

## FACT SHEET 2018/2019

<b>Institution</b>	Groupe ESC Troyes
<b>Country</b>	FRANCE
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<b>Erasmus Code</b>	F TROYES07
<b>Erasmus Charter code</b>	FR01-KA103-001824
<b>PIC number</b>	943279993

### INTERNATIONAL AFFAIRS

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<b>International Mobility Department</b>	
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### ACADEMIC AFFAIRS

<b>Academic Advisor</b> Incoming students	Ciska SEYSSEL <a href="mailto:ciska.seyssel@get-mail.fr">ciska.seyssel@get-mail.fr</a> + 33 325 71 22 88
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## ONLINE NOMINATIONS AND APPLICATIONS

<p><b>ONLINE NOMINATIONS</b></p> <p>Application periods &amp; deadlines</p>	<p><b>Students must be nominated by Home Coordinators with the following link</b>  <a href="http://exchange.groupe-esc-troyes.com">http://exchange.groupe-esc-troyes.com</a></p> <p><b>FALL SEMESTER:</b> March 1<sup>st</sup> until April 15<sup>th</sup></p> <p><b>SPRING SEMESTER:</b> September 1<sup>st</sup> until October 15<sup>th</sup></p>
<p><b>ONLINE APPLICATIONS</b></p> <p>Application periods &amp; deadlines</p>	<p><b>FALL SEMESTER:</b> <i>April 15th until May 15th</i>  <b>+ Course selection:</b> <i>from July 15th to July 31st</i> (except for Double Degree students)</p> <p><b>SPRING SEMESTER:</b> <i>October 15th until November 15th</i>  <b>+ Course selection:</b> <i>from 5th to 20th of December</i> (except for Double Degree students)</p>
<p>Link for application</p> <p>Documents required (all students)</p> <p>Visa procedures (non-EU students)</p> <p>CVEC (Contribution Vie Etudiante et de Campus) <b>NEW!</b></p>	<p><b>Simple exchange students:</b> <a href="http://intranet.get-formation.fr/inscription_incomings/">http://intranet.get-formation.fr/inscription_incomings/</a>  <b>Double Degree students:</b> <a href="http://intranet.get-formation.fr/inscription_incomings/?doubleDegree">http://intranet.get-formation.fr/inscription_incomings/?doubleDegree</a></p> <p><b>Compulsory documents to upload for acceptance:</b></p> <ul style="list-style-type: none"> <li>- <b>Passport/ID</b> (ready for uploading). For ID's please upload both sides</li> <li>- Completed <b>Application Form</b> (signed by student and coordinator, and stamped)</li> <li>- <b>Double degree students:</b> copies of previous diploma and transcripts of current year</li> </ul> <p><b>Extra documents (may be uploaded later and before arrival):</b></p> <ul style="list-style-type: none"> <li>- Transcripts of records</li> <li>- European Health card or private insurance</li> <li>- Arrival form (to be filled in before August 15<sup>th</sup> for Fall /January 15<sup>th</sup> for Spring)</li> <li>- Documents to bring for SECURITE SOCIALE (non-European students), and to apply for CAF housing benefit on arrival (see below who is eligible):             <ul style="list-style-type: none"> <li>- Birth certificate + <b>mandatory official translation into French</b>. Both documents must be issued with '<b>Apostille</b>', and they will have to be issued no more than 2 months before applying to CAF.</li> <li>- <b>Visa (on passport)</b>, please upload it on our platform as soon as you get it</li> </ul> </li> </ul> <p><b>IMPORTANT FOR ALL NON-EUROPEAN STUDENTS:</b></p> <ul style="list-style-type: none"> <li>- <b>All Non-European students need a visa to come and study in France</b></li> <li>- <b>BEFORE coming to France: compulsory application for a visa</b>, either on Campus France website <a href="http://www.campusfrance.org/en">www.campusfrance.org/en</a> (if your country is part of the Campus France/Etudes en France procedure) or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications have to be submitted at the French consulate of the country of residence.</li> <li>- <b>ONCE in France, and depending on the visa you received:</b> <ul style="list-style-type: none"> <li>- <b>Visa 'Etudiant' 'CESEDA R311-3 6°'</b> also called <b>VLS-TS</b> (valid 3 months before extension): this type of visa is given to students who come for an academic year, and sometimes for a semester: <b>compulsory procedures once in France</b> to get an extension (with help of International Office): payment of official tax (60 € in 2017/18) and interview with OFII, French Immigration Bureau, in Troyes. <b>With this type of visa, you may apply to CAF housing benefit and work in France (60% of legal working hours).</b></li> <li>- <b>Visa 'Long séjour temporaire' 'Dispense temporaire de carte de séjour'</b> also called <b>VLS-T</b>: this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but <b>students are not entitled to apply for CAF housing benefit, and are not allowed to work.</b></li> </ul> </li> </ul> <p><b>NEW! CVEC</b> (Contribution Vie Etudiante et de Campus):  <b>Compulsory 90€ tax for all freemover students</b> (exchange students are exempted)  <a href="https://cvec.etudiant.gouv.fr/">https://cvec.etudiant.gouv.fr/</a></p>

