

▶▶ IÉSEG School of Management

Established in Lille in 1964, within *Université Catholique de Lille*, France's largest private university, IÉSEG is now one of the top 10 business schools in France. It was ranked 7th by the Magazine L'Étudiant/ L'Express in its General Ranking and 5th for Academic Excellence in French Business Schools 2018 ; ranked 32nd in the world in the Financial Times Global Masters in Management Rankings 2018.

The mission of the school is to prepare students to become complete, international managers who initiate change, and contribute to the development of responsible, innovative and enlightened organizations.

With 285 partner universities located in more than 69 countries, IÉSEG strives to create a truly international learning environment for its students, faculty and staff. IÉSEG currently hosts 5500 students on its both campuses, with 2400 international students. 82% of IÉSEG faculty is international.

Programs are taught completely in English: we offer on both campuses a 3-year Bachelor Cycle covering the fundamentals of management followed by a 2-year Master of Science in Management Cycle in which the students deepen their management knowledge and choose a specialisation (**Grande École Program**).



▶▶ LILLE Campus

Address: 3, rue de la Digue
 Zip Code / City: 59000 Lille
 Country: FRANCE
 Tel: +33 (0) 320.545.892
 Fax: +33 (0) 320.574.855
 Website: www.ieseg.fr

Lille is the 3rd student city in France, French youngest and friendliest metropolis with a vibrant cultural scene and outstanding quality of life. It is the gateway to north-western Europe with 5 European capitals within a 250 km radius: IÉSEG is easily reached from Brussels (35 minutes), London (1h20) and Paris (1 hour). Landing at Paris Charles De Gaulle airport and taking the TGV fast train is the most convenient way to get to Lille (1 hour). You will discover a unique blend of European traditions, integrating the charm of French city life and with Northern European architecture and history.

The school has its own facilities at the heart of the beautiful Catholic University campus, next to the peaceful Jardin Vauban and within easy walking distance from student residences and the commercial and cultural centre of Lille. On 22,500 m² the campus has 26 lecture halls, 47 classrooms, 7 multimedia rooms, 2 trading room, 1 library, 1 cafeteria and rooms available for school associations.

We revealed a vast renovation and extension project of Lille campus to open in 2021 <https://www.ieseg.fr/en/news/discover-the-ieseg-village-project-with-new-video/>



▶▶ PARIS Campus

Address: Socle de la Grande-Arche, 1, parvis de la Défense
 Zip Code / City: 92044 Paris-La Défense cedex
 Country: FRANCE
 Tel: +33 (0) 155.911.010
 Fax: +33 (0) 147.759.375
 Website: www.ieseg.fr

As France's capital, Paris is a major source of culture, history, fashion, food, and more. The city's rich cultural and historical base, coupled with its tendency to transform and develop, makes Paris an innovative and dynamic city. It was ranked 1st in the QS Best Student Cities Ranking 2015 and 2016.

Paris campus opened in 2009 in the heart of the business district of «La Défense» more precisely in the «Grande Arche», and was extended with a brand new building in September 2017. On the 15,500 m² the campus has 20 lecture halls, 20 classrooms, 3 multimedia centres, 1 trading room, 1 library, 2 cafeterias and rooms available for school associations.

This prime location allows the school to reinforce its links with companies and build on its already excellent reputation nationally and internationally (1 500 companies). La Défense is itself a very important economic area: the campus is close to a big shopping centre, restaurants, snack bars, cinemas, and above a RER station (transportation), 45 minutes from TGV train station Gare du Nord, 55 minutes from Paris CDG airport.

