of the most prestigious institutions of higher education in Japan. In 2008, ESSEC signed a double degree agreement with Keio Business School, giving students the possibility to obtain in the same course of studies the ESSEC degree and the MBA of Keio. This agreement concludes over 25 years of cooperation between both institutions. ESSEC students spend three trimesters of courses at Keio and write a thesis. A good level of the Japanese language (read, written and spoken) is required for this double degree.

Given the specific aspects of the Japanese culture and management codes, a double training of high quality combined with a long immersion in the country are extremely valued by companies.

■ **D**ouble Degree with EGADE – Tec de Monterrey (Mexico)

Mexico is the second economy of Latin America. Strategically located between the North and South American markets, Mexico is a key player on the continent.

Tec de Monterrey is a prestigious institution which has acquired international recognition and is ranked among the best in Latin America. The double degree agreement with EGADE (Escuela de Graduados en Administración y Dirección de Empresas) was signed in 2004 and completes the 30 years of collaboration with the exchange of students. The double degree participants can choose to study on the campus of Monterrey or of Mexico City. At the end of their studies, they receive the MBA degree of EGADE and the ESSEC Master degree.

This program is especially aimed at students interested in a career on the Latin American market, who will find here the opportunity to deepen their knowledge on the issues specific to that region.

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This program is especially aimed at students interested in a career on the Latin American market, who will find here the opportunity to deepen their knowledge on the issues specific to that region.

■ **D**ouble Degree with Nanyang Technological University (Singapore)

At the heart of South-East Asia, Singapore has a strategic position which allows students to acquire a global vision of the economic context of the region. The city-state is a hub for regional trade and hosts one of the largest harbors in the world.

Nanyang Technological University has a great reputation in Asia and internationally. The double degree partnership with the MBA of Nanyang Business School allows ESSEC students to spend one year in Singapore to receive complementary teachings to those given at ESSEC. A minimum of 18 months of professional experience is required for this double degree.

By the end of the program, students will have gained a deep understanding of the specific features of each geographical area and their methods of management, an undeniable asset for students willing to work in Singapore and in Asia.

■ **G**LIMPSE double degree with KDI School of Public Policy and Management (South Korea)

The GLIMPSE double degree program (*Global Leaders in Management and Policies for South Korea and Europe*) is based on a partnership between ESSEC, KU Leuven Faculty of Social Sciences (Belgium), KDI School of Public Policy and Management (Korea) and the Graduate School of International Studies, Seoul National University (Korea).

The KDI School of Public Policy and Management was founded by the Korea Development Institute, a major economic think tank in the country. The school trains many international students who aim holding positions in the higher civil service in their respective countries.

The double degree allows students who are interested in public affairs and politics to attend one of the following programs (to choose): Master of Public Policy, Master of Development Policy, Master of Public Management. Students also attend a short seminar during two weeks in KU Leuven before their stay in Korea.

The GLIMPSE program is supported by the European Commission and by the Korean Ministry of Education. Students of European nationality admitted in the double degree will receive a scholarship covering their travel expenses and their living fees in Korea.

For more information on the program: www.glimpse-program.com

■ **GLIMPSE double degree with the Graduate School of International Studies, Seoul National University (South Korea)**

The GLIMPSE double degree program (*Global Leaders in Management and Policies for South Korea and Europe*) is based on a partnership between ESSEC, KU Leuven Faculty of Social Sciences (Belgium), KDI School of Public Policy and Management (Korea) and the Graduate School of International Studies, Seoul National University (Korea).

In the frame of the double degree with the Graduate School of International Studies, students will attend the Master of International Studies, which offers several specializations: International trade, International cooperation, Regional studies. This program gives the opportunity to students who are interested in international relations and in Asia to obtain a degree complementary to the ESSEC degree for a better understanding of contemporary issues at a regional and international scale.

■ **Double Degree with the Graduate School of Business, Seoul National University (South Korea)**

South Korea has experienced an impressive growth over the past 30 years and is ranked 12th in the world economies. It is located in a highly strategic and dynamic region, surrounded by its neighbors China and Japan.

Students seeking the MBA degree at the Graduate School of Business attend courses in the program during 6 months, from January to June, followed by a compulsory three-month internship in Korea.

Seoul National University is the best Korean university and is regularly ranked among the best in Asia. Obtaining a degree from SNU in addition to the ESSEC degree is therefore a real asset for students willing to work on the Asian market.

International experience

In order to graduate, **students have to validate a minimum of 9 months of international experience.**

This experience is validated by **international experience course credits (UVEI)**, one UVEI corresponding to a one-month experience abroad, whose content is either academic or professional.

Students will be granted UVEIs only for international experiences which are completed in a country other than the country of their nationality and other than the country where they obtained their previous degree.

Different types of international experience

International experience can be validated as follows:

- A period of study at a partner institution abroad with an exchange or double degree program;
- A period of study on the ESSEC Singapore campus with the different programs offered;
- Professional experience in a company or in an association abroad;
- An associative, cultural or personal mission abroad;
- Participation to the Japan program in Hirakata.
- Former international experience acquired during higher education before admission at ESSEC (under certain conditions).

■ **Period of study at a partner institution abroad (exchange or double degree program)**

The period of study in a partner institution abroad, as part of an exchange or double degree agreement, enables students to complete part or all of their international experience requirements, **as soon as all the academic requirements for this international experience have been met.** For more information on the exchange and double degree programs, please consult the chapter “international partnerships” beforehand. Any exchange or double degree program realized before integration may be validated. The International Relations Office validates and registers UVEI credits (petricova@essec.edu).

■ **Period of study on the ESSEC Singapore campus**

Each period of study on the ESSEC campus in Singapore enables students to validate international experience credits (UVEI) according to the effective duration of the stay and according to the completion of all the courses. The Singapore campus team is in charge of the validation and registration of the international experience credits (UVEI). For more information, please consult the « Singapore » chapter in the Course catalog.

■ **Professional or associative experience abroad**

The professional experience abroad may take the form of an internship in a company, of a professional mission in a association or a detachment in a subsidiary in the framework of the apprenticeship program. The professional experience in a company must be

submitted in advance for approval by the tutor or career services. The mission in an association has to be validated by Mr. Beaulieu.

The international experience credit (UVEI) corresponds to a full-time one-month professional experience realized abroad. The UVEI are registered by the Career Services at the end of each experience as soon as all the requirements for the professional experience (UVEP) have been met, according to the process described in the next chapter.

■ **P**ersonal mission abroad

The personal mission project, which must take place during the studies at ESSEC must be submitted in advance for approval to the International Relations Office (petricova@essec.edu). This office validates and registers international experience credits (UVEI) as soon as the student provides a report on his/her international experience and all the required proofs of his/her stay abroad (employment contract or certificate of the host institution, plane tickets, passport photocopy, hotel invoice, etc.). Any personal mission realized abroad before entering the Master program cannot award UVEI.

■ **P**articipation to the Japan program

The Japan program enables student to validate 3 to 6 months according to the duration of the internship in Japan. The Career Services validate the international experience as soon as all the requirements for the professional experience (UVEP) have been met, as described above.

