

## FACT SHEET 2016/2017

<b>Institution</b>	Groupe ESC Troyes
<b>Country</b>	FRANCE
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<b>Phone Web site</b>	+ 33 325 71 22 22 <a href="http://www.groupe-esc-troyes.com">www.groupe-esc-troyes.com</a> or <a href="http://www.study-in-champagne.com">www.study-in-champagne.com</a> <a href="http://www.youtube.com/studyinchampagne">www.youtube.com/studyinchampagne</a> or <a href="http://www.youtube.com/channel/UCfqeJVhJ6rzHsoPNvI7mvhQ">www.youtube.com/channel/UCfqeJVhJ6rzHsoPNvI7mvhQ</a> <a href="https://twitter.com/groupeescstroyes">twitter.com/groupeescstroyes</a> <a href="https://www.facebook.com/pages/Troyes-France/Groupe-ESC-Troyes/125186594447">www.facebook.com/pages/Troyes-France/Groupe-ESC-Troyes/125186594447</a>
<b>Erasmus Code</b>	F TROYES07
<b>Erasmus Charter code</b>	FR01-KA103-001824
<b>PIC number</b>	943279993

### INTERNATIONAL AFFAIRS

<b>Dean of International Affairs</b>	Jean-Louis CHAPERON		
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<b>International Mobility Department</b>			
<b>Area Managers</b> Incoming & Outgoing Mobility	Isabelle BEAUJARD	<a href="mailto:isabelle.beaujard@get-mail.fr">isabelle.beaujard@get-mail.fr</a>	+ 33 325 71 22 13
	Latin America, Spain, India, Central Asia, Russia		
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	Benelux, Germany, Switzerland, Austria, Central Europe, East Asia		
	Sophie LORANDEAU	<a href="mailto:sophie.lorandean@get-mail.fr">sophie.lorandean@get-mail.fr</a>	+ 33 325 71 22 03
	UK/Ireland, Africa, Mediterranean countries, Middle East, S/E Asia, Oceania		
	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		
<b>Student Advisor</b> Accommodation / Help with OFII procedures	Emeline LAMBERT	<a href="mailto:emeline.lambert@get-mail.fr">emeline.lambert@get-mail.fr</a>	+ 33 351 84 23 09

### ACADEMIC AFFAIRS

<b>Academic Advisor</b> Incoming & Outgoing 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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## ON-LINE APPLICATION

<p><b>Application periods &amp; deadlines</b></p>	<p><i>Lists of students nominated by Home Coordinators should reach us before application periods start</i></p> <p><b>FALL SEMESTER</b> : April 15<sup>th</sup> until May 15<sup>th</sup>          + Accommodation: May 16<sup>th</sup> to June 15<sup>th</sup>          + Course selection: from July 1<sup>st</sup> to July 15<sup>th</sup> (except for Double Degree students)</p> <p><b>SPRING SEMESTER</b>: October 15<sup>th</sup> until November 15<sup>th</sup>          + Accommodation: Nov 16<sup>th</sup> to December 15<sup>th</sup>          + Course selection: from January 1<sup>st</sup> to January 15<sup>th</sup> (except for Double Degree students)</p>
<p><b>Link for application</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>Documents required (all students)</b></p>	<p>Passport photo and passport/ID (ready for uploading)          Extra documents :</p> <ul style="list-style-type: none"> <li>- Transcripts of records (to be uploaded asap)</li> <li>- European Health card or private insurance (to be uploaded asap)</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 to apply for CAF housing benefit (see below who is eligible) on your arrival :             <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>- Visa (on passport), 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>
<p><b>Visa procedures (non-European students)</b></p>	<ul style="list-style-type: none"> <li>- <b>BEFORE coming to France: compulsory application for a visa</b>, depending on your <u>country of residence</u> (not on your nationality): either on Campus France website <a href="http://www.campusfrance.org">www.campusfrance.org</a> 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</b> you received :             <ul style="list-style-type: none"> <li>- <b>Visa 'Etudiant' 'CESEDA R311-3 6'</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) : medical visit, payment of official tax (58 € in 2015/16) 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> : 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>

## ACADEMIC CALENDAR

<p><b>ARRIVAL DAYS</b></p>	<p><b>Fall semester</b> : Monday 29<sup>th</sup>, Tuesday 30<sup>th</sup> and Wednesday 31<sup>st</sup> of August 2016  <b>Spring semester</b> : Wednesday 1<sup>st</sup> and Thursday 2<sup>nd</sup> of February 2017</p> <p><b>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.</b></p>
<p><b>COMPULSORY Orientation days</b></p>	<p><b>Fall semester</b> : Thursday 1<sup>st</sup> of September and Friday 2<sup>nd</sup> of September 2016  <b>Spring semester</b>: Friday 3<sup>rd</sup> and Monday 6<sup>th</sup> of February 2017</p>
<p><b>Semester dates</b></p>	<p><b>Fall semester</b> : 1<sup>st</sup> September 2016 - January 31<sup>st</sup> 2017  <b>Spring semester</b> : 1<sup>st</sup> February 2017 - June 30<sup>th</sup> 2017</p>
<p><b>Intensive French classes</b></p>	<p><b>Fall semester</b>: Starting date ,Monday 5<sup>th</sup> of September 2016  <b>Spring semester</b>: Starting date ,Wednesday 8<sup>th</sup> of February 2017          Level groups: beginner, intermediate and advanced  <b>If students want to take French classes (Intensive and regular courses), they must register on the application platform</b>, except for Double Degree students following the INBA program (French is included in the program).</p>