▶▶ CONTACT DETAILS



Associate Director – International Relations International Students Services and Exchange Programs

Mr Pascal AMEYE

p.ameye@ieseg.fr

>> Management of international exchange programs, academic advisor, nominations and applications



Manager International Services and Exchange Programs

Ms Coralie LEDUCQ

c.leducq@ieseg.fr

>> Requests before arrival, nominations & application



International Partner Relations Coordinator Assistant to Associate Dean – International

Ms Mathilde LIÉNARD

m.lienard@ieseg.fr

>> Brochures, information package

| LILLE CAMPUS



International Services Coordinator

Mr Damien LEROUGE

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>> General requests, housing, visa renewal



International Services Coordinator

Ms Justine HENNEBELLE

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>> General requests, orientation week coordination, OFII, CAF housing subsidy

| PARIS CAMPUS



International Services Coordinator

Ms Nikki MANNING

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>> General requests, orientation week coordination



International Services Coordinator

Ms Elena DELOR

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>> OFII & visa renewal, CAF housing



International Services Coordinator

Ms Rodica DONOS

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>> General requests, housing

ACADEMIC CALENDAR 2019/2020

Semester 1 (Fall)

- > Arrival Date: last week of August
- > Preferred day: August 21, 2019
- > Mandatory Orientation week: August 22 to 30, 2019
- > Beginning and end of semester (including examination period): September 2 to December 21, 2019

Semester 2 (Spring)

- > Arrival Date: 1st week of January.
- > Preferred day: January 6, 2020
- > Mandatory Orientation week: January 7 to 10, 2020
- > Beginning and end of semester (including examination period): January 13 to May 29, 2020
- > Optional retake exams: June

Exchange students are requested to stay until the end of the scheduled exams. No special early exams can be arranged for them.





APPLICATION PROCEDURE FOR BOTH CAMPUSES

Application Procedure: Students will choose which campus they will go to, Lille or Paris, in agreement with their home university (online choice).

Application Deadlines: Semester 1 (August to December) and academic year: **May 31**
Semester 2 (January to May): **October 31**

Information Materials: Downloadable on our website:
<http://www.ieseg.fr/> under «International > Study @ IÉSEG in exchange»

ONLINE Application: **You are required to read the present “Exchange Program Information” and then apply online on <https://application.ieseg.fr/INInfo> , and follow the indicated procedure online.**

Please note that students who do not apply ONLINE will not be enrolled in our program. Do not forget to click on “validate your application” button to SUBMIT your application at the end of the online process.



No letter of acceptance will be issued as long as the students do not apply online and send the application and required documents.

Required Documents:

- IÉSEG online application form printed, completed
- Signature from your home university on your application
- Learning agreement (course list)
- Original transcripts of grades
- Statement of interest (letter indicating reasons for applying)
- Copy of passport
- 1 electronic PASSPORT photo (to upload in your online application: it will be used for your IÉSEG student card and student yearbook): clear background, head and shoulders only, jpg, jpeg, png or gif format. NO holiday or group photo!

Nomination and Application (candidates to both campuses):

Please send them to : Coralie LEDUCQ (c.leducq@ieseg.fr) or Pascal AMEYE (p.ameye@ieseg.fr) they have the same deadline.

Scanned application documents sent by email (PDF only) are accepted if sent by the home university. Please avoid sending hard copies.

Approval Process: Once the application is approved by the IÉSEG academic advisor, we send an acceptance letter by email to the student, as well as IÉSEG Passport (guide for international students), and later on our housing application procedure.

The original acceptance letter is sent to partners for non EU students only for visa purpose, if applicable. We do not send the information package to students (it is downloadable from our website), but we send an arrival guide including the program of the orientation week prior to the beginning of the semester.

ACADEMIC INFORMATION

Campus : **Paris and Lille**

Academic Levels offered: **Undergraduate and Graduate - within GRANDE ÉCOLE PROGRAM (ONLY)**

Language of Instruction: Undergraduate: English and French. The courses can be followed fully in English.
Graduate: English
More than 200 courses taught in English are available.
Working level of the language in which selected courses are taught is requested.
No official test is required for partner universities' students (French or English).

List of courses:

A «**list of courses available for exchange students**» is downloadable on our website www.ieseg.fr under «International > Study @ IÉSEG in exchange > Course List».
With this list, check **the ECTS course code explanation** under «IÉSEG > Programs > General Information > Course Catalogue».