Offered for more than twenty years, the Hirakata program gives the opportunity to students who learn Japanese and who are enrolled in the Pre-Master year or in the Master program to go to Japan for a period of at least three months. Students first attend a 2-week seminar in Hirakata, which includes cultural and economic conferences as well as visits. Students live in host families with which they share the daily life and discover the particularities of the Japanese way of life.

The program then continues with an internship in a company for a period of three to six months, where students work and can observe the methods of management used in Japanese companies. Most missions deal with marketing and communication in an international environment.

The Hirakata program is, with these two parts, a unique opportunity for students to discover the Japanese culture and economy from the inside.

Contacts:

Estelle Reumaux, Assistant for the Japan Program –

Tel. 01 34 43 32 56 - reumaux@essec.fr

Kaori Ono, ESSEC Permanent Representative in Japan.

ono@essec.edu

■ **I**nternational experience completed before admission

International experience completed before admission to ESSEC can be validated, under certain conditions and if the required proofs are provided:

- to the International Relations Office in the case of academic experiences, exchange or double degree programs (petricova@essec.edu),
- to the Career Services in the case of professional or associative experiences (bertrandca@essec.edu).

In addition, international experience is considered validated for students who have lived for more than a year in a country other than France since their high-school degree (equivalent to the French baccalaureate). In that case, except for students who entered the school through international admissions (for whom the validation of international experience is automatic), students must contact the appropriate office and provide the appropriate proofs.

Professional experience

Professional experience in the Master program is meant to allow students to learn in concrete terms about the life and functions of companies and to make them aware of the complexity of economic and human problems. It aims at preparing the students to start their careers.

ESSEC students are required to have **18 months of validated professional experience** (full-time equivalent) by the time of graduation, which correspond **to 6 professional experience credits (UVEP)**. **One professional experience credit (UVEP) corresponds to a three-month professional experience (full-time equivalent)** whose content has been approved by the Career Services.

A UVEP cannot be substituted by a management credit (UV) nor a language credit nor an international experience credit (UVEI), and vice versa.

After having completed the 18 months of professional experience required for the degree, ESSEC can award an internship agreement for a contract ending on September 30th of the year of graduation and for a maximum total duration of 27 months, in compliance with the “equal opportunity law”.

Types of professional experience

Several types of professional experience can be validated:

- Internship in companies;
- A fixed-term contract or unlimited-term contract, according to certain conditions;
- Apprenticeship contract;
- VIE
- Civic service
- Creation of a company;
- A professional mission within an association officially recognized by the School;
- All or part of the professional experience completed before admission may be validated.

■ Full-time and part-time internships

When professional experience is realized under the type of an internship, the duration of the internship must be a minimum of 3-month full-time experience (or a multiple of 3) up to a maximum of 12 consecutive months so that the corresponding UVEP can be allocated. Internships begin at the start of each calendar quarter - beginning of January, beginning of April, beginning of July and beginning of October each year.

In accordance with current legislation, the duration of a full-time equivalent internship cannot exceed 6 months in the same company, for an academic year.

The student must have taken at least 3 MSc management courses before starting an internship.

It is also possible to complete a part-time internship throughout the year, the content of which must be accepted by the Career Services and the duration of which must be a minimum of 3 months full-time equivalent (or a multiple of 3) in order to be awarded a UVEP.

Internships are under the control of the school. An internship agreement is issued between the school and the company.

■ **A**pprenticeship contract

Students can opt for an apprenticeship, enabling them to alternate evenly some periods of study (at least 2) and some periods of work as a salaried employee of a company (at least 2). The apprenticeship is a fixed-term contract for 24 months on a weekly, quarterly or half-yearly study/work basis. During the contract, a minimum of 12 months (full-time basis) must be spent in the company.

This contract can be extended to 27 or 30 months on an exceptional basis upon recommendation of the company, the student and the tutor and if approved by the Apprenticeship Training Center (CFA).

All students who apply for an apprenticeship, no matter when the start of the contract is planned, must attend a presentation of the apprenticeship organized in October or November for AST students, and January or February for ASC and Core track students. In addition, all candidates must complete and send to the CFA an application file which includes:

- a CV
 - the last version of its PPP validated by the student's tutor
 - a letter of motivation for the apprenticeship
- AST students must apply before November 30 of their first year of study; ASC students must apply before February 28th of their first year of Master cycle.

Without these elements, no apprenticeship contract will be validated by the CFA.

There is a specific information process for the apprenticeship, several campaigns to present available apprentice positions and a specific selection process. Students can find on myessec.com/careercenter all the necessary information to understand and follow this process of professionalization.

Only students enrolled in the Master cycle are allowed to apply for this type of experience. The apprenticeship contract will grant 4 UVEP at the end of the contract, according to the steps of the evaluation process of the apprenticeship. Students who choose to do an apprenticeship take the same courses as other students and are subject to the same conditions to obtain the degree.

The eligibility criteria for an apprenticeship contract are the following:

- 1) Be under 26 by the start date of the contract, except in case of disability or if the student has finished a previous apprenticeship contract less than a year before.
- 2) The start date of the contract must be at the latest on January 31st of the 2nd year of the master cycle and the end date at the latest on June 30th of the 4th year of the master cycle (dates which are indicated on the signed contract).
- 3) The number of UV which have been validated or are being validated must be a minimum of 3 and a maximum of 12 at the time of the beginning of the contract.

The signature of an apprenticeship contract is a commitment of the student to validate the apprenticeship in accordance with the rules of the CFA (validation of the course MGTP31206/207 or MGTP31208, submission of a report, track records, evaluations...). The report must be validated in the deadline especially defined by each teacher and within a maximum 3 months period after the end of the apprenticeship contract if there is no deadline established. If the report is not submitted to the professor in charge of the course, a grade of zero will be registered by the Office of Academic Affairs.

If the apprenticeship is not validated by the CFA, no other professional experience (completed during or before the studies at ESSEC) can be a substitute for it.

■ **C**reation

It is possible to validate the creation of a company, whether it is within the framework of ESSEC Ventures or not.

In all cases it is strongly recommended that students follow the courses offered in the ESSEC Entrepreneurship track (cf. the *Course catalog*). A maximum of 4 UVEP can be awarded for the creation of a company throughout the entire ESSEC curriculum.

The allocation of these UVEP will, in certain cases, be progressive and distributed across the curriculum in line with the progress of the company creation project and the results achieved.

In order to validate this professional experience, please complete the form, available on myessec.com/career center "**Validation of Company Creation Request**" and send it to the Career Services **imperatively attaching your business plan**. It will be evaluated and the UVEP will be awarded accordingly.

■ **P**rocess for experience in associations

This process concerns field projects carried out, either in France or abroad, within an association, which may or may not be ESSEC-created.

For the ESSEC associations and the associations outside ESSEC, validation requests must necessarily be submitted to Mr. Beaulieu, who will evaluate the file with the Head Office of the program and decide accordingly to validate or not the field project. The field project can be validated only at the end of the mission and after submitting a report of activities written by the president for the ESSEC association and by the student with an attestation of the association, for the associations outside ESSEC.

For the associations outside ESSEC, validation requests must necessarily be submitted to the Career Services, which will evaluate the file with the Head Office of the program and decide accordingly to validate or not the field project. The field project can be validated only at the end of the mission and after submitting a report of activities written by the student.

