



INSTITUT SUPÉRIEUR DE MARKETING DU LUXE



# STUDENT GUIDE

2021-2022

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# DEAN'S MESSAGE

Dear International students,

You have chosen to carry out your international France and to study at EDC PARIS BUSINESS I am delighted and proud to welcome you in oldest and top-ranking French business school provides all its students with a broad-based high education. As such, it delivers a state-approved Epas accredited master's degree and is a member the prestigious French 'Conférence des Grandes Ecoles' which groups together the best business and engineering schools.

EDC PARIS specificity is entrepreneurship which is at the core of its programmes: 'Learning by doing' is the school's trademark. Its training programs ally in-depth academic knowledge with hands-on business experience as well as a strong focus on innovation, internationalization and professional expertise. The picture wouldn't be complete without mentioning the Sup de luxe programs supported and promoted by the flagship of French luxury brands of international renown.

Courses are taught by qualified professors – 35 full time professors, 40 associate professors, 15 visiting professors, 150 external lecturers- and business professionals, who provide students with the necessary tools to face the challenges of a globalized and fast-changing world. In addition, more than 70% of our programs are taught in English.

Moreover, as exchange or degree-seeking students you will be eligible for applying to an internship or work study programme in one of our partner companies and benefit from a real and enriching work experience related to numerous sectors of activity. This will undoubtedly complete your training path and enhance your future professional profile.

Last but not least, to meet the needs of new and booming sectors, EDC PARIS has recently opened programmes entirely taught in English at Bachelor, Master and MBA levels whether at the level of business or luxury brand management programmes.

Studying at EDC PARIS also means studying in France and of course in Paris, the City of Lights. EDC PARIS is just a ten- minute metro ride from Paris historical landmarks- the Champs Elysées, the Louvre, Notre Dame, and a few miles away from Versailles or Fontainebleau chateaux to name a few other not-to-be-missed places. Discovering these fabulous sites will turn your study abroad programme into an unforgettable experience and help you understand the French culture, the 'à la française' lifestyle and what we commonly call the 'made in France'.

Welcome to EDC Paris Business School



**William HURST**  
Director General of EDC Paris business school



# INTERNATIONAL RELATIONS MANAGER'S MESSAGE

Dear International Students,

Year after year, you are more and more numerous to choose our School as the destination of your study abroad or exchange semester and in this way you contribute effectively to the international opening of EDC Paris by promoting diversity and enriching intercultural exchanges.

The International Office and academic staff are pleased to welcome you to EDC PARIS and are here to assist you in preparing your stay and feeling comfortable in your new environment.

This brochure has been devised to provide all the necessary information to help you make the most of your stay in Paris and study period at EDC.

Read it carefully and you will be equipped to embark on one of the most exciting and enriching experience of your student life.

We look forward to welcoming you.

See you in Paris!

**EDC PARIS International Office**

[international@edcparis.edu](mailto:international@edcparis.edu)



# ABOUT THE SCHOOL

Created in 1951, EDC PARIS is one of the oldest business schools in France. Owned by its alumni for more than 20 years, in 2017 it joined the Planeta Group which provides training to more than 100 000 students on three continents.

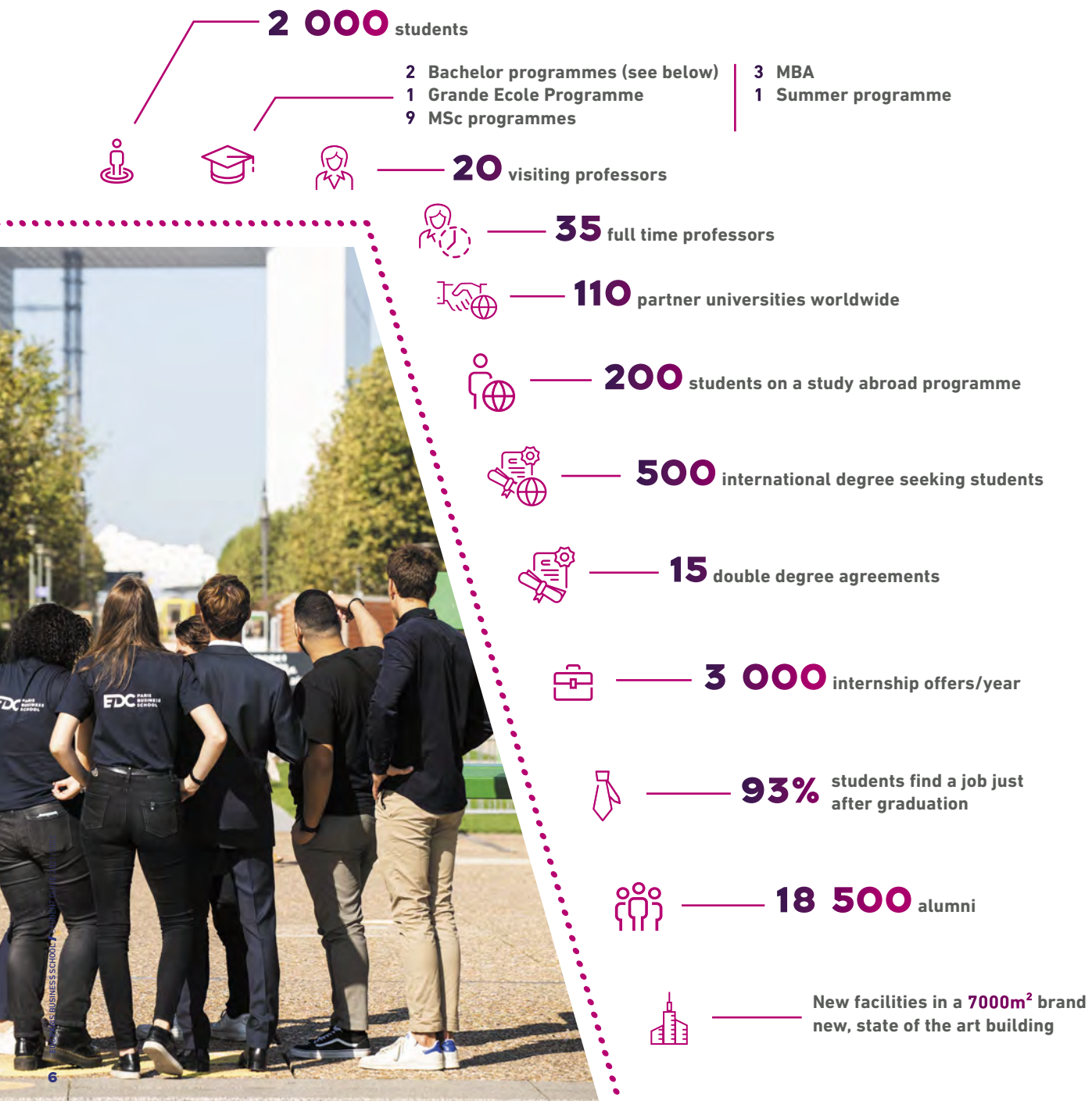
For years, EDC PARIS specificity and expertise have been entrepreneurship but also luxury brand management for which it regularly ranks first in France. Indeed, created in 1950, the Sup de Luxe Institute, has developed and is in charge of all the luxury programmes of EDC PARIS Business School.

Innovation, creativity, professionalization and the acquisition of a sound academic knowledge fueled by the faculty's research work are the four pillars of EDC programmes and academic project.

Indeed, the ambition of the school is to:

- Devise a new type of entrepreneurship through transdisciplinarity
- Develop and educate new business developers
- Equip future leaders with the necessary tools to become 'digital natives' and managers without borders

## EDC PARIS FACTS & FIGURES 2021/2022



# WHAT IS A GRANDE ECOLE PROGRAMME?

The 'Grande Ecole programme' is a French characteristic related to higher education institutions and most specifically to Business/Management schools.

There are about 38 French business schools which offer this type of programme. Based on a five-year curriculum, this programme aims at providing high-level education to future and global business leaders. At the end of the cursus, students obtain a fully accredited master's degree.

This programme is extremely attractive for various reasons:

- Regularly reviewed and high- rated programme courses
- Selective admission
- International faculty with remarkable research output
- Flexible and varied academic tracks- full English/full time/work-study format
- Close cooperation with the corporate world which strengthens the 'learning by doing' approach
- A strong international experience thanks to cooperation agreements with numerous HEI worldwide
- International recognition with international accreditations – AACSB/Equis/Epas/AMBA
- An influential alumni network



Finally, the best business school programmes are accredited by the **CGE-Conférence des Grandes Ecoles**, which is a very exclusive hub. EDC PARIS is part of the 38 business schools admitted in this selective club.





# EDC PARIS PROGRAMMES

## BUSINESS & MANAGEMENT

PROGRAMME COURSE	DURATION	MAJORS	LANGUAGE OF INSTRUCTION	DEGREE AWARDED	STUDY FORMAT	TUITION FEES
<b>Bachelor in Management</b>	3 Years	<ul style="list-style-type: none"> <li>. Marketing &amp; communication digitale</li> <li>. Management commercial</li> <li>. English track</li> </ul>	French & English 	Bachelor's degree in management	Full time	8800€/year
<b>Programme Grande Ecole</b>	5 Years	<ul style="list-style-type: none"> <li>. Entrepreneurship &amp; innovation</li> <li>. Corporate finance</li> <li>. International business</li> <li>. Marketing management</li> </ul>	French & English	Master's degree in Business Studies 	<ul style="list-style-type: none"> <li>. Full time: undergraduate</li> <li>. Full time or work study format: graduate</li> </ul>	9660€/year
<b>Master of Science programmes</b>	2 Years	<ul style="list-style-type: none"> <li>. Finance d'entreprise</li> <li>. Management Commercial &amp; business development</li> <li>. Business project management</li> <li>. Digital marketing</li> <li>. Audit &amp; contrôle de gestion</li> <li>. Data sciences &amp; business analysis</li> </ul>	French	Master of science	Work study format	13000€/year
<b>International MBA</b>	1 Year	<ul style="list-style-type: none"> <li>. Innovation &amp; entrepreneurship</li> <li>. Sports management</li> <li>. Luxury management</li> </ul>	English	Master of business Administration	Full time	16 000€/year

Additional information may be found on EDC PARIS Website: <https://www.edcparis.edu/en/master-science-msc-and-msc-programs>  
 Please note that course syllabi and descriptions are provided upon request.