## ARRIVAL INFORMATION

<b>Accommodation</b>	<p><input type="checkbox"/> On campus                      <input checked="" type="checkbox"/> <b>off campus</b></p> <p>Student may use the specific accommodation platform on our website. The relationship is legally established between students and landlords</p> <p><b>Online booking :</b> <i>Fall semester: May 16<sup>th</sup> till June 15<sup>th</sup> / Spring semester: Nov.16<sup>th</sup> till December 15<sup>th</sup></i></p> <p>Rent : approx. from 350 to 450 € per month per person 1 or 2 month-deposit requested upon arrival. 1 or 3 month notice before departure. <b>Once your accommodation is booked, no change will be possible.</b> During arrival days students will be taken to their flat, sign the 5-month (or 10-month) rental contract, pay the deposit and the first month of rent, and will receive the keys.</p> <p><b>IMPORTANT NOTE :</b> the International staff cannot help students who do not choose a room from our platform. <b>They will have to look for an accommodation on their own.</b></p> <p>Housing benefit (CAF) : For European students, and non-European students holding 'Visa Etudiant CESEDA R311-3 6°'. Information and documents for application to CAF is sent by International Office before arrival. Applications to be taken directly to CAF by students. <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>Other expenses</b>	<p>Student Union (BDE) fees : approx. 25 €/ semester                      <input type="checkbox"/> compulsory    <input checked="" type="checkbox"/> <b>optional</b> Sports Union (BDS) fees : approx. 20 €/ semester                      <input type="checkbox"/> compulsory    <input checked="" type="checkbox"/> <b>optional</b></p> <p><b>Housing insurance :</b> approx. 60 €    <input checked="" type="checkbox"/> <b>compulsory</b>    <input type="checkbox"/> optional</p> <p><b>International Student Card</b> (includes access to library, photocopies..) : free of charge <input checked="" type="checkbox"/> <b>compulsory</b>    <input type="checkbox"/> optional</p> <p><b>Compulsory residence permit</b> for non-European students holding 'Visa Etudiant CESEDA R311-3 6°' (58 € in 2015/16).</p> <p>Food : approx. 200 €/ month Public transport : approx. 30 €/ month Entertainment : approx. 60 €/ month "Baguette de pain" : approx. 0,80 € Lunch ticket at school : 3,95€ (2015/16)</p>
<b>Health insurance requirements</b>	<p>European students must bring the <b>European Health Card (EHIC)</b></p> <p><b>Non-European students</b> must take out a <b>private insurance policy</b> before departure. They <b>ALSO have to subscribe the <u>COMPULSORY</u> French Health Insurance</b> "Sécurité Sociale Française" on arrival (215 € in 2015/16), <b>except for those studying in Europe and holding a EHIC card.</b> <b>Students must bring a birth certificate <u>and</u> translation into French for "Sécurité Sociale" subscription.</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> New list of courses available in August 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> <p><b>Please note that REGISTRATION for Intensive and Regular French classes is compulsory, see below.</b></p> <p><b>Online selection :</b> <i>Fall semester : July 1st till July 15th / Spring semester : January 1<sup>st</sup> till January 15<sup>th</sup></i></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>
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<b>Language courses</b>	<p>Our Language Department offers French as a foreign language courses, intensive and regular. Students interested in French courses must register on our Application platform. A test must be taken online when applying, so that we can organize different level groups</p> <p><i>We advise all exchange students to attend the intensive French language course (beginner, intermediate or advanced), and then the regular French language course during both semesters. Compulsory registration.</i></p> <p>Restricted numbers in Spanish, German, English, Russian and Chinese courses.</p>
<b>Grading System at Groupe ESC TROYES</b>	<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>
<b>Exams</b>	<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). Groupe ESC Troyes student card must be presented at the beginning of every exam. Students arriving 10 minutes late to an exam will not be admitted.</p>
<b>TOEFL (English test)</b> <b>TFI (French test)</b>	<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>- ESC Program : French and English</li> <li>- BBA ( former INBA program ) : French or English</li> <li>- BTM / MBA Tourism ( former EMVOL program ) : English only for the MBA during the <b>fall semester</b></li> </ul>

### FURTHER INFORMATION

<b>Number of students at Groupe ESC Troyes</b>	1 700
<b>Number of inhabitants in Troyes</b>	130 000 (including suburbs)
<b>Staff</b>	65 administrative staff 35 permanent teachers 350 professional teachers
<b>International Mobility (approx)</b>	350 incoming students per year 350 outgoing students per year 300 students on work placement abroad 200 partner universities
<b>International welcome days</b>	<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>
<b>School Facilities</b>	<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>- Site Technopole</li> </ul> </li> </ul>

**Useful links**

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