## FACT SHEET 2014/2015

<table>
<thead>
<tr>
<th>Institution</th>
<th>Groupe ESC Troyes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>FRANCE</td>
</tr>
<tr>
<td>Address</td>
<td>217 avenue Pierre Brossetto CS 20710 10002 TROYES CEDEX FRANCE</td>
</tr>
<tr>
<td>Erasmus Code</td>
<td>F-TROYES07</td>
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</tbody>
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### INTERNATIONAL OFFICE

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Jean-Louis CHAPERON</th>
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</thead>
<tbody>
<tr>
<td>Deputy Head</td>
<td>David MATAIX <a href="mailto:david.mataix@get-mail.fr">david.mataix@get-mail.fr</a> +33 325 71 22 74</td>
</tr>
<tr>
<td>International Adm.</td>
<td>Arnaud JONQUET <a href="mailto:arnaud.jonquet@get-mail.fr">arnaud.jonquet@get-mail.fr</a> +33 351 84 23 10</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Emeline LAMBERT <a href="mailto:emeline.lambert@get-mail.fr">emeline.lambert@get-mail.fr</a> +33 351 84 23 09</td>
</tr>
</tbody>
</table>

### AREA MANAGERS

<table>
<thead>
<tr>
<th>(Incomings &amp; Outgoings)</th>
<th>Isabelle BEUJARD <a href="mailto:isabelle.beujiang@get-mail.fr">isabelle.beujiang@get-mail.fr</a> +33 325 71 22 13 Latin America, India, Russia, Spain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sophie LORANDEAU <a href="mailto:sophie.loran3uau@get-mail.fr">sophie.loran3uau@get-mail.fr</a> +33 325 71 22 03 UK/Ireland, Africa, Mediterr. countries, Middle East, S/E Asia, Oceania</td>
</tr>
<tr>
<td></td>
<td>Pauline MOYARD <a href="mailto:pauline.moyard@get-mail.fr">pauline.moyard@get-mail.fr</a> +33 325 71 22 17 Poland, Baltic states, Scandinavia, Canada, USA</td>
</tr>
<tr>
<td>Erasmus Coordinator</td>
<td>Laëtitia PERQUIN <a href="mailto:laetitia.perquin@get-mail.fr">laetitia.perquin@get-mail.fr</a> +33 325 71 22 38 Benelux, Central Europe, East Asia</td>
</tr>
</tbody>
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### ON-LINE APPLICATION

<table>
<thead>
<tr>
<th>Application periods &amp; deadlines</th>
<th>Lists of students nominated by Home Coordinators should reach us before application periods start</th>
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</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong>: April 15th until May 15th</td>
<td><strong>Accommodation</strong>: May 15th to June 15th</td>
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<tr>
<td><strong>Course selection INCLUDING FRENCH CLASSES</strong>: from July 1st to July 15th (except for Double Degree students)</td>
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<tr>
<td><strong>SPRING SEMESTER</strong>: October 15th until November 15th</td>
<td><strong>Accommodation</strong>: Nov 16th to December 15th</td>
</tr>
<tr>
<td><strong>Course selection INCLUDING FRENCH CLASSES</strong>: from January 1st to January 15th (except for Double Degree students)</td>
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</tbody>
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|----------------------|---------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Documents required (all students)</th>
<th>Passport photo and passport/ID (ready for uploading) Extra documents:</th>
</tr>
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<tbody>
<tr>
<td>- Transcripts of records (to be uploaded asap)</td>
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<tr>
<td>- European Health card or private insurance (to be uploaded asap)</td>
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<tr>
<td>- Arrival form (to be filled in before August 15 th for Fall / January 15 th for Spring)</td>
<td></td>
</tr>
<tr>
<td>- Documents to bring to apply for CAF housing benefit (see below who is eligible) on your arrival:</td>
<td></td>
</tr>
<tr>
<td>- Birth certificate + mandatory official translation into French, Both documents must be issued with ‘Apostille’, and they will have to be issued no more than 2 months before applying to CAF.</td>
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</tr>
<tr>
<td>- Visa (on passport), please upload it on our platform as soon as you get it</td>
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</tr>
</tbody>
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**IMPORTANT FOR ALL NON-EUROPEAN STUDENTS**: 

- **BEFORE** coming to France: compulsory application for a visa, depending on your country of residence (not on your nationality): either on Campus France website [www.campusfrance.org](http://www.campusfrance.org) or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications have to be submitted at the French consulate of the country of residence.

- **ONCE** in France, and depending on the visa you received:
  - Visa ‘Etudiant’ ‘CESEDA R311–3’ (valid 3 months before extension): this type of visa is given to students who come for an academic year, and sometimes for a semester: compulsory procedures once in France to get an extension (with help of International Office): medical visit, payment of official tax and interview with OFII, costs: 60 € in 2013/14. French Immigration Bureau, in Troyes. With this type of visa, you may apply to CAF and work in France (60% of legal working hours).  
  - Visa ‘Long séjour temporaire’ ‘Dispense temporaire de carte de séjour’ : this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but students are not entitled to apply for CAF housing benefit, and are not allowed to work.
A pick-up service from Troyes train station is offered only on arrival days; students are taken to their flats by ‘ESN 3’ French students.