# LUXURY MANAGEMENT PROGRAMMES SUP DE LUXE

PROGRAMME COURSE	DURATION	MAJORS	LANGUAGE OF INSTRUCTION	DEGREE AWARDED	STUDY FORMAT	TUITION FEES
<b>Luxury Bachelor</b>	3 Years	Sales strategies & Marketing	French	Bachelor degree	Full time	9 400€/year
<b>MBA Luxury Brand Marketing &amp; International Management</b>	1 year or 2 years	Marketing & Brand management	French	MBA	Work-study format Evening courses	MBA 1: 14 500€/year  MBA 2: 19 000€/year
<b>MBA-MSc Global: luxury brand management</b>	3 semesters	Marketing & brand management	English	MBA-MSc CGE Accredited 	Full time	28 000€/year
<b>MSc Fashion &amp; Luxury business</b>	1 Year	Fashion & Brand Management	English	MBA-MSc CGE Accredited 	Full time	19 000€/year
<b>M.Sc Food and Wine International Management</b>	1 or 2 years	Fashion & Brand Management	English	MBA	Full Time	16 500€
<b>Luxury creativity</b>	1 Week	Brand strategy & creativity	English	10 ECTS	Conferences, workshops & visits	2700€

Additional information may be found on Sup de Luxe website: <https://www.supdeluxe.com/en/>

# 02 APPLICATION PROCESS

- **APPLICATION FOR EXCHANGE STUDENTS**
- **APPLICATION FOR A DOUBLE DEGREE PROGRAMME**
- **APPLICATION FOR DEGREE-SEEKING STUDENTS**



# APPLICATION FOR EXCHANGE STUDENTS

Exchange students are students whose home university has signed a partnership agreement (Erasmus+ or bilateral) with EDC PARIS BUSINESS SCHOOL. So before applying as an exchange student, you are advised to check the partner list of your home institution.

Before you can start your application, you must be nominated by the International Office of your home institution. Once your nomination has been received and approved by EDC PARIS, you can apply online on EDC mobility platform- **Mobility Online**. Your coordinator will provide you with the link to the platform and you will then be able to create your login and password to access the application page.

## REQUESTED DOCUMENTS:

- A valid passport (validity required 6 months after the end of the mobility)
- One passport-sized photograph
- Transcripts of records duly signed and stamped
- A statement of purpose
- An updated résumé
- Proof of language proficiency (B2 minimum in the language of instruction: English or French)
- Photocopy of the European health card (for European students) or insurance certificate for non-European students.

Upon reception of your application and once it is COMPLETE and APPROVED, you'll receive a **LETTER OF ACCEPTANCE** mentioning the precise dates of your mobility.

You will then be able to establish your **LEARNING AGREEMENT** with your choice of subjects.

The **COURSE LIST** is available on EDC PARIS website:

<https://www.edcparis.edu/en/exchange-and-degree-seeking-students-edc-paris-business-school>

There are two types of learning agreements:

- **The Erasmus + learning agreement** for students applying within the Erasmus + programme.
- **A non-Erasmus + learning agreement** for students whose home institution isn't part of the Erasmus + programme or outside the EU.

Both learning agreement templates are downloadable from the Mobility Online platform once you are finalizing your application.



You must choose **EITHER** Bachelor courses **OR** Master courses and of course clearly specify the semester. For academic and practical reasons, it is not possible to select subjects from both programs.

**Students applying for the Master programs must have validated a Bachelor degree or obtained 180 ECTS or equivalent to be accepted.**



You must keep in mind that once courses have started, the choice of subjects is binding: you are not allowed either to modify your choice of courses or give up your studies, nor can you change classes unless authorized by the exchange coordinator both in your home country and at EDC. Attendance is compulsory and regularly checked.

# APPLICATION FOR A DOUBLE DEGREE PROGRAMME

EDC PARIS has a number of double degree programmes with its partner universities. Before applying, check with the International Office of your home institution whether it's the case and what programmes are concerned.

The process is the same as for a simple exchange. You will have to apply through the Mobility Online platform once you have been nominated by the coordinator of your home institution.

You will then have to produce the same documents and mention CLEARLY the programme you are applying for.

Once your application is complete, it will have to be approved by the professor in charge of the programme you have selected.

On the LEARNING AGREEMENT you will have to precisely report all the subjects of the programme previously agreed upon on the double degree agreement signed by both institutions. The list will be provided by the International Office of your home university.



As a double degree applicant, you cannot choose your subjects. You obtain your degree if you have validated all the courses following the validation criteria in force at EDC PARIS (see the paragraph on ACADEMIC MATTERS).

## APPLICATION DEADLINES:

Online applications open:

- **Fall semester:** March 20th through June 1st
- **Spring semester:** June 30th through November 15th

### YOUR CONTACT:

**Exchange students: Guylaine ZIRCON** Incoming students coordinator  
Mail: [gzircon@edcparis.edu](mailto:gzircon@edcparis.edu)  
Tel: +331 46 93 02 70

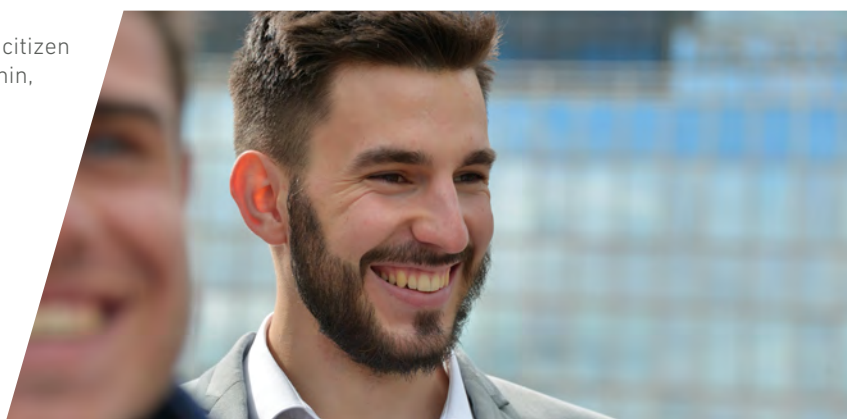
## APPLICATION FOR DEGREE-SEEKING STUDENTS

Degree-seeking students are students whose home university has no partnership agreement with EDC PARIS and who wish to apply for one of EDC PARIS degrees. (See tables above)

You may apply as of the 1st year or 4th year of study if you have a Bachelor's degree to obtain EDC PARIS Bachelor degrees, Master's degree, MSc or MBAs.

## 01 APPLICATION THROUGH THE CAMPUS FRANCE PLATFORM (ETUDES EN FRANCE)

**It is mandatory to apply through this system** if you are a citizen from one of the 44 following countries: Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chad, Chile, China, Colombia, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Nigeria, Peru, Russia, Senegal, Singapore, South Korea, Taiwan, Togo, Tunisia, Turkey, United States, Vietnam.







**This procedure is mandatory in the following countries and regions :**

Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chad, Chile, China, Colombia, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Nigeria, Peru, Russia, Senegal, Singapore, South

You must create an account before accessing the application form. Campus France will then examine your application (statement of purpose, transcripts of records and degree(s) obtained) to determine whether you are eligible or not. After Campus France's approval, you will be able to apply for EDC and fill out the request form available on the website. The Admissions Office will study your application and invite you to an oral interview to exchange on your motivations, your academic background, the programme you have selected, your professional project and your expectations about your life in Paris.

You will be notified a week after your interview about the eligibility or not of your application to the selected programme.

## DOWNLOAD A CERTIFICATE 'ETUDES EN FRANCE'

All candidates accepted into an institution or exchange program will be able to download a "Studies in France" admission certificate once they have completed the procedure. This certificate is part of the documents required for the visa. The visa application shall be submitted to the competent visa application centre (consulates or service providers).

## 02 APPLICATION OUTSIDE THE 'ETUDES EN FRANCE' PROCEDURE

Non-European students who are not eligible for the 'Etudes en France' procedure must submit a preliminary request for admission -DAP- to enrol in the 1st year of a training at Bachelor level. For other levels, they must contact the selected institution directly.

**To enrol for a Bachelor's, Master's or Doctorate programme, contact the institutes of higher education that interest you.** The institutes will inform you of their enrolment application procedure.