The field project is not validated according to the time spent on the field, but according to the welcome structure, the position that is filled, the project that is carried out and the evaluation made by the manager. The number of UVEI is, however, proportional to the time spent in the field abroad.

Please note: it is not possible to validate more than 6 months of professional experience under this form.

Desk-bound assignments which are carried out within an association in a field defined by the Career Services (marketing, economic studies, finance, etc.) will be considered as an internship in a company and will be submitted to the internship validation process.

The peer-tutors of the "A Top Business School: Why Not Me? " program and of the PHARE program can validate his/her annual field project up to a maximum of 1-month full-time on the Master program, on the condition that they receive the commitments of the program.

■ **F**ull-time or part-time fixed-term or open-ended work contracts and VIE

The content must correspond to the ESSEC criteria – it is possible to validate a maximum of 6 months full-time under this legal form (corresponding to the trial period of a manager) with the agreement of the tutor and the Career Services and a copy of the contract.

■ **C**ivic service

A Civic service mission can be considered as a professional experience. To do so, you need to constitute a file, describing the mission, the organization in which you will carry out the mission, the motivation, as well as the personal and professional benefits, once the mission is complete.

■ **E**quivalence for Previous Professional Experience

For students admitted on the basis of a previous degree, all of the mandatory professional experiences completed within the framework of the previous course are validated; all other professional experiences are submitted for the approval of the Career Services.

The Career Services will establish the extent to which this experience can be taken into account with regards to the 18 months (full-time equivalent) which are required in order to obtain the ESSEC diploma, and will award the corresponding UVEP and UVEI accordingly.

These equivalences are attributed on the basis of an application file and an interview. If necessary once registered, these equivalences cannot be removed.

■ **C**ommitment non-academic: Special Credit for Societal Commitment (UVES)

The transformative experiences of society and students have led us to bring some value to non-academic commitments. The impacts of engagement have been analyzed, whether it is the acknowledgment of engagement or the fact to be active and commit oneself to give more internal and external visibility to these commitments (for example, taking responsibilities in a student association at ESSEC, participating in an important field mission for an NGO, doing a mission of civic service, ...). The mission that will be presented must necessarily have to be carried out during the studies at ESSEC.

This reflexion on engagement resulted in the creation of a **Special Credit for Societal Commitment (UVES)**. This UVES is optional and is not a requirement to graduate. The

criteria to obtain the UVES involve the attendance to a presentation in plenary session which will take place every term, an application form and an individual oral presentation in front of a jury.

The jury will then decide whether the UVES is granted or not with the possibility of receiving the honors, which will be rewarded in the internal selection processes at ESSEC (including international exchanges and other processes such as chairs). If a student receives the honors, he/she will join the Dean's List of Engagement, which will be highlighted during the Engagement Week and/or during the Commencement Ceremony.

Validation of professional experience

- **EXCLUSIVELY for Students (ASC and AST) entered in the Msc cycle in 2014 and before :**

At the end of each professional experience, the student will need to go through the process of validation:

1st step: The company supervisor fills in a specific grid (Company grid). The student also fill in him/her self an assessment grid (Grille Etudiant).

2nd step: The student send these two grids to his/her ESSEC tutor, along with the updated PPP and professional experience synthesis.

3rd step: The student organize a meeting with his/her ESSEC tutor at the end of the internship to debrief the experience. During this meeting, the student and his/her tutor also discuss the student's professional and personal goals and define the objectives for his/her next professional experience, as well as the different possibilities to organize his/her curriculum.

Then he/she transmits an official document (Tutor Evaluation document) to the Career Services, which will serve for your professional validation in the system.
(If the student did an internship lasting more than 4 months, the first met his/her company supervisor for an overview after 2 months of presence in the company)

- **EXCLUSIVELY for Students entered in the Msc cycle from 2015 :**
At the end of each professional experience, the student will need to go through the process of validation:

1st step: The student organize a meeting with his/her company supervisor to debrief the experience (missions and management skills)
(If the student did an internship lasting more than 4 months, the first met his/her company supervisor for an overview after 2 months of presence in the company)

2nd step: Fill the **evaluation report** (+French version if needed), and make it officially validated by the company supervisor.

3rd step: Send this document to **Caroline Bertrand:** bertrandca@essec.edu (Career Services)

Once the Career Services will have received this evaluation report, your experience will be registered and validated as UVEP and/or UVEI.

Professional coaching

■ **A**dvisory and guidance

The careers guidance service of the Career Services offers you **themed workshops and individual meetings** throughout the year in order to support you in your search for an internship, apprenticeship and your first job, as well as to answer your questions about professional orientation, search strategies and choice of professional experience.

It is composed of guidance and support professionals who are experts in terms of knowledge about professions and business segments, internship and job-hunting techniques, and the recruitment process.

Having access to the advice and guidance services means:

- benefiting from an objective assessment of the possibilities of gaining professional experience based on your skills, interests and the real needs of companies
- anticipating potential recruitment difficulties and preparing yourself in advance for the different stages of the recruitment process
- being aware of the resources at your disposal so that you use them optimally to build and implement your professional project.

The schedule of the different workshops organized by the careers guidance service is available at myessec.com/career center.

It also publishes a guide in which you will find useful and practical advice: building a project, writing CVs and application letters, interview preparation, using the network.

■ **R**ecruitment events

The Company Partnerships Service of the Career Services organizes many recruitment events with a network of partner companies throughout the year and regularly passes on company information to the students.

It coordinates the organization of Corporate/Student events for students: the presentation of corporate and field assignment proposals, recruitment fairs, meetings with professional graduates, recruitment interview sessions, presentation of the recruitment process (case studies with consulting firms, assessment centers, etc.) and competitions.

The communication of information is centralized via the Newsletter "Recruitment and Company Events Communication" distributed every week by email.

ESSEC recruitment fairs:

- ↳ **ESSEC campus and start up fair:** general fair attended by 130 international companies and more than 1200 company representatives on the Cergy Campus. These 2 days of exclusive events (at the beginning of February) give recruiters the opportunity to present their recruitment opportunities to ESSEC Business School students and alumni and also to present their company and profession to them.

- ↳ **Forum Conseil, Finance & International** : dedicated to jobs or internships in consulting, bank in France and abroad (in October)
- ↳ **Forum Droit:** Fair dedicated to recruitment of legal positions
- ↳ **Shanghai's fair, in november**
- ↳ **London's fair**, in september, is dedicated to opportunities in finance

Tutoring/Mentoring

The mentoring system evolves.

For students already in the Master's cycle, the mentoring system they benefit from will be maintained until the end of their studies.

For students entering the first year of the Master's cycle and who would like to volunteer, ESSEC wishes to develop a mentoring program, with the aim of bringing together the alumni community and the students currently studying at ESSEC.

Throughout formal and informal interaction during the year, students will benefit from an interpersonal relationship of support, exchange and sharing with her/his Mentor, an ESSEC Alumna. This experienced person will pass on her/his wisdom and expertise in order to foster the development of the student who needs to gain some skills and achieve professional and personal goals.