### Accommodation

- **On campus**
- **Off campus**

Student may use the specific accommodation platform on our website. The relationship is legally established between students and landlords.

**Important note:** the International staff cannot help students who do not choose a room from platform. They will have to look for an accommodation on their own.

**Online booking:**
- **Fall semester:** May 16th till June 15th
- **Spring semester:** Nov. 16th till December 15th

Rent: approx. from 350 to 450 € per month per person

1 or 2 month-deposit requested upon arrival.

1 or 3 month notice before departure.

**Once your accommodation is booked, no change will be possible.**

During arrival days students will be taken to their flat, sign the 5-month (or 10-month) rental contract, pay the deposit and the first month of rent, and will receive the keys.

**Housing benefit (CAF):**

- For European students, and non-European students holding “Visa Etudiant CESEDA R311-3 6”.
- Information and documents for application to CAF is sent by International Office before arrival. Applications to be taken directly to CAF by students.

**NB:** Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)

### Other expenses

- **Student Union (BDE) fees**: approx. 25 €/semester □ compulsory ○ optional
- **Sports Union (BDS) fees**: approx. 20 €/semester □ compulsory ○ optional
- **Housing insurance**: approx. 60 € ▽ compulsory □ optional
- **International Student Card**: includes access to library, photocopies. ▽ compulsory □ optional

**Compulsory residence permit for non-European students holding Visa Etudiant R311-3 6** (58 € in 2013/14).

- **Food**: approx. 200 €/month
- **Public transport**: approx. 30 €/month
- **Entertainment**: approx. 60 €/month
- **“Baguette de pain”**: approx. 0.80 €
- **Lunch ticket at school**: 3,20€ (2013/14)

### Health insurance requirements

European students must bring the **European Health Card (EHIC)**

Non-European students must take out a private insurance policy before departure. They **ALSO have to subscribe the compulsory French Health Insurance “Sécurité Sociale Française” on arrival (213 € in 2014/15), except for those studying in Europe and holding a EHIC card.**

### Bank Account

A French bank account is compulsory to get the housing benefit. We will help you to open one during the orientation days.
COURSE INFORMATION

Course details
Available on our Intranet:

Normal load is 30 ECTS credits per semester
In the ECTS (European Credit Transfer System) system of study points, a student gets 60 credits per year:
Students can choose any of the courses offered at Groupe ESC Troyes (offered on several campuses in different parts of the city). However they have to fulfil the requirements of their sending institution.
Language of tuition: French or English (please select "Teaching Language")

Online selection:
Fall semester: July 1st till July 15th / Spring semester: January 1st till January 15th

Double Degree students do not have to select courses, as specialization is chosen when filling online application (DD INBA students only have to choose a language track when applying)

Language courses
Our Language Department offers French as a foreign language courses, intensive and regular (free of charge)
A test must be taken online when applying, so that we can organize different level groups

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

Restricted numbers in Spanish, German, English, Russian and Chinese courses.

Grading System at Groupe ESC TROYES
A : 18-20 / EXCELLENT
D : 12-13,9 / SATISFACTORY
B : 16-17,9 / VERY GOOD
E : 10-11,9 / SUFICIENT
C : 14-15,9 / GOOD
F : <10 / FAIL
FA : Absent

Exams
Students have to take exams during or at the end of each semester (final exam, oral exam, report, paper work...).
They have the possibility to resit exams once (compulsory registration)

TOEFL (English test)
- compulsory
- not requested

TFI (French test)
- compulsory
- not requested

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.

For students taking part in our Double Degree Programmes, a good command of French/ English is compulsory:
- ESC Programme: French and English
- INBA programme: French or English
- EMVOL Tourism Management Programme: English only (Spring semester)

FURTHER INFORMATION

Number of students at Groupe ESC Troyes
1 700

Number of inhabitants in Troyes
130 000 (including suburbs)

Staff
65 administrative staff
35 permanent teachers
350 professional teachers

International students (approx)
350 incoming students per year
350 outgoing students per year
300 students on work placement abroad
198 partner universities

International welcome days
1- Organized by International Office
2- Arrival days and pick up service at Troyes
3- Introduction period by International Office in cooperation with ESN 3
4- Diverse courses offered from several programmes (taught in French or in English)
5- Focus on practical education within an academic environment:
   - ESC General Management Program
   - INBA International Business Program
   - EMVOL Tourism Management/ Luxury Tourism Management Program
   - Arts and Design Program (for Design students only)

School Facilities
- Wireless System Network (WIFI)
- Library
- Language Lab
- Restaurant and Cafeteria
- Computer rooms
- Fitness Centre
- Student unions (BDE, ESN 3, BDS...)
- 3 Campuses:
  - Campus Brossolette
  - Campus St Martin
  - Site Technopole

Useful links
Troyes Tourist Office: http://en.tourisme-troyes.com/
French railways (SNCF): http://www.voyages-sncf.com/billet-train/horaires