## APPLICATION DEADLINES:

Online applications open:

- July 14th 2020 for the fall semester intake
- November 30th, 2020 for the winter semester intake
- January 31st, 2021 for the spring semester intake

**YOUR CONTACT:**

**EDC PARIS BUSINESS SCHOOL PROGRAMMES: Waise Assefy**  
[admissions@edcparis.edu](mailto:admissions@edcparis.edu)

**LUXURY PROGRAMMES SUP DE LUXE: Sabine BEN AMMAR**  
[s.benammar@supdeluxe.com](mailto:s.benammar@supdeluxe.com)

# 03 ADMINISTRATIVE FORMALITIES

- **REGISTRATION**
- **VISA PROCEDURE**
- **INSURANCE AND SOCIAL SECURITY**
- **WORK PERMIT**



# REGISTRATION

Once your application has been approved by Campus France and EDC PARIS and you have been admitted to the programme of your choice, you will have to:

- Fill out a registration form
- Enclose the requested documents (see below)
- Pay a **deposit** accounting for 20% of the annual tuition fees
- Obtain your letter of acceptance to start the visa procedure.

## NECESSARY DOCUMENTS:

- Photocopy of the online application form
- 2 Passport-sized photographs (PNG or JPEG format)
- Clear and legible photocopy of passport
- Photocopy of **European health card** (for European students) OR **certificate of insurance** (for non-European students) translated into French or English
- A birth certificate translated into French
- Photocopy of your last transcript of records + last diploma obtained translated into English by a sworn translator.
- Certificate of school attendance
- One or two letters of recommendation
- One statement of purpose
- Proof of English or French language: B2 level minimum; **TOEFL IBT: 85 points/IELTS: 6.5 minimum in the four skills/ DELF (diplôme d'étude en langue française): 60/100 points**

### TUITION FEES



Please be aware that the amounts mentioned on the Campus France platform correspond to university or state-owned institutions. The overall tuition fees in business schools are far more superior and it is important you make sure you have the financial capacity before applying or leaving to France in order to avoid disappointments or unpleasant setbacks.

## SUMMARY OF THE REGISTRATION PROCESS

### ADMISSIONS OFFICE

- 1st point of contact
- Check students' application on the Etudes en France' platform or receive and study students' application
- Organize students' interview
- If positive send out the registration form to successful candidates

### REGISTRAR'S OFFICE

- Receive complete students' registration form
- Check that the 20% deposit has been paid
- Issue the letter of acceptance necessary to apply for the visa

### STUDENTS

- Prepare and make sure the requested documents are **VALID** and sent out on time
- Obtain the letter of acceptance and start the visa procedure immediately after registration
- Check the kind of visa is required on Campus France website
- Send copy of the visa to the Registrar's Office **BEFORE ARRIVAL** in France

# VISA PROCEDURE

## A FEW REMINDERS:

- Obtaining a visa may take a long time: between 2 weeks and 2 months depending on your home country! In some cases, your request may be rejected and you will have to start the procedure again.
- With this in mind, you must make sure to have all the required documents and check that they are valid, duly signed and stamped: passport, letter of acceptance, proof of financial capacity etc... So, **BE PREPARED** and take the time to read carefully the guidelines below.
- It is important you can arrive in France **BEFORE** the start of courses. However, a delay of two weeks after the start of the academic year is allowed. For obvious practical and pedagogical reasons, EDC PARIS reserves the right to cancel students' application beyond this deadline.

## APPLYING FOR A VISA<sup>1</sup>:

### VISA EXEMPTION

EU nationals (Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia and Slovenia), from the European Economic region (the 15 countries of the EU plus Island, Liechtenstein and Norway), as well as the students native from Andorra, Monaco, Switzerland, San Marin and from the Vatican are exempted from the visa procedures for all the stays.

- To know which type of visa to request and the procedure to be followed, log on to France-Visas, France's official visa website.

### PRE-REGISTRATION

Check first whether you need a DAP –preliminary request for admission (see pp 12) or whether you can apply directly to the Etudes en France (EEF) portal "Études en France" (EEF) . Campus France offices offer students the possibility of creating their own files online and of following the processes thanks to an entirely digitalized process. Higher education institutions are also able to process foreign students' pre-applications meaning that students do not have to send a paper application to France.

A semester at EDC PARIS is 4 months, so you need to ask the French Consulate a **STUDENT VISA** which is a **LONG STAY VISA** also called **VLS/TS visa**.

### LONG-STAY VISA

For any stay in France exceeding 90 days, you are required to apply in advance for a long-stay visa. In this instance your nationality does not exempt you from requirements.

Whatever the duration of your planned stay, the duration of your long-stay visa must be between three months and one year. In order to extend your stay beyond the period of validity of your visa, you must apply for a residence permit at a prefecture.

During its period of validity, the long-stay visa is equivalent to a Schengen visa, enabling you to move around and stay in the Schengen Area outside France for periods not exceeding 90 days over any period of 180 consecutive days, under the same conditions as if you held a Schengen visa.

A **LONG STAY VISA** is not a **SCHENGEN VISA** which applies for stays up to three months ONLY.

A **TOURIST VISA** is **NOT** sufficient and you may face difficulties with the French authorities before the end of your stay.

<sup>1</sup> Information obtained on [https://france-visas.gouv.fr/en\\_US/web/france-visas/your-arrival-in-france](https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france)



## UPON YOUR ARRIVAL IN FRANCE

Here is the list of compulsory documents to provide at the French borders:

- **A valid passport issued less than 10 years before** and valid for at least 3 months after the envisaged departure date
- A valid visa, if required
- Proof of accommodation covering the whole duration of the stay (hotel reservation and/or certificate of stay with a relative validated in the town hall)
- Sufficient financial means. The means of subsistence shall be assessed according to the duration and purpose of the stay and by reference to the average prices for accommodation and food in the Member States
- Your return ticket or the financial means to acquire one at the envisaged return date
- You must have **an insurance certificate** covering all medical and hospital expenses for which you may be liable for the duration of your stay in France, as well as medical repatriation costs and expenses in the event of death.

You must validate your **VLS-TS** upon three months after your arrival in France. The validation is now completely online: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You will need to provide:

- The information on your visa
- The date on which you entered France
- Your residential address in France
- Your credit card to pay online the issuance fee for the appropriate residence permit or electronic stamp for your circumstances, which you can purchase at any newsagent

The OFII (French Office for Immigration and Integration) reserves the right to call you for a meeting to carry out further formalities, have a medical check-up and/or sign an integration contract.

**NB: if you wish to remain in France for longer than the validity period of your VLS-TS, you must apply for a residence permit at your local prefecture within the two months prior to the expiry date of your long-term visa. For further information, see the website of your local prefecture, or <https://www.service-public.fr/>**

A support unit has been set up to help foreigners with administrative procedures:

**Phone number: 0806 001 620 – e-mail: [dgef-support@interieur.gouv.fr](mailto:dgef-support@interieur.gouv.fr)**



### OBTAINING THE OFII STAMP

To finalize your visa validation, you will have to pay a fee to the OFII. To do so, you need to:

- Click on the following link: [www.timbresofii.fr](http://www.timbresofii.fr).
- Purchase the stamp with a credit or debit card: **60€**
- Download the required documents: passport visa page + the letter of the OFII accompanying the letter of appointment + excise stamp and proof of payment in PDF format.
- Print everything once you have completed the operation.

**You will be asked to provide these documents (the excise stamp and the proof of payment) when you attend your appointment with OFII for validation of your visa.**

### FINANCIAL RESOURCES TO JUSTIFY

If you are staying in a hotel, you will need to provide a hotel booking as well as a minimum amount per day of stay that differs depending on the Schengen country visited.

For France, this amount is:

- **65 euros per day of stay** in the case of presentation of a hotel booking;
- **120 euros per day** in the case of non-presentation of a hotel booking
- In the case of a partial hotel booking: **65 euros per day** for the period covered by the booking and **120 euros per day** for the remainder of the stay.

### DON'T FORGET

- 1) You won't be able to travel outside of France as long as you have not complied with OFII procedures.
- 2) If you want to extend your stay, you'll just have to have your OFII stamp renewed.
- 3) You will be assisted by EDC PARIS International Office in all the proceedings mentioned above before your arrival in France and all along your stay.



# SOCIAL SECURITY AND INSURANCE

## HEALTH INSURANCE:

### EUROPEAN CITIZENS

If you are a citizen from one of the 28 member states, you must provide the European health card which will cover your medical expenses when in France. This card is issued by your national health insurance provider. It is mandatory for all students and will be requested upon your registration at EDC PARIS.

Students who cannot provide it will have to pay for the French social security (around 240€) upon registration at EDC PARIS.

### NON-EUROPEAN CITIZENS

It is compulsory for all non-European students to apply for membership to the French social security system Ameli: Amelisocial security

#### Insurance

**All students** must provide an international insurance covering repatriation, civil liability and extra health expenses before their departure to France. This document must be translated into English or French and provided to the Registrar and International offices prior their arrival in France.

## WORK PERMIT

A foreigner who enters France to take up paid employment must have a work permit. Otherwise, he or she cannot be hired. The work permit may take the form of either a visa or a residence permit, or a document separate from the residence document. The work permit is subject to the period of validity of the visa. Penalties are incurred in case of employment of an illegal worker.

The foreign worker is subject to the same laws and regulations as the French worker. The conditions of employment- fixed- term work contract, long-term work contract, part-time job- salary and obligations must be clearly stated in the employment contract. This document is compulsory for the worker to benefit from the French social security and other social security benefits: paid annual leave, maternity leave, unemployment benefits etc...