Study Rules

Students commitments and responsibilities

Each ESSEC student must read the required commitments and responsibilities (text below) and will have to sign the presented document.

■ **P**inciples

The **value** of the school and diploma is directly linked to a sense of **mutual trust**.

It is based upon academic excellence, creativity, hard work and shared experience.

This value is nurtured from day to day, via the constant interaction of students, faculty and staff.

It is not only the knowledge that you acquire but also the behaviour you display that are appreciated, both on and off the school premises (including whilst on internships in companies, apprenticeships, exchanges, and the various missions and activities in which you will be involved). Wherever you go, you remain **an ESSEC ambassador**.

ESSEC must also be an **enriching and convivial** place with a **spirit of cooperation** between students, faculty and staff. Living and promoting these values signifies:

- Respecting people and their work,
- Supporting and promoting the reputation of the School,
- Demonstrating intellectual and moral honesty in all circumstances,
- Being polite and courteous to all: students, faculty, staff and any other person in interaction with ESSEC,
- Respecting the living and working environment of the campus and its premises.

■ **C**ommitments and responsibilities to oneself and the reputation of the school

Students must show a positive spirit in their various activities on campus, in team works, towards their classmates, professors, external lecturers and administrative staff of ESSEC Business School, and must take an active part in the preparation and smooth running of these activities.

Dedication to one's work is one of the defining values of ESSEC and a necessary condition for the success of its teaching.

Every student accepts **complete responsibility** for the content and integrity of the work he/she hands in to professors, including reports, case studies and tests (made individually or in group). In the event of a student having to re-use for a course a piece of work previously produced for another course, he/she must inform the professor in advance of the submission date.

The following situations are considered **fraudulent**:

- Crediting the work of another person as one's own or attaching one's name to a group project in which one has not participated.
- Intentionally passing an assessed personal or group project onto other students on the same course.
- Receiving unauthorized assistance: in particular, during an exam, using explicitly unauthorized documents or materials or communicating in any shape or form with another candidate; in addition, it is the responsibility of all students to have on their desk no unauthorized document or material and to hand in his/her paper at the end of the exam. Failure to do so may be held as proof of cheating. The use of mobile phones is strictly prohibited.

- **Plagiarism** is defined as passing off the author's information as one's own by copying or using part or all of a text, idea or existing model without quoting the source i.e. name of author and the complete references of the original text (Name and number of the newspaper, website, title of the book or the article, the pages, year, etc.) or giving incorrect information. The lack of quotation marks showing the quoted text is also part of plagiarism. The references must be explicitly related to the quotations. Paraphrasing and copying all or part of a source or its ideas, by quoting or not the source, in such a way the student's personal work is insufficient are also considered as plagiarism. **In case of plagiarism in a team work, the responsibility will be collective and each member of the team will be punished. Therefore, the Head of Academic Affairs and / or teachers could use anti-plagiarism software.**
- Signing the attendance sheet handed out during the course on behalf of a student who is absent or asking a student to one's behalf. Both students, the student who is absent and the student who has signed, will be held responsible.
- Signing the attendance sheet with a cross or any other symbol.
- Deliver a forged document to justify an absence.

All incidents of cheating will be punished, at the very least by a mark of zero for the course and recorded in the student's report.

An especially serious transgression will result in the student being summoned to a disciplinary hearing, the jurisdiction, composition and organization of which are laid out in the Teaching Regulations. Possible punishment can range from a reprimand to temporary or permanent exclusion from the School.

Professors reserve the right to make additions to the rules listed above, in respect of the regulations established by the Dean and Deputy Heads of the School. Professors agree to communicate clearly any such additions to students in the course syllabus.

All students are expected to have familiarized themselves with **the regulations for studies**, in particular those concerning:

- conditions for acceptance onto the Master program (admission based on competitive exams);
- conditions of validation of Refresher Courses (admission based on previous degrees);
- conditions for the awarding of the diploma.

Similarly, due attention must be paid to all messages and post from the Office of Academic Affairs, in particular:

- decisions taken by the jury concerning acceptance onto the Master program (admission based on competitive exams);
- information concerning re-sits (for competitive exams) or the possibility of retaking Refresher Courses (admission based upon previous degrees);
- decisions taken by the diploma jury.

On a more general level, students are **in charge of all follow-up and tracking of their marks and progress**. Students know the registration rules and respect the 30 or 31 enrollment course limit, according to his/her intake year. Students are aware that they will be charged for any additional registration.

All students are expected to have familiarized themselves with the rules of examinations.

All students are expected to have read the examination regulations and the rules of eligibility for exchange programs and apprenticeship.

■ **Commitments towards Professors and courtesy rules**

Certain rules of behavior towards professors and fellow students in class must be respected. These concern:

- Attendance – a guarantee of the success of the teaching offered and the excellence of the diploma being prepared;
- Courtesy and respect – ensuring professors and students have a certain level of comfort in which they can listen and concentrate.

All students are expected to have familiarized themselves with the **Attendance rules**. **Attendance rules** and the consequences of prolonged absence will be laid out in the course guide.

Students must **arrive on time** for classes so that they may start as planned and not be disturbed by late arrivals. Repeated lateness for class may be punished by the professor.

Mobile phones must **be turned off** during all classes. Each professor may decide whether laptops or tablets are allowed or not in the classroom; its use may be prohibited. Eating, talking and any behavior likely to disturb classes are also strictly prohibited.

Course assessment is necessary in order to further the standard of teaching at the School. ESSEC holds the firm belief that the quality and success of its courses are a result of the shared responsibility of all those involved, professors and students alike. Students agree, at the end of every session, to assess the courses by completing an official course assessment form.

In addition, students are invited to communicate their impressions and possible suggestions directly to their professors at the end of the course, in the spirit of a constructive dialogue of exchange. The Dean and Deputy Heads of the School agree to incorporate these assessments into the continual evaluation and design of the program in question.

Professors agree to apply the assessment criteria and methodology, as laid out in the course guide.

■ **Commitments concerning other students**

The ESSEC campus is a place where a variety of cultures and nationalities meet. Students from different social backgrounds and continents come together, offering a genuine opportunity for all to benefit from an enriching exposure to the rest of the world. It is vital that students share not only their professional experiences with one another but also life on campus.

Teamwork and sharing experience are essential factors behind the ESSEC teaching approach. Students constitute a **learning community**. Consequently, they agree to make an active contribution to all the classes and groups in which they participate, regardless of the type of work in question: case studies, class presentations, project work, field reports, or internships reports.

Every professor defines the terms for group work. In most cases, the grade is shared. However, individual grades may be applied in the event of a lack of participation from one or more members of the group.

On the majority of occasions, group work occurs with all members present. However, organization of the academic syllabus can make specially adapted group sessions difficult to set up. In this event, ways of **working at distance** must be employed.

■ **Commitments regarding tutoring/mentoring**

Every student chooses a tutor/mentoring at the beginning of his/her studies. Tutoring/mentoring is an indispensable element for teaching students professional skills. It is a privilege link between the experience acquired in a company and the lessons learned at school. Tutoring/mentoring also offers students special conditions in which to plan a student's personal and professional project, an essential opportunity to have their professional experience accredited and to benefit from expert feedback.