Use this list of courses to find the exact COURSE NAME, then, look for the SYLLABUS online (each syllabus details credits, semester, hours, teaching method, evaluation, etc.).
Be careful: the CAMPUS is only listed in the "list of courses available for exchange students".

On the **ONLINE COURSE CATALOGUE**

<http://univ.univ-catholille.fr/our-academic-departements/search-course.asp?Etablissement=6&domaine=0&motclef=#etb>
directly choose "search" without setting any specificities in your research. Once you have the full list of courses offered by IÉSEG (all programs), just do "Ctrl + F" (quick search) and enter the course title in the little window which just opened. The word / title you are looking for will appear in blue on the page and then you can click on the course title to get the syllabus.

Language of instruction: Most courses taught in other languages than French and English are language courses. Last letter of the course code is the language: E=English / F=French.

Language courses: English, French, German, Italian, Spanish, Chinese, Portuguese. No enrollment in 2nd foreign language courses at a beginner level if you are not a French speaker

Term: S1 for Fall semester (August – December) and S2 for Spring semester (January – May)

Incoming exchange students have access to all courses from the Grande École Program listed in the «list of courses available for exchange students» as well as specific courses created just for them.

Course specific for exchange students: modules (6 ECTS) and courses specific for exchange students, at bachelor level (code IN). Exchange students are not restricted to these only courses.

Bachelor courses (Grande École Program): BA1 (1st year of Bachelor cycle), BA2 (2nd year), BA3 (3rd year)

Master courses (Grande École Program): MA

Fields of study:

ACC	Accounting	IBE	International Business and Economics	MKT	Marketing
DEV	Personal Development	LAN	Language	NEG	Negotiation
ECO	Economics	HRM	Human Resources Management	QMS	Quantitative Methods
ENT	Innovation and entrepreneurship	LAW	Law	STR	Strategy and corporate social responsibility
FIN	Finance	MIS	Information in Systems	OPS	Operation Management

Please contact Pascal Ameye (p.ameye@ieseg.fr) for further details.

Course Load:

The number of contact hours varies from the format and the level of the course.
There are extensive (semester long) and intensive (week long) courses and seminars (3 days).
Therefore students usually have to attend from 8 to 13 courses per semester to get 30 ECTS.
A semester is 13/14 weeks; 1 ECTS credit is equivalent to twenty-five hours of work (including contact hours).



Course Enrolment: While every effort is made to ensure the accuracy of the information available at the time this catalogue is prepared, the institution reserves the right to make change at any time without prior notice.

Course registration is done during the mandatory orientation seminar.

Bachelor students have access to Bachelor courses (3 years) and the specific modules for incoming exchange students.

Bachelor students having completed at least 2 years and Master students have access to Master electives (and should pay attention to prerequisites).

Courses are to be chosen within the Grande École Program ONLY.

Students will be able to see if there is any course overlap only during the mandatory orientation seminar with timetables available on our Intranet. Our academic advisors help them with their course schedule. Students should be prepared to select new courses if their initial requests are not available. Students still have 1 week after the orientation week to add and drop courses.

Grading System: Grading scale goes from 0 to 20. Grades usually are the results from a mix of written and oral examinations, essays, research papers, attendance and class participation.

The lowest passing grade for exchange students is 10/20 for Bachelor and Master courses.

A note on grades is available on the transcript which is sent to the home university at the end of the student's stay.

Transcripts are sent to partner universities only (Beginning February for Fall semester students; Beginning July for AY and Spring semester students). They are sent once students have approved by email the draft version of the online transcript and completed all the administrative procedures (payment of all required fees and books back to the library).

Transcripts: Transcripts are sent to partner universities only (Beginning February for Fall semester students; Beginning July for AY and Spring semester students). They are sent once students have approved by email the draft version of the online transcript and completed all the administrative procedures (payment of all required fees and books back to the library).