More information on: [www.welcometofrance.com/en/rubrique/employment-regulations](http://www.welcometofrance.com/en/rubrique/employment-regulations)

### YOUR CONTACTS:

**EDC PARIS BUSINESS SCHOOL PROGRAMMES:**  
Guylaine ZIRCON [gzircon@edcparis.edu](mailto:gzircon@edcparis.edu)

**SUP DE LUXE LUXURY BRAND MANAGEMENT PROGRAMMES:**  
Béatrice SAVOYE [bsavoie@supdeluxe.com](mailto:bsavoie@supdeluxe.com)

# 04 ACADEMIC MATTERS

- **ACADEMIC CALENDAR**
- **COURSE REGISTRATION**
- **TYPES OF COURSES & TEACHING METHOD**
- **GRADING SYSTEM & COURSE VALIDATION POLICY**
- **ACADEMIC RULES & REGULATIONS : THE 'DO'S & DONT'S'**
- **LANGUAGES**
- **BUSINESS ASSIGNMENTS & INTERNSHIPS**





# ACADEMIC CALENDAR 2020-21

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
<b>Grande Ecole programme</b>	Year 1	Sept 14 - Dec 19 2020	Jan 11 - June 5 2021
	Year 2	Sept 15 - Dec 19 2020	Jan 11 - June 5 2021
	Year 3	Sept 16 - Dec 19 2020	January - June 6 month - internship
	Year 4	Oct 5 2020 - Jan 23 2021	Jan 25 - June 12 2021
	Year 5	Sept 7 - Dec 19 2020	January - June 6 month - internship

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
<b>Bachelor in Management</b>	Year 1	Sept 14 - Dec 19 2020	Jan 11 - April 2021
	Year 2	Sept 15 - 19 Dec 2020	Jan 11 - June 5 2021
	Year 3	Sept 20 - Dec 18 2021	January - June 6 month internship

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
<b>MSc Programmes</b>	Year 1	Oct 5 - Jan 23 2021	Jan 25 - June 5 2021
	Year 2	Sept 07 - Dec 19 2020	Jan 11 - June 29 2021

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
<b>Executive MBA</b>	Year 1	Oct 23 2020	16 Oct 2021

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
<b>Bachelor in Luxury Management</b>	Year 1	Sept 14 - Dec 19 2020	Jan 7 - April 9 2021
	Year 2	Sept 7 - Dec 19 2020	Jan 7 - April 9 2021
	Year 3	Sept 7 - Dec 19 2020	Jan - June 2021 Internship

# ACADEMIC CALENDAR 2020-21

PROGRAMME COURSE	SEMESTER	MONTHS
MBA-MSc Fashion & Luxury business	Semester 1	October - December 2020
	Semester 2	January - June 2021
	Semester 3	July - December 2021

PROGRAMME COURSE	SEMESTER	MONTHS
MBA -MSc Global Luxury Brand management	Semester 1	Mid-Sept - December 2021
	Semester 2	January - June 2022
	Semester 3	July - December 2021

PROGRAMME COURSE	YEAR OF STUDY	FALL	WINTER
MBA Executive Management du luxe par EDC	One year	Oct 2020-Oct 2021	January - June 2021

## HOLIDAYS

**Christmas break:** 20 Dec 2021-4 Jan 2022

**Winter break:** 14-19 Feb 2022

**Easter break:** 11-17 April 2022

## BANK HOLIDAYS

**Armistice (WWI):** Nov 11, 2022

**Easter Monday:** April 18th, 2022

**Labor Day:** May 1, 2022

**Armistice (WW2):** May 8th, 2022

**Ascension Day:** May 26th , 2022

**National Day:** July 14, 2022

# COURSE REGISTRATION

## EXCHANGE STUDENTS



Usually, exchange students fill out a **provisional learning agreement** when preparing their application form. This document helps EDC PARIS International Office organize classes and timetable.

During the orientation days, you will have to sign a definitive learning agreement, which means that the courses you have chosen are binding and it won't be possible for you to change them in the course of the semester. Of course, you will be assisted in your choice by the International Office and academic staff and you will be provided with updated course descriptions so that you may submit them to your home university for validation.

## DEGREE-SEEKING STUDENTS



Degree-seeking students apply for a program and do not have the possibility to choose and change subjects. Indeed, they are regular EDC students and as such will have to validate the program to obtain their degree.

Here too, they are helped by the International Office and academic staff in their choice of programs and application procedures as explained above.

## COURSE SCHEDULE:

You will find the schedule of courses on the Hyperplanning platform you'll be able to reach from your intranet. You will be able to access your intranet with a login and a password you will be provided before your arrival.

## REMEMBER



Course schedules are subject to change and it is necessary to regularly check the school's intranet to avoid unpleasant surprises.



## WORKLOAD:

This will depend on the course format: Full time or Work study.

### FULL TIME



This means that classes take place every day and every week with internships at the end of the academic year. Each semester lasts about **10 to 12 weeks** (see academic calendar below). Courses take place from Monday through Friday. There are about **20 hours of lessons/week** that is a minimum of 5 hours per day.

The school is open from 8 a.m. to 9.30 p.m. There are no classes on Thursday afternoons -dedicated to student associations' activities- and on week-ends of course.

**Please note however that some exams or mid-terms tests can take place on Saturday mornings for practical reasons.**

### SANDWICH COURSE OR WORK STUDY PROGRAMMES



This programme is restricted to **postgraduate degree-seeking students** following courses from the Grande Ecole Programme, MSc or MBA programmes whether business management or luxury brand management. This programme allows students to alternate periods in a company (3 days/week: or 1 week/month) and at school. To apply for these programmes students must hold **a valid visa** (VLS-T visa) and obtain a work contract in a company. They are assisted in their job search by the Career center of EDC PARIS which validates their job contract and is in direct relation with the company all along their study period at EDC PARIS. (See section concerning Internships)

## HOMEWORK:

Students are expected to prepare each course outside class. The assignments are given by the professor and are generally mentioned on the course description provided on the first day of the lesson. These assignments may be either reading of books of the selected bibliography, or exercises, quizzes, research papers or group works.

Assignments must be handed in ON TIME (no delay is accepted unless otherwise stated by the teacher) all the more so as they may be graded by the professor. Please note, that these grades are important as they are part and parcel of the final grade. In case assignments are not prepared or complete, students may face the risk of getting the grade of 0/20.

## ONLINE LEARNING WITH BLACKBOARD COLLABORATE

This is the E-learning platform which is complementary to the various courses students follow.

Undergraduate courses ally from now on face to face lectures and tutorials with blended learning. Indeed, out of 36 hour-lessons, 6 hours are based on E-learning as well as 15% of continuous assessment. Teachers will automatically post additional readings and compulsory exercises that students will have to do following a precise schedule determined by the professor in charge of the course.

→ **The 'Flow programme'** mainly involves providing face-to-face courses followed by online activities.

→ **The 'Cord and Spoke programme'** also involves providing face to face courses they have found difficult to assimilate and is a good training before the final tests.

Some exercises are pre-selected by teachers and are compulsory. The Studies office informs students when the platform is accessible and sends them logins and passwords so that they can connect and do the requested assignments.

Blackboard is also very useful to help students better understand courses they have found difficult to assimilate and is a good training before the tests.

If need be, exams can be taken remotely using Blackboard platform.



# TYPES OF COURSES & TEACHING METHOD

- **Lectures** offer critical analyses, formal presentations and specific information on a particular topic, taught by the coordinating lecturers to the whole group of students. It is essential for students to attend these sessions.
- **Group courses**, made up of about forty students, give students the opportunity to directly apply the theoretical knowledge acquired. The work groups are run by a junior lecturer, who works in close collaboration with the coordinating lecturer.
- **Tutorials** are not formal courses, but meetings between the coordinator and individual students, or small groups of students. This gives students an opportunity to better understand a topic, a problem or a concept, or to probe deeper into a particular subject. Tutorials are especially profitable to students who must submit assignments or write reports, either on their placements or on the end of study dissertation (4th and 5th year programme).
- **Conferences** are organized several times a year in completion of courses and lectures mentioned above. They are generally chaired by outstanding professionals especially in the case of the luxury programmes. Students benefit from their expertise and thorough knowledge of the inner workings of the sector.

## GRADING SYSTEM & COURSE VALIDATION POLICY

EDC students are graded between **0 and 20**. Each subject constitutes a separate module. To validate a subject, students must score a minimum of 10 out of 20. With above average marks, they obtain the whole range of the ECTS credits. Those who score less than 10 are not entitled to any credits.

ECTS (European Credit Transfer System): EDC applies the ECTS system that favours the mutual recognition of results obtained in European universities. The ECTS system requires a number of credits per field of study. One semester is equivalent to **30 credits**, two semesters to **60 credits**.

### GRADING SCALE:

GRADE	PERCENTAGE	CUMULATED PERCENTAGE	CTS	DEFINITION
20	2%	2%	A	Outstanding performance with only minor errors
19	2%	4%		
18	4%	8%		
17	6%	14%		
16	11%	25%	B	Above the average standard but with some errors
15	15%	39%		
14	17%	56%	C	Generally sound work with a number of notable errors
13	15%	71%		
12	13%	84%	D	Fair but with significant shortcomings
11	10%	93%		
10	7%	100%	E	Performance meets the minimum criteria
9	/	/	Fx	Fail – some more work required before the credit can be awarded
8	/	/		
<8	/	/	F	Fail – considerable further work is required

## ASSESSMENT:

- **Continuous assessment:** each course is tested by at least one written examination (multiple choice questions, case studies, exercises, questions on the course content). This 1½-hour or 2-hour paper is set half-way through the course, and the test accounts for 50% of the final result.
- **Final Examination:** final examinations are held over a period of a week at the end of each semester. The tests, which may last 1½, 2 or 3 hours (no longer than 4 hours), account for 50% of the overall grade.