This process implies reciprocal commitments:

Students agree to respect the structure and organization of the tutoring/mentoring scheme. This commitment has for main objective to help student in his/her studies at ESSEC.

In return, tutors/mentors agree to carry out all the functions of tutoring to which they are committed, and to keep informed the school and in particular the Career Services. It is the commitment of students to request them for meeting.

■ **Commitments regarding companies**

ESSEC offers its students a number of different ways in which to gain experience and put into practice the knowledge they acquire in class, via internships, apprenticeships, professional missions and corporate inter-disciplinary projects. ESSEC also encourages students to take part in the social life on campus.

Companies are important places of learning for students, offering an experience that enables them to:

- Face the reality of the economic world;
- Put to use knowledge and ideas acquired in class;
- Adopt new ways of working;
- Contribute to the production of added value within the company, by showing initiative.

The behavior of students whilst on internships, professional missions or apprenticeships contributes significantly to the building of ESSEC's image and reputation. Therefore, all students must:

- Show personal dedication to their mission
- Assume a professional attitude, especially:
 - Respect of rules pertaining to life within a company (working hours, appearance, absence, time off).
 - Respect towards one's colleagues, juniors and superiors.
 - Respect of one's obligations to the company (especially in the event of a premature end to an internship or a disagreement over the nature of the mission).
 - Respect for the confidentiality of data and information concerning the company.

In order to gain maximum benefit from a professional experience placement and to receive accreditation, it is essential that students perform a full appraisal of their placement with the person in charge of the internship or apprenticeship, as well as the relevant ESSEC tutor.

NB: The internship research and recruitment interviews must be done outside the framework of the course.

■ **C**ommitments regarding administrative requirements

Students must comply with all the administrative requirements (Office of Student Affairs, Alegessec, office of Academic Affairs) during the whole length of their studies until graduation. Students must also ensure to respond promptly to requests coming from administrative services.

Course attendance rules

Except in the case of a specific rule decided by the professor and mentioned in the course syllabus, the general rule applied to all the courses of the Master program is the following:

- No penalty up to 2 absences
- If more than 2 absences, and whatever the reason of the absence, the grade 0 is given to the course.
- There is no « bonus » point for being present at all the sessions.

An absence may be excused in the following cases: hospitalization, death in the family, exam of driver's license and "cas de force majeure" (eg. juror sitting court ...).

The formal justification must be presented to the Office of Academic Affairs within two weeks maximum to be taken into account.

The professor will have the possibility to implement the rule or not. If the professor wishes to use another rule, this rule has to be mentioned in the course syllabus handed out to the students.

Rules of examinations

■ **A**ttendance to examinations

The examinations are mandatory and are priority to all other activity. For Master students, the final quiz usually takes place during the last day of class.

Rules for ESSEC students:

If a student is absent during an examination session, his/her grade will be reduced to 0 (zero).

An absence at an intermediate examination will be excused only in the cases listed in the preceding paragraph. (Formal justification is requested). In this situation, students have to contact the professor and the Office of Academic Affairs immediately.

Once the grades posted on MyESSEC, they can be objected within 4 weeks maximum. After this time, the final grade will be declared definitive.

■ **Respect of discipline rules during the examinations**

Students must:

- imperatively be present in the room $\frac{1}{4}$ of an hour before the beginning of the test;
- have with them all the necessary documents to prove their identity (student cards must imperatively be placed on the student's table);
- sign the attendance sheet;
- leave their coat, bags, telephone, etc. at the very place pointed out by the supervisors;
- sit on the reserved seat in case of numbered seats or on the seat designated by the supervisor;
- work individually with occasional exception (ex. disabled student);
- only use the support which is authorized by the examination rules: attention, lab top may be authorized or not, its use has to be strictly mentioned;
- only use anonym paper and scratch paper which is given to students during the test;
- hand-in they work at the specific time for the end of the examination, even if it is a blank sheet;
- hand-in the borrowed tools for the test (calculator, etc.).

Student must not:

- use electrical device (telephone, calculator, notebook, tablet, etc.) unless the professor gives a specific authorization – this device will have to be turned-off and put away in their bags;
- leave the examination room before having past the identification control and signed the attendance sheet to hand-in the paper;
- go back to their seat after having handed-in their paper and signed the attendance sheet.

During the examination, students are not authorized to leave the examination room, except in rare cases assessed by the supervisor.

Students leave the room once they have handed-in their paper and signed the attendance sheet. However a one hour long minimum period of attendance to the test is requested.

No paper will be accepted by the supervisor outside the examination room or by the secretariat of the department after the test.

Late candidates

Late candidates, who arrive after the exam question has been given, still have access to the examination room. No additional time will be allocated to late candidates (the fact that the candidate was late will be written on the attendance sheet).

Laying out for disabled student

To ensure equal opportunities for students, amenities reviews are planned. The student must first mention his/her situation to the Academic Affairs department with a formal proof. For each examination requiring specific conditions (logistic or overtime), the student must make a request to the office of Academic Affairs within a minimum of 2 weeks before the examination date.

Cheating and fraud attempts

During the test, communication or communication attempts, fraud or fraud attempts are strictly forbidden and punished.

No exchanges from a student to one other are permitted (document transfer, calculator ...) Supervisors are authorized to carry out a strict control of identities and of the tools permitted. They are also mandated to do firm reproaches in cases of observation of communication attempt among students.

In case a student is caught red-handed for fraud or fraud attempt, the supervisor in charge of the examination room:

- does what is necessary to stop the fraud without interrupting the participation to the examination;
- takes the documents, tools or support, which will enable to establish the reality of the facts;
- immediately makes a report countersigned by the other supervisors and the author(s) of the fraud or fraud attempt. If someone refuses to countersign, it is written down on the report.

The fraud or fraud attempt is immediately reported to the professor and to the Head Office of Academic Affairs.

In the events of person substitution or disruption affecting the exam, the supervisor can exclude the student and informs the Head Office of Academic Affairs.

Validation rules of Refresher courses

These 7 Refresher Courses, listed below, are given in English and in French.

- | | | |
|----|---------------------|---|
| 1. | CPTC31080 | Mise à niveau Comptabilité |
| | <i>ou</i> CPTC31081 | <i>Refresher Courses Accounting</i> |
| 2. | ECOI31080 | Mise à niveau Microéconomie |
| | <i>ou</i> ECOI31081 | <i>Refresher Courses Microeconomics</i> |
| 3. | FING31080 | Mise à niveau Finance |
| | <i>ou</i> FING31081 | <i>Refresher Courses Finance</i> |
| 4. | IDSM31080 | Mise à niveau Mathématiques |
| | <i>ou</i> IDSM31081 | <i>Refresher Courses Mathematics</i> |
| 5. | IDSS31080 | Mise à niveau Statistiques |
| | <i>ou</i> IDSS31081 | <i>Refresher Courses Statistics</i> |
| 6. | IDSI31088 | Mise à niveau Informatique |
| | <i>ou</i> IDSI31089 | <i>Refresher Courses Computing Skills</i> |
| 7. | MKGM31080 | Mise à niveau Marketing |
| | <i>ou</i> MKGM31081 | <i>Refresher Courses Marketing</i> |

These courses are mandatory if the student has not followed them in his/her previous studies. They do not count towards the Master's degree requirements of 24/25 credits (24/25 UV). **They constitute prerequisites for core courses.** Those Refresher Courses may be waived after passing tests, for students who have already studied them.