Please send transcripts of grades from IÉSEG students (from Lille/Paris campus) to:

IÉSEG School of Management
Mr Pascal AMEYE
Associate Director - International Relations
International Students Services and Exchange Programs
3 rue de la Digue
59000 Lille – FRANCE

French as Foreign Language: Courses for beginners, pre-intermediates, intermediates and Business French for advanced levels are offered each semester at no extra cost to our partner universities.

A French language test is scheduled during the orientation week.





HOUSING

Housing Offer

ÎÉSEG provides different housing options: student and private residences, as well as private housing (private landlords). Once the student is accepted into ÎÉSEG Exchange program, we send him an electronic acceptance letter. He will receive housing details by email a few weeks later.

It is on a **first-come, first-served** basis. It will be more difficult to find housing on arrival, **so we greatly advise students to book housing as soon as we contact them.**

Leasing contracts are for a one semester period minimum.

(Fall: August 1 till December 31; Spring: January 1/2 till May 31/June 30)

If your stay in France includes January 1st, the French government (*Direction Générale des Impôts*) might ask you to pay "taxe d'habitation". This council tax is mandatory and applicable to anyone, even if you moved or returned to your home country afterwards. Usually worth a month rent. Will depend on your type of housing / landlord.

Our International Services Coordinators will support students in this process, so they should not hesitate to contact them for any question about housing or for assistance.

Housing Insurance

Students are required to subscribe an insurance to cover personal and civil liability. Coordinators will send information to students before arrival.

CAF Housing subsidy

Incoming international students may be eligible for housing subsidy, based on their residence title and length of stay. The subsidy depends on the amount of rent, income, type of accommodation and its location (from 30€ to 250€/month). Students also need a French bank account. The month when you apply is lost (ex: if you apply in January, you will receive money from February).

Non-European citizens who have a visa with a « dispense temporaire de titre de séjour » mention or stay for less than 90 days are not eligible for CAF.

DO NOT PLAN your budget based on that financial help, as requests, if applicable, take a minimum of 2 months to be processed.

Our International Services Coordinators will support students in this process.

LILLE

Housing Offer:

On- and Off-campus housing in university and private residences, private housing.
<http://www.ieseg.fr/en/international/student-support-services-intl/housing/>
 Contact: housinglille@ieseg.fr

Approximate Cost of Housing:

Between EUR 450 and 800 per month, depending on type of housing and duration of stay: (average of EUR 600 per month).

PARIS

Housing Offer:

Off-campus housing in student and private residences, private housing.
<http://www.ieseg.fr/en/international/student-support-services-intl/housing/>
 Contact: housingparis@ieseg.fr

Approximate Cost of Housing:

Between EUR 500 and 1200 per month, depending on type of housing and duration of stay (average of EUR 850 per month).

ADDITIONAL INFORMATION

Visa: **Non-European students must ask for a student long stay visa for studies (D visa), also called VLSTS (visa de long séjour valant titre de séjour) to the French Consulate of their home country.**

For stays less than 6 months, students may get a visa which exempts them from residence permit. In that case, they won't have any administrative formalities to complete upon arrival but the visa will prevent them from receiving the financial support for accommodation from the French Government. **Students should check with the Embassy what kind of visa they will receive and which possibilities this visa offers.**

Exception: Students coming for less than 90 days (due to academic trimester system in their home university) should ask for a Schengen visa.

Residence title: (OFII procedure - Office Français de l'Immigration et de l'Intégration)

In case non-European students have to apply for a residence title in France, we'll help them with the administrative procedure. Cost: fiscal stamp of 60 Euros (to be paid once for the whole stay).

In case of extended period of study in France, the residence title will have to be renewed at extra costs.

Health Insurance:

European students must ask for the European Health Insurance Card in their country. Quebec citizens must ask for the SE401 Q106. If European and Quebec citizens do not have these documents, they will have to process as non-Europeans.

Non-European students (whatever their age) are obliged to register to the French health insurance, based on French Law. Coverage is from 1st of September till 31st of August at no cost, to be done once in France with our support. Students will be covered while they are in France.

We also strongly encourage them to have an international insurance, covering them for travels, lost luggage, repatriation and civil liability.