Generally speaking, the breakdown is as follows:

**Continuous assessments (50%) + Final examination (50%) = Total marks (100%)**

However, it may vary for some courses. Please refer systematically to the course descriptions which are all posted on the School's Intranet (Blackboard)

## VALIDATION OF A SEMESTER OR YEAR OF STUDY FOR INTERNATIONAL STUDENTS:

Students who are on an exchange programme or who wish to obtain the EDC Master's degree need to obtain a minimum grading point average of 10 out of 20, namely between 10 and 20 points in all subjects studied in order to obtain 30 ECTS credits – if they are on a semester exchange program or 60 ECTS credits- if they are on a full year exchange program or double degree program. Otherwise, they must retake one or more subjects in the second sessions.

## OBTAINING YOUR TRANSCRIPT OF RECORDS:

A draft transcript of the grades obtained is first sent to each student's intranet for final approval.

- **Exchange students:** the final transcript of records is sent directly to the International Office of your home university.
- **Degree-seeking students:** the final transcript of record is sent directly to you in France by the Studies Office.

## ACADEMIC RULES & REGULATIONS : THE 'DO'S & DONTS'

- **Attendance:** it is compulsory and checked at the beginning of each course. In case you miss a class or an exam /test (illness, transport problem etc.) you must justify your absence to the Studies Office, otherwise you may face unpleasant setbacks: 0/20 to the test or exam for instance. If you are ill, you are advised to send an email to inform the Studies office that you are not able to attend classes.

If your absence to a mid-term test is justified, the final examination grade accounts for 100% of the final grade.

If your absence to the final exam is justified, you'll be allowed to take the resit session otherwise you'll obtain 0/20 and will fail the subject.

- **Punctuality:** students are expected to be punctual and to arrive on time before classes begin. No student is admitted in class after attendance check is done.
- **Plagiarism (or direct copying from a book or text) and cheating:** both are considered as serious offences and involve severe disciplinary actions. Indeed, a student may face temporary or definitive exclusion from the School.
- **Bad conduct:** all students are expected to behave properly and show respect to the professors, administrative staff and students. Rude, insulting language or inadequate behaviour are strictly prohibited and also involve disciplinary actions.
- **Food and drinks:** it is strictly forbidden to eat and drink in class. It is however possible to take advantage of the 15mn break between each course to buy a snack or a beverage at the School's cafeteria.

### REMEMBER

Attendance, punctuality and positive behaviour are also taken into account in the final mark for each subject. (See above, under the heading "The grading system").

## STUDIES OFFICE:

- **EDC PARIS Business School:** The Studies office is located on level 1 of EDC main building. The Studies Office staff supervises each class of students, organises the timetables, plans examinations, coordinates business assignments and closely follows the progress of each student.
- **Sup de Luxe Institute:** The studies office of **Bachelor programme** is located at Parc du Pont de Flandres building 11 rue de Cambrai 75019 PARIS -1st floor. For **MSc or MBA programmes**, the studies office is located in the Bougainville Building 75007. International students are invited to apply to either the Academic Director , who works hand in hand with the professors and lecturers and coordinates each subject of the program or to the Pedagogical Director who acts as a personal tutor to the students throughout their studies. Both of them will be introduced to the students during the orientation days.

## LANGUAGES

EDC has put particular emphasis on the study of foreign languages. Second year students take the **TOEFL ITP test** at the end of their academic year and are required to obtain a score equivalent to the B2 level (European framework). Note, however, that students who follow the English track program apply for the **TOEFL IBT test**.

In their 4th year of study, students are required to take the **TOEIC test** and obtain a minimum score of 750 points. **The TOEFL test takes place in March 2022 and the TOEIC in April/May 2022 in the EDC building.**

Exchange and international students enjoy the same advantages as EDC students and are of course welcome to take these tests as well.

## FRENCH AS A FOREIGN LANGUAGE:

All exchange /international students have the possibility to follow 36 hours of French per semester. These courses are organized by grade level and are worth 5 ECTS/ semester. The courses aim at developing basic or advanced French skills and possibly at preparing students to take the DELF which is a recognized French certification. This preparation is preferably offered to students who intend to spend the whole academic year at EDC PARIS -degree-seeking or double-degree students.

The course of French as a foreign language-FLE- is open to all international students whatever the management programme they have chosen to follow- business or luxury.

In addition to French skills, students will also get a good insight into the French culture – cinema, arts, 'art de vivre' thanks to visits around a specific theme in emblematic places in or around Paris.

## OTHER LANGUAGES:

It is also possible to take another language among the following: Arabic, Chinese, German, Italian, Spanish. These are 24-hour courses and worth 2 ECTS credits.

### YOUR CONTACT AT THE LANGUAGE DEPARTMENT:

**Sofia POTES, Head of the Language Department:**  
[sofia.potes@edcparis.edu](mailto:sofia.potes@edcparis.edu)

**Eduarda PINTO, Assistant to the Language Department:**  
[eduarda.pinto@edcparis.edu](mailto:eduarda.pinto@edcparis.edu)



# BUSINESS ASSIGNMENTS & INTERNSHIPS

Business assignments are an integral part of the methodology of EDC and one of its principal assets. Every year (except in the 5th year), students must successfully complete one or two business assignments directly related to the educational programme covered.

These assignments aim to familiarise the students with the world of business. Over a 5 week period, teams of 5 or 6 students work on a project, under the supervision of a professional who advises them and follows their progress. In addition, students are tutored by EDC teaching staff – this allows them to test their approach to the subject. On the last day of the period, the teams present their conclusions to a board of teachers and professionals.

Exchange students can participate in the business assignments of the 2nd and 4th year of studies -depending on the program they have chosen- which take place at the end of the semester. (see academic calendar) It is an excellent way to discover the inner workings of French companies and the French business world in general. This experience can be ideally coupled with an internship period (see below). **Please note however, that a good command of French is necessary to make the most of this exercise.**

## LIST OF BUSINESS ASSIGNMENTS BUSINESS PROGRAMMES ONLY. NO BUSINESS ASSIGNMENT FOR THE LUXURY PROGRAMMES

1 <sup>st</sup> Year	Detecting business opportunities 2 weeks in December	Market Survey: carry out studies validating product/market appropriateness/5 weeks)
2 <sup>nd</sup> Year	Financial diagnosis: 1 week in December	Business Model: complete analysis/audit for the creation of a new business or the expansion of an existing one.  5 weeks May/June
3 <sup>rd</sup> Year	/	
4 <sup>th</sup> Year	Specialization: take-overs; financial analysis/audit: the financial analysis of a company; export; development plan/ business creation/marketing strategy  5 weeks May/June	/

## INTERNSHIPS:

In order to pursue a professional career, it has become a necessity for many graduates to gain experience through an internship. An internship can help develop your practical skills and give you a valuable introduction to the working world and boost your future career.

Third and fifth year EDC students must carry out two six-month internships, namely 24 weeks and worth 30 ECTS. First and second year students must complete a two-month internship while fourth year students may carry out a three-month internship. Apply for this unique opportunity to spend 6 months in one of the French most vibrant companies and gain valuable and intercultural experiences.



## → Are you a student looking for an internship in France?

If your answer is YES, the Corporate Relations manager can help you in your search, give you many tips on how to get the perfect internship, arrange interviews for you and help you with your training agreement.

## → Interested or want to know more?

It's simple: You tell the Placement office where you would like to go and the Corporate Relations manager checks the various opportunities that could suit you.

EDC students can apply to the Placement Office which receives over 3000 internship offers from partner companies each year.

Graduate internships are offered by a wide variety of organizations, covering a vast range of opportunities (Marketing, Business, Finance, Recruitment, Administration, HR Internships...)

You will start receiving internship opportunities straight into your email inbox.



### HELPFUL TIPS

Every year in October, EDC PARIS organizes a business forum where students can meet EDC partner companies and discuss career or internship opportunities in France and abroad. International students are of course welcome to take part in this event to land an internship and boost their future career.

## CAREER COACHING FOR STUDENTS:

To get the perfect internship is not easy, many undergraduates fail to obtain the internship they want because they make basic mistakes.

To give yourself the best chance of success, your application should stand out from your peers.

You need to be prepared to tailor your applications to the position and organization you are applying.

To that effect, our Career Coach can help you prepare for the interview with the company and review your resume and cover letter.

The Career Coach helps you succeed by concentrating all your energy on your goal. But the first step is to identify goals...and priorities... Because even if work and talent are a prerequisite, there is no achievement of goals without a solid and consistent plan.

At the end of their internship, students must submit a report which is marked by teachers. Their performance is also assessed by the firm where they were placed.

All internships in France of more than 2 months are **PAID**. The National Minimum Wage is **500€**.

Payment varies, but typically, in Paris, the allowance is around **600 – 1000€** per month.

**International students who do not apply for the double degree are not obliged to do an internship.**

Those who wish to do an internship in France must be in possession of valid documents (residence permits, visas for non-European students)



## LIST OF INTERNSHIPS:

<b>1<sup>st</sup> Year</b>	Professional Integration	Duration: 6 weeks
<b>2<sup>nd</sup> Year</b>	Professional development	Duration: 8 weeks
<b>3<sup>rd</sup> Year</b>	Pre-specialization internship: marketing, management, finance, international trade	Duration: at least 24 weeks
<b>4<sup>th</sup> Year</b>	Professional springboard. (Optional)	Duration: at least 8 weeks
<b>5<sup>th</sup> Year</b>	Pre-professional internship: marketing, management, finance, international trade	Duration: at least 24 weeks

## WORK STUDY FORMAT:

Students who have chosen the work study format are also paid by the companies. The amount of their salary is between 55% to 85% of the 1 539,42 € minimum wage namely between 800€ and 1200€/month. In addition, the programme's tuition fees are paid by the company the student works for.