## ACADEMIC CALENDAR

ARRIVAL DAYS	<p><b>Fall semester:</b> Wednesday 29<sup>th</sup>, Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> of August 2018  <b>Spring semester:</b> Friday 1<sup>st</sup> and Saturday 2<sup>nd</sup> of February 2019</p> <p><b>A pick-up service from Troyes train station is offered <b>only on arrival days</b>; students are taken to their flats by 'ESN 3' French students.</b></p>
<b>COMPULSORY Orientation days</b>	<p><b>Fall semester:</b> Monday 03<sup>rd</sup> and Tuesday 04<sup>th</sup> of September 2018  <b>Spring semester:</b> Monday 04<sup>th</sup> and Tuesday 05<sup>th</sup> of February 2019</p>
Semester dates	<p><b>Fall semester:</b> 1<sup>st</sup> September 2018 - January 31<sup>st</sup> 2019  <b>Spring semester:</b> 1<sup>st</sup> February 2019 - June 30<sup>th</sup> 2019</p>
Intensive French classes	<p><b>Only for Fall semester and only for registered students:</b> Starting date, Tuesday 4<sup>th</sup> of September 2018 (Placement test for all registered students and for BBA double-degree students)  Level groups: beginner, intermediate and advanced  <b><u>If students want to take French classes (intensive / regular courses), they must register on the application platform and will take a French test on arrival.</u></b></p>