To validate Refresher Courses, students must obtain an average total grade of 10/20, with no grade under 8/20. For example:

- Two courses followed, grades obtained are 8/20 and 12/20, average total grade is 10/20, students validate the Refresher Courses.
- Two courses followed, grades obtained are 7/20 and 13/20, average total grade is 10/20, students have to retake the exam for the course for which students have got the 7/20 grade, since it's below the minimum required.
- One course followed, grade is 9 or below, their average grade is under 10/20, they must retake the exam.

If students do not obtain the required grade and have to re-take the final exam, a catch up quiz is organized during the second term (in February). If students cannot take this catch up quiz, they are automatically registered to retake the course during the following Fall and have to follow it again.

The grade of the catch up exams cannot be over 12/20.

Important: without the validation of the Refresher Courses, you cannot register to the corresponding core course. For students in the Core Track who didn't validate one of refresher courses, the grade of the core course is kept until they take again the refresher course at the first trimester of the year n+1. If the refresher course is validated the year n+1, the grade of the the core course corresponding will be registered. Otherwise, the grade of the core course will be cancelled and the core course should be retaken on Cergy Campus.

Graduation requirements

The graduation jury, composed of a president and a deputy president designed by the minister in charge of Higher Education, and of a secretary who is a representative of the Chief Education officer of the education district, provides the list of students presented to the ESSEC degree to the Minister in charge of Higher Education.

Students who, **according to the year in which they entered the program** (and not according to the year of admission) and **their status**, have completed all the requirements listed in the following table or who have completed the years of study allowed by the academic rules, are presented to the graduation jury.

For international double degree students, graduation requirements vary according to the degree of the home university and the double-degree agreement. For more information, please consult the Office of International Relations.

For French double degree students, graduation requirements vary according to the degree of the home university and the double-degree agreement. For more information, please consult the Head Office of Academic Affairs.

Once they graduate, students receive the official diploma, sealed by the Ministry of National Education, and a diploma supplement, written both in English and French, with sections as planned by the European Commission.

Validate the following academic, professional and international requirements		For each student who enter	
		the Master program from 2010-2011	the Master program from 2014-2015
Refresher Courses (AST students)	Course \geq 8/20 Refresher Courses average \geq 10/20	X	X
TOEIC	min. 850 points	X	X
Core courses	8 UV	X	
	9 UV		X
Management elective courses	12 UV	X	X
Among Core Courses and/or Management Electives	6 UV minimum followed in English	X	X
	1 UV for Apprentice Students = MGTP31206/31207 or MGTP31208	X	X
Language (other than English)	2 UV in a same language*	X	X
Complementary courses	2 UV (to be chosen among: management and/or language courses)	X	X
Total number of courses to validate (with min. of 10/20)		24	25
Professional experience	6 UVEP = 18 months	X	X
International experience	9 UVEI = 9 months	X	X

* French is compulsory for international non-French-speaking students.

Part 1: Terms of access and registration rules:

■ Accessing the registration system

Access to the registration system for the Master program is granted to students whose academic situation is deemed stable (notably, successful completion of the Pre-Master year for students admitted via competitive exam) and whose administrative records are in order (tuition obligations and fees up to date, re-registration application duly returned, etc.).

In the event of access being denied, confirmation of the reason (blockage or “Hold”) can be consulted via MyESSEC (see part 2, Practical Information for Registration).

■ Registration rule

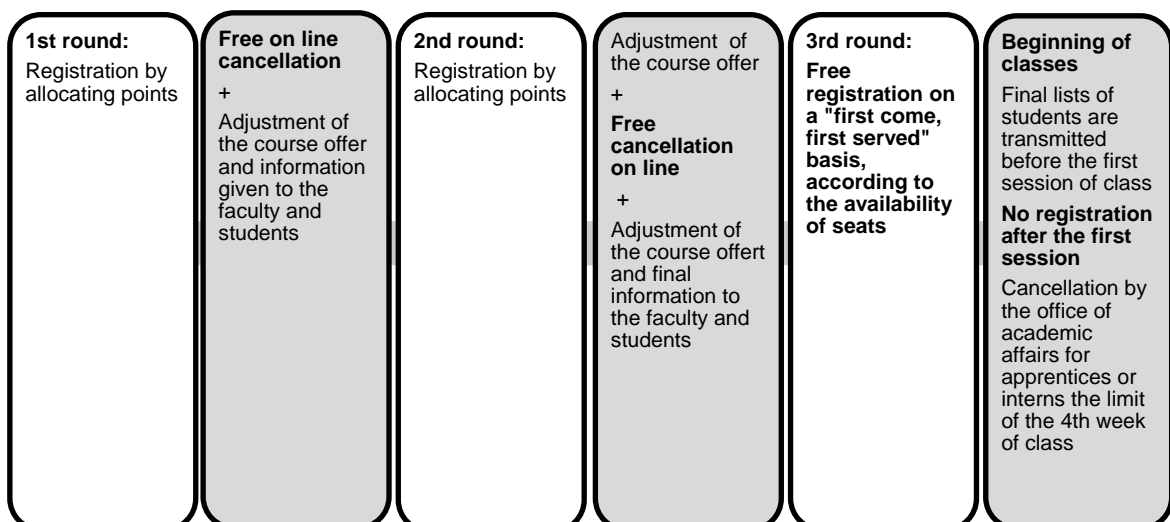
During the Master, students may register for 30 courses of 25 hours each (excluding Refresher Courses) in order to obtain the required 24 course credits. Students who will enter the program in 2014-2015 will have the possibility to register for 31 courses in order to validate the 25 required credits. **Registration for in excess of 30 or 31 courses will be invoiced according to a scale that can be consulted via the Student Accounting Office.**

Master students may register for a maximum of seven courses, including a maximum of two different language courses, per trimester. **Registration for a course is a mandatory condition for obtaining the corresponding course credit. Course credits are never awarded should registration not have been duly completed.**

■ Registration rounds and course cancellation

Registration for Master courses takes place over three rounds while cancelling courses is possible during two intermediate phases.

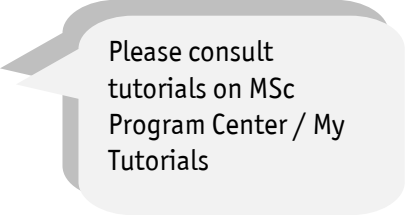
Registration process



The three rounds take place before the beginning of the trimester. Each round lasts approximately four days. The first and second registration rounds are each followed by a phase of possible cancellation. This phase usually takes place one or two weeks after the registration round and lasts for two days.

The exact dates of each registration round are indicated at the beginning of the year and appear on the website MSc Program Center/course registration.

Three tutorials have been created to help students in their course choice, to plan their time table and to register on line. They are available on the website MSc Program Center/ My Tutorials.



Please consult tutorials on MSc Program Center / My Tutorials

■ Allocation of points

During the first and second rounds, registration for Master courses operates by the allocation of points. Master program students are attributed 140 points per trimester, although some exceptions do exist.