## LUXURY PROGRAMMES :

All luxury programmes offer internships at least once year . The duration varies between 2 and 6 months depending on the type of programmes and year of study. Additional and precise information will be provided upon request by the Sup de Luxe offices.



# 05 PRACTICAL INFORMATION

- ACCOMMODATION
- FINANCIAL SUPPORT
- TRANSPORTATION
- USEFUL ADDRESSES
- DAILY LIFE



# ACCOMMODATION

EDC PARIS has an agreement with an accommodation platform called [Studapart](#). On this platform, you'll find all sorts of apartments in Paris and Paris region.

Click on the link to access the offer and create your own account.

You may also consult EDC PARIS accommodation internet page Accommodations where you are provided with very precise and useful information to make your choice.

In addition, you are given tips on how to proceed to select your new home, to avoid fraudulent ads, the internet links to specialized social networks where you can find the ideal tenant and obtain precious feedback on the various accommodations offered.

In addition, EDC PARIS has signed 1 partnership agreement with 2 student Residences:

## Campusea La Défense Grande Arche

1 Terrasse Valmy 92800 PUTEAUX  
Tel: +331 40 40 64 10  
<https://www.campusea.fr/en/residence/153161>

## The Student Hotel

56 rue Roque de Fillol – 92800 PUTEAUX  
Email : [paris@thestudenthotel.com](mailto:paris@thestudenthotel.com)  
Tel : +33(0)1 49 03 51 00  
[www.thestudenthotel.com](http://www.thestudenthotel.com)

La Cité Universitaire: A unique place to live in

Nestled in the 14th district, the **CITE UNIVERSITAIRE** provides cheap but very comfortable flats or shared flats to about 12 000 students. As it is a public institution, it's not very easy to find a place but you should try your luck because it's really worth it. Here is the link to Registration

**Rental fees:** the range of monthly rents is rather large. On average they amount to approximately **700€**/month minimum and up to **1000€**. At the Cité Universitaire, they are much more affordable about: **450€**/month but availability is tight.

### Documents requested when renting an apartment:

- Photocopy of passport
- Photocopy of Ofii visa for non-European residents
- Birth certificate translated into French
- Bank details in France
- EDC letter of acceptance
- Financial statement + French bank account number

## ASSISTANCE:

Students are assisted in their search by the Incoming Mobility coordinators of EDC Paris Business School and the Luxury Institute. However, it doesn't mean that they **DO ALL THE PROCESSES FOR YOU**. They may follow up on your application file, put you in touch with the tenants, check that all is alright before your arrival but they are in **NO CASE RESPONSIBLE** for the quality of the flats or furniture, let alone the deposit or cleaning.

They will explain to you how to proceed but **THEY WON'T BOOK** the flat for you.

Finding a flat in Paris may be a rather tricky and lengthy process. So, **BE PREPARED AND ORGANIZED** and start your search as soon as you have obtained your **LETTER OF ACCEPTANCE**. This letter is part of the documents required before renting your flat.

## DEPOSIT:

Most residences and landlords will ask you to leave a deposit as a guaranty covering the possible damages caused to the flat during your stay or in case you give up your reservation in the middle of your stay. You are kindly advised to **CHECK THE RENTAL TERMS AND THE CONDITIONS OF REFUND** if any.

In this case too, EDC PARIS is **NOT RESPONSIBLE** for the regulations in force at its partner residences.

### YOUR CONTACT:

EDC PARIS BUSINESS PROGRAMMES: **Guylaine ZIRCON** [gzircon@edcparis.edu](mailto:gzircon@edcparis.edu)

LUXURY PROGRAMMES - SUP DE LUXE: **Béatrice SAVOYE** [bsavoie@supdeluxe.com](mailto:bsavoie@supdeluxe.com)



# FINANCIAL SUPPORT

## FINANCIAL SUPPORT FROM THE CROUS\*:

The CROUS supervises scholarships granted on social criteria. However, you must meet some conditions to be eligible.

**1** You are registered with a public or private higher education institution entitled to provide these scholarships. You are following full-time course in this higher education institution.

### **2 If you are a European student**

(from one of the 27 countries of the EU or Norway, Iceland, Liechtenstein, Switzerland, Monaco, Andorra)

- You have worked in France, in a full-time or part-time job
- Or you can prove that one of your parents have some income in France

### **If you are a student from another country**

- You have the status of refugee or subsidiary protected person
- Or you have a temporary resident card, you have lived in France, and your parents have **paid taxes in the country for at least 2 years.**

If you meet these criteria, then you can apply through the Student Social File portal

## FINANCIAL SUPPORT FROM THE CROUS:

A lot of financial aids are also offered on the [Campus France portal](#) : [Bursaries Most](#) of these grants are based first on merit and then on social criteria. You must then have obtained excellent results and prove your motivation.

Of course, you are not eligible to ALL the proposed grants. You must check the eligibility criteria as well as the application deadlines and fill out the form very carefully.

Please, click on the link herewith to obtain more information : [Scholarships for Foreign Students in France.](#)

## THE APL OR HOUSING GRANT:

As an international student, you are eligible for the housing grant from the CAF. EDC International Office helps you with your registration upon your arrival. However, it's preferable to prepare the documents requested while preparing your stay in France. You can download the brochure directly from the CAF website to familiarize yourself with the proceedings: [CAF Guide](#)

The monthly grant amounts to approximately **182€** and is allotted 2 months after your arrival in France. The International Office assists you in all the proceedings after the Orientations days.

\* for students from the Grande Ecole programmes only



# TRANSPORTATION

## PUBLIC TRANSPORTS PARIS AND PARIS REGION:

Consult the RATP website: [www.ratp.fr](http://www.ratp.fr)

The network of buses, metro, Trams and RER trains facilitate transport from one place to another in Paris and its suburbs at reasonable fares.

- Metro, buses and trams are means of transportation for Paris and its immediate outskirts.
- RER (A, B, C, and D) and suburban trains take you to Paris region and surroundings.
- Metro run from 5am to 1am (2am on week-ends).
- Buses run 5am to 9pm or for some of them 1.30 am (check the schedule posted at the bus station).

Students are strongly advised to buy a Pass Navigo, a weekly pass or a Carte ImaginR (ImaginR Pass).

- The Pass Navigo is a monthly pass for travelling in Paris and Paris area ('Greater Paris') – **22.80€** per week-**75.20€**/month
- The Carte ImaginR (ImaginR Pass): **350€** /year
- Set of 10 tickets: **16.90€**
- Single ticket: **1€90**
- Navigo Liberté: **1.19€**

These travel passes are not all valid for travels outside Paris. Those who wish to visit places outside the city must buy a day pass at any railway ticket office or at one of the underground or RER stations.

Advice: Upon arrival in Paris, don't forget to get a map of the bus, metro and RER networks from the railway or underground stations ticket offices.

## TAXI:

There are taxi stations everywhere in Paris. Generally speaking, the minimum fare amounts to 6€.

You can also order a taxi to the following companies:

### Alpha Taxis

Reservation "Alpha Taxis": **01 45 85 85 85**  
<https://reservation.alphataxis.fr/>

### Taxis G7

Reservation "Taxis G7": **36 07**  
<https://www.g7.fr/en/>

And of course **Uber** especially if you have an account: <https://www.uber.com/fr/en/>



# TRAINS & STATIONS: WHERE TO GO FROM THE 5 MAIN STATIONS:

- **Gare du Nord:** north of France; Belgium and the Netherlands with Thalys; Great Britain with Eurostar
- **Gare de l'Est:** east of France, Germany, Switzerland
- **Gare de Lyon:** south of France (Lyon, Provence, French Riviera); Italy; Switzerland
- **Gare Montparnasse:** west and south west of France (Bordeaux, Toulouse, Brittany) Spain
- **Gare Saint Lazare:** Normandy, South of England (Dover, Folkestone)

## AIRPORTS:

### PARIS (PAR)

.Orly and Roissy-Charles de Gaulle  
[www.adp.fr](http://www.adp.fr)  
 Contact : 3950

### ONLY (ONLY SOUTH AND ONLY WEST) [www.adp.fr](http://www.adp.fr)

14 km south of Paris  
 Information: tel. 01.49.75.15.15 (from 6 am to midnight)

#### → Access

Rail networks	Price	Journey time
RER C	6.35€	35mn (Austerlitz station)
RER B	12.10€	25-30mn
Tram 7	Ticket+: 1.90€	45mn

Bus & coach	Price	Journey time
Orly bus	9.50€	30mn Stop: Denfert Rochereau
Air France coach: line 1 Orly Ouest: Level 0 Gates 1,2,3 Orly Sud: Gate 4	12€	3 stops: Montparnasse-Tour Eiffel-Etoile (Arc de Triomphe) 60mn

Taxi	Fare	Journey time
Paris Taxis : exit M (Orly Sud)	40/50€	35mn
Paris Taxi: exit B (Orly Ouest)		

#### Services

The airport is closed from 0.30 am to 4.30 am  
 Customs: 01.49.75.09.10  
 Police: 01.49.75.43.04  
 Lost Property Office: 01.49.75.34.10 (Orly S) ou 01.49.75.42.34 (Orly W)

## ROISSY-CHARLES DE GAULLE (CDG 1, 2 ET 3)

25 km to the north-east of Paris

### Services

Customs: 01.48.62.62.85

Police: 01.48.62.31.22

Lost Property Office: 01.48.62.13.34 (CDG1) or 01.48.16.63.83 (CDG2).