## ARRIVAL INFORMATION

<b>Accommodation</b>	<p><b>HOUSING PLATFORM</b>, direct from students to landlords  <a href="https://housing.groupe-esc-troyes.com/">https://housing.groupe-esc-troyes.com/</a>                  This platform is monitored by a company called Studapart, offering student residences, private flats and real estate agencies' services.</p> <p><b>Guarantor:</b></p> <ul style="list-style-type: none"> <li>- Studapart: Students willing to choose a private flat will be asked by Studapart to either have a French guarantor, or to register to the "Guarantee of Confidence" with a fee.</li> <li>- VISALE: free service to get a guarantor. It concerns only EU students and non-EU students holding a 'Visa Etudiant CESEDA R311-3 6°', <a href="https://www.visale.fr/#/">https://www.visale.fr/#/</a></li> </ul> <p><b>Home insurance: it will be required to enter your flat, it is mandatory in France.</b> You will be contacted by E-mail to register for a student offer before your arrival (approx. 60 €/student).</p> <p><b>Housing benefit (CAF):</b>                  For European students, and non-European students holding 'Visa Etudiant CESEDA R311-3 6°'. Information for application to CAF can be found at <a href="http://www.caf.fr/">http://www.caf.fr/</a>. Applications must be made once in France, with the help of French buddies, at 'Maison des Etudiants', and taken directly to CAF by students.  <b>NB:</b> Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)</p>
<b>Expenses</b>	<p><b>NEW! CVEC</b> (Contribution Vie Etudiante et de Campus): <b>Compulsory 90€ tax for all freemover students</b> <a href="https://cvec.etudiant.gouv.fr/">https://cvec.etudiant.gouv.fr/</a>. Payment certificate and specific number will be delivered automatically; they will have to be presented for online registration at Groupe ESC Troyes.  <b>Exchange students are exempted</b></p> <p><b>Compulsory residence permit</b> for non-European students holding Visa Etudiant CESEDA R311-3 6° (60 € in 2017/18).</p> <p><b>Home insurance:</b> approx. 60 € <span style="float: right;"><input checked="" type="checkbox"/> compulsory <input type="checkbox"/> optional</span></p> <p>Student Union (BDE) fees: approx. 25 €/ semester <span style="float: right;"><input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional</span>                  Sports Union (BDS) fees: approx. 20 €/ semester <span style="float: right;"><input type="checkbox"/> compulsory <input checked="" type="checkbox"/> optional</span></p> <p><b>Compulsory Student Card</b> (includes access to exams, library, photocopies...) given upon arrival. Re-issues will cost 10€.</p> <p>Lunch ticket at school: 3,95€ (2017/18)                  Food: approx. 250 €/ month                  Public transport: approx. 35 €/ month                  "Baguette de pain": approx. 1 €</p>
<b>Health insurance requirements</b> <b>NEW</b>	<p><u>Exchange students:</u></p> <ul style="list-style-type: none"> <li>- EU students must bring the <b>European Health Card (EHIC)</b>. They can also ask in their country of residence for the "S1" document and make the procedures upon arrival with the CPAM to be covered by the French social security.</li> <li>- Non-EU students must take out a <b>private insurance policy</b> before departure. Those holding a VLS TS visa will have access to Sécurité sociale, free of charge.</li> </ul> <p><u>Freemover students</u> (fee paying students)  <b>EU and Non-EU students</b> after applying to the CVEC will receive a NIR number (see information above) necessary to <b>register to free French Health Insurance "Sécurité Sociale Française" upon arrival on the following link: <a href="http://foreign-student.ameli.fr">foreign-student.ameli.fr</a></b>  <b>Students must bring a birth certificate and translation into French for "Sécurité Sociale" subscription.</b></p> <p><b>We advise all students to come with a health insurance from their country, as application to Sécurité sociale can take some time.</b></p>
<b>Bank Account</b>	<p>A French bank account is compulsory to get the housing benefit. We will help you to open one during the orientation days.</p>