Apprentices alternating work and study within the same week have a lower point total that is calculated in relation to the amount of time they actually spend at the school. They must ensure that the calendar for their sandwich course is communicated to the Office of Academic Affairs before the first registration round. Failure to do so will prevent them from being able to register. Students on full-time placements in companies, internships or apprenticeships cannot register for courses and, therefore, are not attributed points.

Students of the MBA in Hospitality Management or other programs permitted to register for certain Master courses are attributed a certain number of points to be decided by the heads of the Master program subject to an agreement with the relevant programs. They may also be subject to specific rules and regulations.

Master students may register for MBA of Hospitality Management courses, without using points, subject to authorization by the MBA Head of Academic Affairs.

■ Prerequisites

Certain courses carry particular requirements (cf. Course catalog and chapter “core courses” of this guide). Registration for such courses pre-supposes the successful acquisition of course credits for the prerequisite courses. Since 2011, students may register for a course if they are currently following the prerequisite course(s).

Nevertheless, a student, who is registered in a course for which he/she could not validate the mandatory prerequisite course(s), will be automatically unregistered from the course during the third week of classes, at the latest. Then, the student will no longer be able to register to an additional course for the term.

■ Equivalent courses

For certain courses, an equivalent course exists. The code is different but the content is either identical or very similar (e.g. two courses with similar content, one taught in French and the other in English). Equivalent courses are indicated in the *Course Catalog* (“Equivalent” section in the tables). The registration system automatically blocks an attempt to sign up for a course if registration for the equivalent course has already been carried out (“Academic History”).

PLEASE NOTE: the registration system does not block registration to an equivalent course if the score for the first of the two courses has yet to have been confirmed or if it has not been transferred into a student’s “Academic History”. It is generally unadvisable for students to register for two equivalent courses. In the event of a student succeeding in both, only one course credit will be awarded.

■ **Re-registering for a course**

It is possible for students to re-register for a course that they have already taken but for which they failed to obtain the course credit, provided that they apply to the Office of Academic Affairs using the appropriate form “permit” available on the MSc Program Center.

PLEASE NOTE: the registration system does not block re-registration for a course if, during re-registration, the score from the first time round is yet to have been confirmed or if it has not been transferred into a student’s Academic History. Students must try to avoid this situation when they have already obtained the course credit. In the event of students successfully completing the course on both occasions, only one course credit is awarded. Beware, two credits will be deducted from 30/31 course authorized.

■ **Registration and course cancellation procedure**

Except in certain circumstances, participation in the first registration period is mandatory. Students are free to submit their application for the courses available for the trimester in question, by allocating their points to the courses of their choice. For as long as the first registration round remains open, they may change their selection and allocation of points as they wish. The results will be official only when the students received the mail of the Office of Academic Affairs.

At the end of the first round, the students registered per course are sorted according to the number of points allocated. In the event of the number of available places being higher than the number of students registered, all applications are accepted. In the event of the number of applications exceeding the number of available places, the applicants having allocated the highest number of points are accepted. In this instance, applicants who are rejected are given back their points and they may re-apply in the second registration round.

A first cancellation phase follows the first round and allows students to cancel their registration for one or several courses they would have obtained at the end of the first round. For each cancellation, the student is given back the points he/she has allocated for the course during the first round.

The second round (optional) enables students to complete their course registration in the event of certain applications having not been successful during the first round. The sections filled during the first round are no longer available. Students may apply to sections where available places remain by allocating their remaining points or those that were given back to them. For as long as the registration round is open, students may change their selection or the number of points allocated but they may not cancel their registration to courses that they joined during the first round nor modify the number of points allocated during that round.

A second cancellation phase follows the second round, like for the first phase, and allows again students to cancel their registration for one or several courses they would have obtained at the end of the first and second registration rounds. During this second phase, the student is not given back the allocated points (they are not useful for the third round).

During the third round, students register without allocating points to the sections where available seats remain. They register on a “first come, first served” basis. No cancellation is possible. At the end of the third round, the final lists of students are transmitted to the academic departments and faculty, before the beginning of classes.

No registration or cancellation will be allowed, except for specific cases (if a student goes on internship or apprenticeship, for which formal justification will be required and in the limit of the 4th week of class). Under these latter conditions, if the cancellation is not carried out in due time or in the event of a student giving up the course, the student will be considered as having taken the course and the course will be duly deducted from the total of 30/31 credits. The students must not contact the professors about the registrations courses. Students who did not attend the first language course without warning the CRL will see their registration to this course cancelled.

Registrations exceeding the norm are not possible.

If a student signed an internship or apprenticeship contract, the academic affairs department will unregister classes, subject to submission of proof until the 4th session of the course included.

Dropping courses is not allowed except in the cases listed below:

- Signing an internship or apprenticeship contract beyond the first 4 classes. (Subject to formal justification)
 - Validation of a core course taken in the previous quarter that caused a re-enrollment in this course in the current quarter
 - "Cas de force majeure" duly justified at the discretion of the Office of Academic Affairs
- In all situations, each AB mention (for abandon) will be deducted from the 30/31 credits.

The student must contact the Office of Academic Affairs which will validate or not the dropping course.

Part 2: Practical information for registration

Please refer to the third registration course tutorial available on the MSc Program Center/My Tutorials.

Open a web session with the following address: <http://myessec.com>

Enter your student username and password and then select **MSc Program Center** then **Course registration**.

Click on the link **Banner Course Registration Module** then **Add/Drop classes** and select in the drop-down menu the relevant term and confirm by clicking on **Submit Changes**.

The screen displayed will enable you to enter your choice of courses with the number of points you decide to allocate. The following useful information appears on the screen:

- Current registration round (Round);
- Period (P/Term);
- Deadline for registration per round and registration cancellation phases;
- Maximum number of points (Max Points);
- Maximum number of courses per day (Max Courses per Day);
- Available remaining points (Points available).

■ First round

For each course chosen, you must indicate the CRN (Course Reference Number) and the number of points allocated (PNTS). Save your request by clicking on **Submit Changes**.

If you do not know the Course Reference Number, click on **Class Search** or select **Moteur de recherche** in the «*Course registration*» menu and enter the subject (e.g. FINM Market Finance, DEVN Negotiation Workshop, etc.) and the digit code (e.g. 31124, 31155, etc.) relating to the course of interest.

IMPORTANT: the same course may contain several open sections, each one having a different Course Reference Number.

Only registration to Master-related courses requires the allocation of points (courses with a xxxxx31xxx code). For courses relating to other institutions, registration (when possible) is accepted or refused directly on the basis of the number of available places.

This operation (CRN/PNTS + submit changes) can be carried out a number of times.

If no error message is displayed, then your request has been registered (at this stage, this does not mean that your request has been accepted).

The list of courses and the points allocated is now displayed. In the event of an error, the registration request is refused. The list of courses concerned is displayed with a message indicating the reason for each refusal.

See the alphabetical list of error messages on the following page for an explanation.