Roissy Airport website [www.adp.fr](http://www.adp.fr)

### → Access

Rail networks	Price	Journey time
RER B	10.30€	40mn

Bus & coach	Price	Journey time
Roissy bus	13.70€	60mn
Air France coach lines 2+3 (Terminals: 2A 2C 2E, 2F,2D and 1)	18€	60mn (from-to Paris Pl. De l'Etoile)
Air France coach line 4 (Terminals: 2A 2C 2E, 2F,2D and 1)	18€	80mn (from-to Gare de Lyon & Gare Montparnasse)

Taxi	Fare	Journey time
Terminal 1: exit 24 on the arrivals level Terminal 2A: exit 6 Terminal 2C: exit14 Terminal 2D: exit 7 Terminal 2E: gate 12 on the arrivals level Terminal 2F: gate 12 on the arrivals level Terminal 3: exit of the arrivals hall Terminal 2G: blue gate	50/70€ Depending on the hour slot	50/80mn

## BIKES:

[https://www.velib-metropole.fr/en\\_GB](https://www.velib-metropole.fr/en_GB)

It's now common for a lot of people to ride to work or enjoy a refreshing ride in downtown Paris or parks and gardens. The causeway has been laid out to allow you to travel from one end of Paris to the other and discover the city in a different way. Wearing a helmet is nonetheless strongly advised!!!

Getting a subscription is very easy and terms are quite flexible and affordable. For more information, visit Velib website by clicking on the link provided above.



# USEFUL ADDRESSES

## 01 AROUND THE DÉFENSE AREA:

### NEARBY MEDICAL CENTERS-GENERAL PRACTITIONERS:

- Groupe de médecins spécialistes Charras  
Tour Les Poissons Place Charras. 20 ter rue de Bezons  
92400 COURBEVOIE  
Tel : 01 47 88 12 90
- Cabinet Médical Docteurs Alric & Guy  
21, rue Sébastopol  
92400 COURBEVOIE  
Tel : 09 67 14 95 38

### DENTISTS :

- Dr Thierry Grandidier  
<https://www.doctolib.fr/dentiste/courbevoie/thierry-grandidier>  
1, Allée de l'Arche  
92400 COURBEVOIE  
Tel : 01 43 33 54 55
- Cabinet Dentaire & Médical de la Défense  
<http://centremedicaletdentaire.paris/>  
5-7 Square des Corolles  
92400 COURBEVOIE  
Tel : 01 47 78 50 00

### HOSPITALS :

- Centre Hospitalier de Courbevoie-Neuilly-Puteaux  
30, rue Kilford  
92400 COURBEVOIE  
Tel : 01 49 04 30 30
- Site hospitalier de Neuilly s/ Seine  
36, Bd Général Leclerc  
92205 Neuilly s/Seine  
Tel: 01 40 88 60 00

## 02 AROUND LA VILLETTE AREA:

### NEARBY MEDICAL CENTERS-GENERAL PRACTITIONERS:

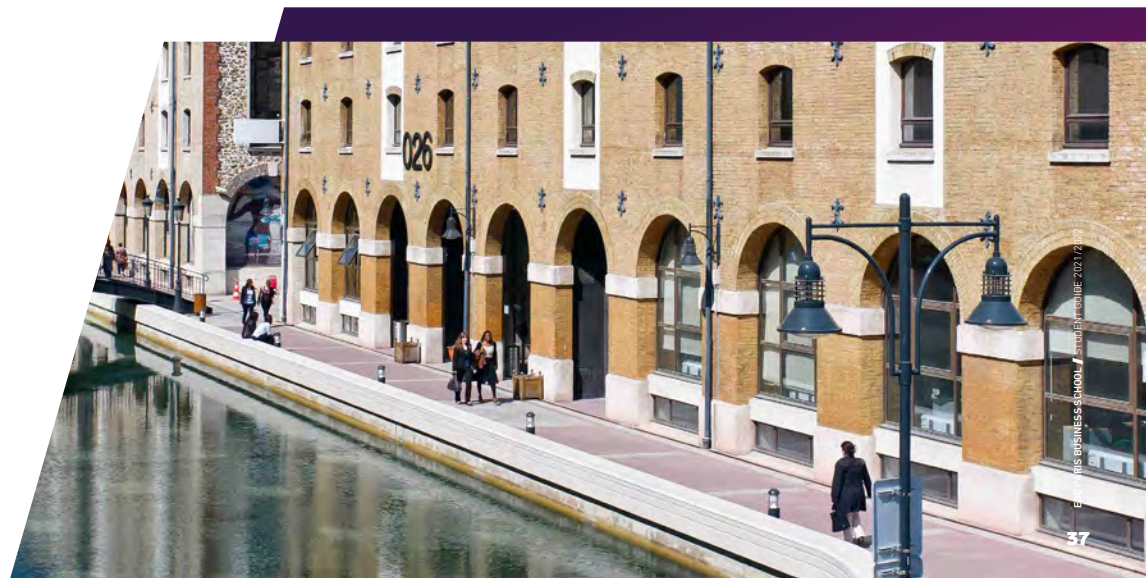
- **Scm Cabinet Médical Des Orgues de Flandre**  
17 Rue Mathis, 75019 Paris  
Tel: 01 40 38 95 99
- **Cabinet Médical du docteur Duquay**  
14 Rue de Cambrai, 75019 Paris  
Tel: 01 40 34 25 30

### DENTISTS:

- Dr Maurice HALOUA  
2,9 (8) • Dentiste  
12 Rue de Cambrai, 75019
- Dr Ouasti Mustapha  
5,0 (1) • Dentiste  
14 Rue de Cambrai, 75019  
Tel: 01 40 34 33 74
- Dr Franck LABERNADIERE  
14 Rue de Cambrai, 75019  
Tel: 09 51 51 03 20

### HOSPITALS:

- Hôpital Lariboisière  
Rue de Crimée, 75019
- Hôpital Jean-Jaurès  
9-21 Sente des Dorées, 75019 Paris  
Tel: 01 44 84 54 44



# 03

## IN THE 7TH DISTRICT AREA:

### NEARBY MEDICAL CENTERS-GENERAL PRACTITIONERS:

- Centre médical Tourville  
17 Avenue de Tourville, 75007 Paris
- Cabinet médical  
81 Avenue Bosquet, 75007  
Tel: 01 45 51 38 99
- Cabinet médical Marchal et Ohanna  
40 avenue Bosquet, 75007

### DENTISTS:

- Dr Brigitte EHRGOTT  
117, rue St Dominique, 75007  
Tel: 01 45 56 03 07
- Dr NAVEAU  
71 Quai D'Orsay, 75007  
Tel: 01 45 51 53 78

### HOSPITALS:

- Hôpital COCHIN  
RD Assas, 75006
- Hôpital Européen Georges POMPIDOU  
20 rue Leblanc, 75015  
Tel: 01 56 09 20 00

#### Emergency contacts:

**Firemen:** dial **18**

**SAMU:** (medical emergencies): dial **15**

**Poison center:** dial 01 40 05 48 48

**SOS Médecins:** dial 3624 <https://www.sosmedecins.fr/visites-medicales-domicile-75/> (English website)

## DAILY LIFE

### COMMUNICATIONS:

#### → Mobile phones:

Students are advised to take a French phone number upon their arrival in France in order to avoid prohibitive phone bills at the end of the month. It is possible to apply to one of the main French operators: Orange, SFR, Bouygues Telecom, Free.

To open a line, it is necessary to subscribe to one of the service providers mentioned above. The most convenient is to apply directly to the Phone House shop which gathers all their offers. (see addresses below).

#### Phone House shop:

Centre Commercial Les 4 Temps niveau 1 Zone Framboise – Place des Miroirs, 92800 Puteaux

#### The Phone House:

41 rue Cler, 75007

#### The Phone House:

72 Bis Avenue de Flandre, 75019

### APPLE STORES:

- **Paris, Champs-Élysées**  
114 av. des Champs-Élysées  
75008 Paris  
(01) 70 98 09 00
- **Paris, Opéra**  
12 rue Halévy  
75009 Paris  
(01) 44 83 42 00
- **Paris, Marché Saint-Germain**  
9 rue Clément  
75006 Paris  
(01) 85 65 48 00
- **Puteaux - la Défense, Les Quatre Temps**  
Centre commercial Les Quatre Temps  
15 Parvis de la Défense  
92800 Puteaux - la Défense  
(01) 41 97 36 00

## POST:

Stamps can be bought at a tobacconist for mail sent in France and within the EU zone. For other destinations, it is necessary to go to the post office to buy the appropriate stamps. Similarly, you must go to the post office to send or get back registered letters or parcels. (See address below).

### La Poste Courbevoie:

27 avenue Puvis de Chavannes 92400 Courbevoie

### La Poste Cambrai:

62, rue de l'Ourcq 75019

### Poste Paris 7e Ecole Militaire:

60 rue Cler 75007

## MONEY:

### → Cash withdrawal:

You can withdraw cash from ATMs or directly to a bank counter. If you withdraw money with the credit card issued by the bank of your home country you may have to pay fees and commissions. You are advised to inquire with your bank about their policy before your leave.