For travels in Europe, **our staff will provide students with complementary information. For those who stay a complete academic year, please bring a birth certificate (with «apostille» if applicable) for the registration to the French health insurance (will also be used for housing subsidy).** The document should be in French; you may get in touch with the French Consulate or Alliance Française for advice on translation in French.

NEW MEDICAL INFORMATION:

Since February 2019, a new law has been implemented by the French government. **From September 2019 a new medical process is required for all new incoming international students upon arrival (with the exception of students from the European Union and those who have dual French nationality):** they should prepare a medical attestation from their doctor showing that they don't carry any contagious diseases, that her/his health condition does not reveal any contraindication to her/his exchange at IÉSEG, as well as the dates when important vaccines were done such as Diphteria, tetanus, polio, whooping cough/pertussis, Hepatitis B, Chickenpox, Meningitis, Flu, Tuberculosis). This attestation will have to be sent by email to our Health Center (CPSU) before the orientation week and it will be opened by an official general practitioner/doctor. Depending on the situation, the Health Center may call students for a medical check. **The form to fill in will be sent by email to all students during the Summer.**

International Club:

IÉSEG "International Club" is an association of voluntary IÉSEG students who studied abroad. They organize trips, parties, language café, international diners, buddy program, etc. so students will take advantage of their time in France. This association is present on both campuses.

Lille: clubinternationallille@ieseg.fr - Paris: clubinternationalparis@ieseg.fr

LILLE:

Pick-up service upon arrival can be arranged by the IÉSEG "International Club". Arrival details in Lille (in Lille-Flandres or Lille-Europe train stations) to be sent to the following address ASAP: clubinternationallille@ieseg.fr. Available on the day prior the orientation week only.

PARIS:

CDG and Orly airports are quite well connected to the city of Paris and its suburbs through RER and bus network.



BUDGET

Cost of living in LILLE: Between 895 and 1325 Euros (EUR) per month:

- > Accommodation: from 450 to 800 €
- > Food: 200 €
- > Transport: 80 € (rather leisure)
- > Electricity: 45 €
- > Phone & Internet: 20 to 50 €
- > Personal: 100 €

Don't forget:

Residence permit / OFII fiscal stamp: 60 €
 Housing deposit (1 month rent) - Housing admission fee
 Insurance on accommodation - 59 € per year for a studio/T1
 Possible "taxe d'habitation" (council tax): 1 month rent
 TGV to Paris - 20 to 50 € one way
 Books and materials: 50 €

You will get reduced prices with your IÉSEG student card for the movies, museum, train station, bus pass, etc.

Food: In university residences, breakfast is provided and included in the rent.
 IÉSEG students have access to IÉSEG cafeteria and to subsidized meals in all university cafeterias throughout France.
 Students pay on a per-meal basis (full meal at the cafeteria: 3.25€) plus AEU card 11€ (to be paid once) ; www.aeu.asso.fr .

Cost of living in PARIS: Between EUR 1170 and 1900 per month:

- Accommodation: from 500 to 1200 Euros
- Food: 300 €
- Transport: 150 €
- Electricity: 50€
- Phone & Internet: 20 to 50€
- Personal: 150 €

Don't forget:

Residence permit / OFII fiscal stamp: 60 €
 Housing deposit (1 month rent) - Housing admission fee
 Insurance on accommodation - 59 € per year for a studio/T1
 Possible "taxe d'habitation" (council tax): 1 month rent
 Books and materials: 50 €

You will get reduced prices with your IÉSEG student card for the movies, museum, train station, bus pass, etc.

Food: IÉSEG students have access to IÉSEG cafeteria and to subsidized meals in all university cafeterias throughout France.
 Students pay on a per-meal basis. A full meal at the cafeteria costs 5€. There is a big shopping centre outside the Grande Arche with many fast-foods and restaurants.

For further details, please refer to our IÉSEG information for incoming exchange students available on:
<http://www.ieseg.fr/en/international/study-at-ieseg-in-exchange/>

IÉSEG is a member of :

