

FACT SHEET 2014/2015

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Erasmus Code	F TROYES07

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ON-LINE APPLICATION

Application periods & deadlines	<p><i>Lists of students nominated by Home Coordinators should reach us before students apply online</i></p> <p>FALL SEMESTER : April 15th until May 15th + Accommodation : May 16th to June 15th + Course selection: from July 1st to July 15th (except for Double Degree students)</p> <p>SPRING SEMESTER: October 15th until November 15th + Accommodation : Nov 16th to December 15th + Course selection: from January 1st to January 15th (except for Double Degree students)</p>
Link for application	<p>Simple exchange students : http://www.yes-campus.com/inscription_incomings/</p> <p>Double degree students : http://www.yes-campus.com/inscription_incomings/?doubleDegree</p>
Documents required (all students)	<p>Passport photo and passport/ID (ready for uploading) Extra documents :</p> <ul style="list-style-type: none"> - Transcripts of records (to be uploaded asap) - European Health card or private insurance (to be uploaded asap) - Arrival form (to be filled in before August 15th for Fall /January 15th for Spring) <p>- Documents to bring to apply for CAF housing benefit (see below who is eligible) on your arrival :</p> <ul style="list-style-type: none"> - Birth certificate + mandatory official translation into French. Both documents must be issued with 'Apostille', and they will have to be issued no more than 2 months before applying to CAF. - Visa (on passport), please upload it on our platform as soon as you get it
Visa procedures (non-European students)	<p>IMPORTANT FOR ALL NON-EUROPEAN STUDENTS :</p> <ul style="list-style-type: none"> - BEFORE coming to France: compulsory application for a visa, depending on your <u>country of residence</u> (not on your nationality): either on Campus France website www.campusfrance.org or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications have to be submitted at the French consulate of the country of residence. - ONCE in France, and depending on the visa you received : <ul style="list-style-type: none"> - Visa 'Etudiant' 'CESEDA R311-3 6°' (valid 3 months before extension) : this type of visa is given to students who come for an academic year, and sometimes for a semester : compulsory procedures once in France to get an extension (with help of International Office) : medical visit, payment of official tax and interview with OFII (58 € in 2013/14), French Immigration Bureau, in Troyes. With this type of visa, you may apply to CAF and work in France (60% of legal working hours). - Visa 'Long séjour temporaire' 'Dispense temporaire de carte de séjour' : this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but students are not entitled to apply for CAF housing benefit, and are not allowed to work.

ACADEMIC CALENDAR 2014/2015

ARRIVAL DAYS	<p>Fall semester : Thursday 28th and Friday 29th of August 2014 Spring semester : Monday 2nd and Tuesday 3rd of February 2015 (Warning: for double degree students in INBA & MBA Tourism programmes, arrival on Monday 2nd only)</p> <p>A pick-up service from Troyes train station is offered only on arrival days ; students are taken to their flats by 'ESN 3' French students.</p>
COMPULSORY Orientation days	<p>Fall semester : Monday 1st and Tuesday 2nd of September 2014 Spring semester: Wednesday 4th of February 2015</p>
Semester dates	<p>Fall semester : 1st September 2014 - January 31st 2015 Spring semester : early February 2015 - June 30th 2015</p>
Intensive French classes	<p>Fall semester : Wednesday 3rd to Friday 12th of September Spring semester: Thursday 5th to Friday 13th of February 45 hours: beginner, intermediate and advanced (all our French classes are free of charge)</p>

ARRIVAL INFORMATION

Accommodation	<p><input type="checkbox"/> On campus <input checked="" type="checkbox"/> off campus</p> <p>Student may use the specific accommodation platform on our website. The relationship is legally established between students and landlords Important note : the International staff cannot help students who do not choose a room from platform. They will have to look for an accommodation on their own.</p> <p>Online booking: Fall semester: May 16th till June 15th / Spring semester: Nov.16th till December 15th</p> <p>Rent : approx. from 350 to 450 € per month per person 1 or 2 month-deposit requested upon arrival. 1 or 3 month notice before departure. Once your accommodation is booked, no change will be possible. During arrival days students will be taken to their flat, sign the 5-month (or 10-month) rental contract, pay the deposit and the first month of rent, and will receive the keys.</p> <p>Housing benefit (CAF) : For European students, and non-European students holding ^Visa Etudiant CESEDA R311-3 6°. Information and documents for application to CAF is sent by International Office before arrival. Applications to be taken directly to CAF by students.</p> <p>NB : Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)</p>
Other expenses	<p>Student Union (BDE) fees : approx. 25 €/ semester <input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional Sports Union (BDS) fees : approx. 20 €/ semester <input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional</p> <p>Housing insurance : approx. 60 € <input checked="" type="checkbox"/> compulsory <input type="checkbox"/> optional</p> <p>International Student Card (includes access to library, photocopies..) : free of charge <input checked="" type="checkbox"/> compulsory <input type="checkbox"/> optional</p> <p>Compulsory residence permit for non-European students holding ^Visa Etudiant CESEDA R311-3 6° (58 € in 2013/14).</p> <p>Food : approx. 200 €/ month Public transport : approx. 30 €/ month Entertainment : approx. 60 €/ month "Baguette de pain" : approx. 0,80 € Lunch ticket at school : 3,20€ (2013/14)</p>
Health insurance requirements	<p>European students must bring the European Health Card (EHIC)</p> <p>Non-European students must take out a private insurance policy before departure. They ALSO have to subscribe the compulsory French Health Insurance "Sécurité Sociale Française" on arrival (211 € in 2013/14), except for those studying in Europe and holding a EHIC card.</p>
Bank Account	<p>A French bank account is compulsory to get the housing benefit. We will help you to open one during the orientation days</p>