In France, contrary to some countries, credit cards are widely used to pay for any purchase. However, a minimum amount may be required –generally 10€- to pay with your credit card.

### → Opening a bank account:

As already mentioned above, you will have to open a bank account to pay for the monthly rent, the utilities and other purchases.

EDC PARIS has 3 partner banks which help students open a bank account at preferential rates as they all have special offers for students. Once you have opened an account, you will be provided with a credit card or debit card and a cheque book.

Each bank has a dedicated interlocutor who will meet with you during the orientation days. They will introduce the bank they represent and will show you how to proceed. You will have the possibility to fill in the form to open your account without going to the bank. Your credit card and cheque book will be directly sent to you by the bank.

To open a bank account, you need to prepare the following documents:

\*A photocopy of your passport

\*Your contact detail: address, phone number and email

Please note that more information will be provided to you before your arrival.

### EDC PARIS partner banks:



### → Monthly budget:

Accommodation	Transportation	Food	Leisure
400€/1000€	Monthly pass: 75.20€/month	150-200€/month A meal at the school cafeteria costs a minimum of €5	From 150€ to 200€

# 06 STUDENT EXPERIENCE

- **ARRIVING IN FRANCE**
- **LAST FORMALITIES**
- **THE OPEN UP ASSOCIATION AND BUDDY SYSTEM**
- **STUDENT ASSOCIATIONS**
- **CULTURAL SHOCK**



# ARRIVING IN FRANCE

Please check carefully the academic calendars corresponding to the programme course you have chosen. Before your arrival, you will have received your letter of acceptance which stipulates clearly the beginning and end of courses of the current academic year. You **MUST KEEP THIS LETTER WITH YOU UPON YOUR ARRIVAL IN FRANCE**. It is necessary for the OFII validation and the booking of your accommodation.

A few recommendations:

## → Plane tickets:

Avoid booking non-refundable non-modifiable plane tickets. Indeed, some exam dates may be changed during the academic year and it won't be possible to organize a special session for you.

## → Accommodation:

Refer to the addresses provided in this guide or by the international office of EDC PARIS. Mind fraudulent housing websites asking to pay a deposit. Check that the accommodation does exist before using your credit card!!!

## → Vaccinations and health records:

Before departure, make sure that your vaccinations are ok and remember to take your health record with you if any. You may be asked to produce it during the medical visit **only organized for students with a visa. European students do not have to take any medical check.**

## → Date of arrival:

Plan to arrive at least a **week before courses start**. You will feel much more comfortable and you will adapt to the school's organization far more quickly and easily.

# LAST FORMALITIES

## Registration process & orientation days:

Upon your arrival, you will have to finalize your administrative and academic registration before the school year start.

**ONE** orientation day is scheduled on **September 18th, 2021**. It is compulsory for all incoming exchange students.

In the course of these days, exchange & international students will meet EDC Paris staff, tutors and representatives. They must also take advantage of these two days to complete all admission formalities, namely:

- Obtain from the Student Service their student card and admission forms
- Confirm their enrolment
- Organise their timetable
- Check and confirm their password to access the Intranet. (My EDC Paris)
- Enrol for the French Courses (cf. Study programme)
- Contact the Placement Office (for students who wish to carry out an internship in France after their academic exchange/ or students who have applied for a work study programme)
- Buy travel passes (Pass Navigo)
- Open a bank account

A precise planning of activities is scheduled for this day. You will receive it by email one month prior to your departure for France.

\*\*\* Degree-seeking students will have to confirm their attendance or not to the International Office. It is strongly advised to participate in these orientation days as it is the first contact with EDC Community. Various outdoor activities are organized during these days in order to facilitate interactions and international students' integration.

Later in the semester, **2 days of teambuilding** will be organized mixing international and EDC students to strengthen a sense of community.



# THE OPEN UP ASSOCIATION AND BUDDY SYSTEM

'Open Up' is a student association dedicated to helping incoming, outgoing students and namely exchange students in the organisation of their stay in France or abroad. 'Open Up' students provide active support to international students. They will contact you before your arrival at EDC to share with you all the necessary information to facilitate your integration at EDC and also in Paris. A 'buddy' will be appointed to help you all along your stay in France. He/she is generally a 4th year student who was on exchange the year before and therefore has experienced the same problems or questions as you do once in France.

'Open up' also sees to make your stay the time of your life and organizes a lot of friendly and festive activities: dinner parties, visits in and out of Paris, week-ends and the like....

Please check their Facebook page to get to know them better and also contact them if you wish: <https://www.facebook.com/openup.edc>

## STUDENT ASSOCIATIONS

There are about 10 student associations at least for the Grande Ecole Programme. Degree-seeking international students may join the association of their choice.

Participating to the activities of one association involves the obtention of 2.5 ECTS credits.

Exchange students may join some actions or benefit from sports opportunities thanks to the BDS- the Sports Association of the School. For further information, click on the link: [Student associations](#)

## CULTURAL SHOCK

Culture shock is something you must be prepared for before your arrival in the country. This corresponds to the anxiety /stress / disorientation/confusion you may feel when facing new cultural habits in an unknown environment.

There are three well identified phases:

### → The 'everything's perfect' phase:

During this period, cultural differences are lived as an interesting and rather exotic experience. You may feel some kind of euphoria discovering the country, meeting new people and getting loose of routine.

### → The 'everything's awful' phase:

After the first few weeks, you may become exasperated by habits and customs you are not used to and which may seem absurd, tiresome and a waste of time. The general organization, the relation to time, the food are elements which you may find annoying in the short term. A feeling of homesickness may crop up. You must beware of not being overwhelmed with negative impressions.

### → The 'everything's ok' phase:

After the 1st month, you will probably feel more comfortable as you will be accepting these minor or big cultural differences and will comply with them or at least will know how to cope with them. This means that you will feel integrated, 'included'. At this point, you will no longer react positively or negatively because it no longer feels as a new culture

### → The reverse culture shock:

You may have the same feelings back home as when you arrived in the host country. You may feel gloomy and nostalgic the first weeks after your arrival. In a word, you may miss your life abroad. However, it generally doesn't last long and you find back your former habits but enriched with a great experience.



## A FEW TIPS BEFORE YOU ARRIVE IN THE COUNTRY:

- Get information about your host country and its culture whether on the Internet or travel books like 'Lonely Planet'. Remember to remain open-minded and avoid being offended or offending locals when you don't understand them. Remain polite and courteous, you'll obtain what you want far more easily.  
In case of problem, inform the International Office to help you sort out the situation.
- Plan visits in the city you'll be living in and short trips in the country.
- Remain positive, tolerant but be realistic on certain aspects of daily life
- Connect with your buddy and other French students through the Open Up platform.
- To sum up: BE PREPARED!

## CHECK LIST: BEFORE YOU ARRIVE IN FRANCE, PLEASE CHECK THAT YOU HAVE:

- ✓ A passport valid for the duration of your stay (see above)
- ✓ A long-stay visa for non-EU students, valid at least 3 months. This must be obtained before you leave for France, from Campus France or the French Consulate or Embassy in your country of departure.
- ✓ Your birth certificate and other documents necessary for the delivery of your Ofii certificate and for the housing grant.
- ✓ Documents needed for social security cover or your private insurance policy with the relevant dates, valid throughout the duration of your stay.
- ✓ 4 passport-sized photographs with your name written on the back.
- ✓ Originals and photocopies of most recent transcript of records from the previous academic year, if you have not yet provided them.
- ✓ Your EDC admission forms. (Acceptance letter)

## YOUR CONTACTS

WHAT	EDC BUSINESS SCHOOL	EDC -SUP DE LUXE
Admissions	Waisse ASSEFY: <a href="mailto:admissions@edcparis.edu">admissions@edcparis.edu</a>	Sabrina Ben AMMAR: <a href="mailto:sbenammar@supdeluxe.com">sbenammar@supdeluxe.com</a>
Visa procedure & registration	Guylaine ZIRCON: <a href="mailto:gzircon@edcparis.edu">gzircon@edcparis.edu</a>	Béatrice SAVOYE: <a href="mailto:bsavoie@supdeluxe.com">bsavoie@supdeluxe.com</a>
Accommodation	Guylaine ZIRCON: <a href="mailto:gzircon@edcparis.edu">gzircon@edcparis.edu</a>	Béatrice SAVOYE: <a href="mailto:bsavoie@supdeluxe.com">bsavoie@supdeluxe.com</a>
Academic affairs	Cécile CHIARAMONTI: <a href="mailto:cchiaramonti@edcparis.edu">cchiaramonti@edcparis.edu</a>  Guylaine ZIRCON: <a href="mailto:gzircon@edcparis.edu">gzircon@edcparis.edu</a>	Bachelor: Clémentine DE GOY SOULIER <a href="mailto:cdegoyoulrier@supdeluxe.com">cdegoyoulrier@supdeluxe.com</a>  MSc+MBA: Ghislaine LE GOUGUEC <a href="mailto:glegouguec@supdeluxe.com">glegouguec@supdeluxe.com</a>
Registrar's Office	Marie-Claire BERTHIER <a href="mailto:mcbertthier@planetadeagostini.es">mcbertthier@planetadeagostini.es</a>	Marie-Claire BERTHIER <a href="mailto:mcbertthier@planetadeagostini.es">mcbertthier@planetadeagostini.es</a>



# WELCOME TO EDC PARIS !

Crédit photo (Isabelle Dorpe) - Document non contractuel, sujet à modifications - 04/2021



 Planeta  
Formation et  
Universités

**EDC** PARIS  
BUSINESS  
SCHOOL

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