ALPHABETICAL LIST OF ERROR MESSAGES AND EXPLANATIONS

CLASS RESTRICTION	Section only offered to a category of students to which you do not belong
CLOSED SECTION	You have allocated points to a section that is closed (maximum number of places taken or closed for administrative reasons)
COURSES PER DAY EXCEEDED	You have exceeded the maximum number of courses per day
CREDITS EXCEEDED	You have exceeded the maximum number of courses per trimester
DUPL CRSE WITH SEC-XXXX	You have tried to register for two equivalent courses
DUPLICATE CRN	You have tried to register for two sections of the same course
LANGUAGE COURSES EXCEEDED	You have exceeded the maximum number of authorized courses in the same language for the trimester
LANGUAGE LEVEL REQUIREMENT IS NOT MET	You do not possess the required linguistic level to take this course
LEVEL RESTRICTION	Section only offered to a category of students to which you do not belong
MAJOR RESTRICTION	Section only offered to a category of students to which you do not belong
NOT A POINT COURSE	You do not have to allocate points for this section
POINTS COURSE, MUST ENTER POINTS	You have to allocate points for this section
POINTS EXCEEDED	You have allocated more points than you have remaining
PREQ and TEST SCORE-ERROR	You have not taken the pre-required courses
REPEAT COUNT EXCEEDS 0	You have tried to register for a course for which you have already registered earlier in your studies (0 re-registration authorized)
TIME CONFLICT WITH XXXXX	You have tried to register for a section timetabled at the same time as section XXXXX

When an error is displayed but can be rectified (e.g. by avoiding going over the number of points that remain available), you can continue the registration process by making the required selection. Check your registrations very carefully (course, day, timetable slot) so as to avoid any mistakes when entering information.

PLEASE NOTE: When you have completed your registrations, log off (**exit** button top-right) in order to ensure that no-one else can access your personal information.

If you change your mind concerning a request that you have already entered into the system (for example, you no longer wish to register for a course or wish to change the number of points allocated), select **Abandon** in the **Action** box located next to the Course Reference Number. Save the change(s) with **Submit Changes** and, if necessary, select another option.

For the entire duration of the first round, you may log on several times in order to change your registration requests. Once the round is closed, your requests can no longer be changed.

■ **At the end of the first round**

You may log on, but access to the registration system is closed. During the first few days, certain data and operations are being finalized, meaning that no information will be accessible.

After this, once the office of academic affairs announces it, you will be able to consult the list of sections for which your registration has been accepted by selecting Myessec.com/MSc Program Center/Course registration/Student Detail Schedule.

■ **First registration cancellation phase**

Firstly check the status of your registrations from the first round (which of your requests have been accepted or refused, and in relation to the number of points allocated?).

Then, if you wish so, you may decide to cancel your registration for some courses in order to re-organize your timetable. For this, select Myessec.com/MSc Program Center/Course registration/Banner Course Registration Module, then select in the menu "Abandon web" for the course(s) you wish to cancel.

■ **Second round**

During the second round, if you wish so, you may complete the registration process by selecting sections that remain open (the list can be consulted on myessec.com). Enter the Course Reference Number and the number of points you wish to allocate, or use **Class Search** or **Moteur de recherche**, as during the first round. Registration requests during the second round can be changed up to the end of the same round.

■ **Second registration cancellation phase.**

The same restrictions and possibilities apply as for the period between the first and second rounds. You may cancel your registration for the courses you have been registered in.

■ **Third round**

The third round takes place one week before the beginning of classes. Firstly, check the status of your registration requests and then, if necessary, complete them by selecting sections that are still open. Follow the same procedure as for previous rounds but without allocating points. Registrations are accepted or refused immediately, by order of arrival, and in relation to the number of available places remaining.

However, at this stage you will not be able to cancel your registrations from previous rounds in any other way.

■ **At the end of the third round and in mid-trimester**

You may consult the list of courses for which you have successfully registered via the appropriate menu.

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Anne-Claire PACHE
Ass.: Laurence BILLET
33 (0)1 30 43 31 36 - billet@essec.edu

Your contacts at ESSEC MSc in Management

Internet Websites
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Student website: www.esseclive.com
Extranet: www.myessec.com

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Head of the Office

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Office of Academic Affairs

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essecnet@club-internet.edu
Website: www.essecnet.com

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Office: H103D
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33 (0)1 34 43 31 19
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Health Coverage/Grants

33 (0)1 34 43 31 07 (ou 33 12)
info-admin@essec.fr

Registration/Administration files

33 (0)1 34 43 33 96
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Residence Permit/ Foreign Student Office

33 (0)1 34 43 33 82
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Dr Arnaud RICHARD
33 (0)1 34 43 39 52

Nurse (A13)

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Library

Open hours
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(10.00 am - 7.00 pm on Saturday)
33 (0)1 34 43 32 68
learningcenter@essec.edu

Computer Helpline

Opening hours: 8.00 am-6.00 pm
33 (0)1 34 43 32 00
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Admissions Director

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MSc Admissions

Coordinatrice ASTI

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ESSEC decision-making bodies and students participation to the school's life

■ **Steering Committee**

The Steering Committee comprises the Dean of Graduate Programs, the Associate Dean for Academic Affairs, the Academic Affairs Manager, The admissions Manager, the International Relations Manager, the Consultant Team Manager (Career Services), and the Communication Manager.

It is, under the responsibility of the Dean of Graduate Programs, the executive body of the school.

■ **The "CP" (Educational Committee)**

The committee gathers, in addition to the members of the Steering Committee, the Academic Affairs Manager, the Professors representing each of the eight academic departments and the Director of the Language & Culture department, Michael KOUKLAKIS.

It handles, with the Dean, the educational evolutions of the MSc program (creation of new courses, development of English courses, improvement of the MSc program,...).

■ **The "CE" (Teaching Committee)**

The Teaching Committee includes the members of the Educational Committee

- elected students (representing the Initial Period, students admitted to the MBA program with French and International degree),
- the BDE president
- the BDS president
- and the ESSEClive president.

The elected students

- pass on information to the Educational Committee on the program evolution (innovation suggestions, questions on/about student life, courses follow-up...),
- broadcast to all students the information passed on during the CE particularly thanks to the website ESSEClive,
- contribute towards communication and exchanges between students and the steering committee.

ESSEC strongly encourages students to volunteer as student representative at the beginning of the school year as to participate at the school's life and to be an actor in the improvement of the program.

■ **The “CVE” (Student Life Council)**

The Student Life Council is led by the President, Jean-Michel BLANQUER, and is constituted by the following persons: the Director for Facilities Management, Jean-Pierre BEAULIEU, the Dean of the Faculty, Vincenzo ESPOSITO-VINZI, the Deans of the programs (ESSEC BBA, MSc in Management, Advanced Masters), the vice-president for External Affairs, Jean-Pierre CHOULET, Career Services representative, and the Presidents of the main student clubs.

It deals with the following issues:

- the improvement of the student’s study and life conditions on the campus
- citizenship and student’s commitment
- the steering of student life on the campus.

At the moment of printing this volume, all precautions have been taken
to be as precise as possible.

However ESSEC reserves the right to make any change deemed necessary
and on short notice, concerning regulations, enrollment conditions, courses
or any other elements about the life within the school.

The list is not exhaustive.