COURSE INFORMATION

Course details	<p>Available on our Intranet : http://www.groupe-esc-troyes.com/index.php?option=com_wrapper&Itemid=742</p> <p>Normal load is 30 ECTS credits per semester In the ECTS (European Credit Transfer System) system of study points, a student gets 60 credits per year; Students can choose any of the courses offered at Groupe ESC Troyes (offered on several campuses in different parts of the city). However they have to fulfil the requirements of their sending institution. Language of tuition : French or English (please select 'Teaching Language')</p> <p>Online selection : <i>Fall semester : July 1st till July 15th / Spring semester : January 1st till January 15th</i></p> <p><i>Double Degree students do not have to select courses, as specialization is chosen when filling online application (DD INBA students only have to choose a language track when applying)</i></p>
Language courses	<p>Our Language Department offers French as a foreign language courses, intensive and regular (free of charge) A test must be taken online when applying, so that we can organize different level groups)</p> <p><i>We advise all exchange students to attend the intensive French language course (beginner, intermediate or advanced), and then the regular French language course during both semesters</i></p> <p>Restricted numbers in Spanish, German, English, Russian and Chinese courses.</p>
Grading System at Groupe ESC TROYES	<p>A : 18-20 / EXCELLENT D : 12-13,9 / SATISFACTORY B : 16-17,9 / VERY GOOD E : 10-11,9 / SUFFICIENT C : 14-15,9 / GOOD F : <10 / FAIL - FA : Absent</p>
Exams	<p>Students have to take exams during or at the end of each semester (final exam, oral exam, report, paper work...) They have the possibility to resit exams once (compulsory registration)</p>
TOEFL (English test)	<p><input type="checkbox"/> compulsory <input checked="" type="checkbox"/> not requested</p>
TFI (French test)	<p><input type="checkbox"/> compulsory <input checked="" type="checkbox"/> not requested</p> <p>However, we rely on our partner institutions to ensure that students coming to study at Groupe ESC Troyes have a sufficient level of French / English, to cope with an academic environment.</p> <p>For students taking part in our Double Degree Programmes, a good command of French/ English is compulsory :</p> <ul style="list-style-type: none"> - ESC Programme: French and English - INBA programme: French or English - EMVOL Luxury Tourism Management Programme : English only (Spring semester)

FURTHER INFORMATION

Number of students at Groupe ESC Troyes	1 700
Number of inhabitants in Troyes	130 000 (including suburbs)
Staff	<p>65 administrative staff 35 permanent teachers 350 professional teachers</p>
International students (approx)	<p>350 incoming students per year 350 outgoing students per year 300 students on workplacement abroad 198 partner universities</p>
International welcome days	<ol style="list-style-type: none"> 1- Organized by International Office 2- Arrival days and pick up service at Troyes 3- Introduction period by International Office in cooperation with ESN 3 4- Diverse courses offered from several programmes (taught in French or in English) 5- Focus on practical education within an academic environment: <ul style="list-style-type: none"> - ESC General Management Program - INBA International Business Program - EMVOL Tourism Management/ Luxury Tourism Management Program - Arts and Design Program (for Design students only)
School Facilities	<ul style="list-style-type: none"> - Wireless System Network (WIFI) - Library - Language Lab - Restaurant and Cafeteria - Computer rooms - Fitness Centre - Student unions (BDE, ESN 3, BDS...) - 3 Campuses : <ul style="list-style-type: none"> - Campus Brossolette - Campus St Martin - Site Technopole
Useful links	<p>Troyes Tourist Office : http://en.tourisme-troyes.com/ French railways (SNCF) : http://www.voyages-sncf.com/billet-train/horaires</p>