## COURSE INFORMATION

<b>Course details</b>	<p>Available on our Intranet:  <a href="http://www.groupe-esc-troyes.com/index.php?option=com_wrapper&amp;Itemid=742">http://www.groupe-esc-troyes.com/index.php?option=com_wrapper&amp;Itemid=742</a></p> <p>New list of courses available in July / December of each year                  Normal load is 30 ECTS credits per semester                  In the ECTS (European Credit Transfer System) system of study points, a student gets 60 credits per year;                  Students can choose any of the courses offered at Groupe ESC Troyes. However, they have to fulfil the requirements of their sending institution.                  Language of tuition: French or English (please select 'Teaching Language')</p>
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	<p>Please note that <b>REGISTRATION for Intensive and Regular French classes is compulsory, see below.</b></p> <p><b>Online selection:</b>  <b>Fall semester: 15<sup>th</sup> to 31<sup>st</sup> of July / Spring semester: 1st to 15<sup>th</sup> of January</b></p> <p><b>Double Degree students do not have to select courses, as specialization is chosen when filling online application (DD BBA students only have to choose a language track when applying)</b></p>
Language courses	<p>Our Language Department offers French as a foreign language courses, intensive and regular. Students interested in French courses <b>must register</b> on our Application platform.</p> <p><b>Fall semester:</b> Placement test on Tuesday 04<sup>th</sup> of September 2018  <b>Spring semester:</b> Placement test on Thursday 07<sup>th</sup> of February 2019</p> <p><i>We advise all exchange students to attend the intensive French language course (beginner, intermediate or advanced), and then the regular French language course during both semesters. Compulsory registration.</i></p> <p>Restricted numbers in Spanish, German, English, Russian and Chinese courses.</p>
Grading System at Groupe ESC TROYES	<p>A: 18-20 / EXCELLENT      D: 12-13,9 / SATISFACTORY  B: 16-17,9 / VERY GOOD    E: 10-11,9 / SUFFICIENT  C: 14-15,9 / GOOD          F: &lt;10 / FAIL - FA : Absent</p>
Exams	<p>Exams are to be taken during or at the end of each semester (final exam, oral exam, report, paper work...). Students have the possibility to resit exams once (compulsory registration).</p> <p><b>Groupe ESC Troyes student card must be presented at the beginning of every exam.</b> Students arriving 10 minutes late to an exam will not be admitted.</p>
TOEFL (English test) TFI (French test)	<p><input type="checkbox"/> compulsory            ✓ <b>not requested</b></p> <p><input type="checkbox"/> compulsory            ✓ <b>not requested</b></p> <p>However, we rely on our partner institutions to ensure that students coming to study at Groupe ESC Troyes have a sufficient level of French / English, to cope with an academic environment.</p> <p>For students taking part in our Double Degree Programs, a good command of French/ English is compulsory:</p> <ul style="list-style-type: none"> <li>- PGE Program: French and English</li> <li>- BBA (former INBA program): French or English</li> <li>- MBA Tourism (former EMVOL program): English only for the MBA during the <b>Spring semester</b></li> </ul>

## FURTHER INFORMATION

Number of students	1 800
Inhabitants in Troyes	130 000 (including suburbs)
Staff	65 administrative staff 35 permanent teachers 350 professional teachers
International Mobility (approx)	350 incoming students per year 350 outgoing students per year 300 students on work placement abroad 200 partner universities
International welcome days	<ol style="list-style-type: none"> <li>1- Organized by International Office</li> <li>2- Arrival days and pick up service at Troyes</li> <li>3- Introduction period by International Office in cooperation with ESN 3</li> <li>4- Diverse courses offered from several programs (taught in French or in English)</li> <li>5- Focus on practical education within an academic environment: <ul style="list-style-type: none"> <li>- ESC General Management Program</li> <li>- BBA International Business Program (former INBA program)</li> <li>- BTM/MBA, Event Management/ Luxury Tourism Management Program</li> <li>- Arts and Design Program (for Design students only)</li> </ul> </li> </ol>
School Facilities	<ul style="list-style-type: none"> <li>- Wireless System Network (WIFI)</li> <li>- Library</li> <li>- Language Lab</li> <li>- Restaurant and Cafeteria</li> <li>- Computer rooms</li> <li>- Fitness Centre</li> <li>- Student unions (BDE, ESN 3, BDS...)</li> <li>- 3 Campuses: <ul style="list-style-type: none"> <li>- Campus Brossolette</li> <li>- Campus St Martin</li> <li>- Technopole (incubator)</li> </ul> </li> </ul>
Useful links	<p>Troyes Tourist Office: <a href="http://en.tourisme-troyes.com/">http://en.tourisme-troyes.com/</a>  TCAT (Troyes bus transport): <a href="http://www.tcat.fr/">http://www.tcat.fr/</a>  French railways (SNCF): <a href="http://www.voyages-sncf.com/billet-train/horaires">http://www.voyages-sncf.com/billet-train/horaires</a>  RATP (Paris transport): <a href="http://www.ratp.fr/en/ratp/c_21879/visiting-paris/">http://www.ratp.fr/en/ratp/c_21879/visiting-paris/</a></p>