



TELECOM BUSINESS SCHOOL

Fact Sheet

STUDENT EXCHANGE PROGRAMS

School's Name	TELECOM Ecole de Management / TELECOM Business School
Website	http://www.telecom-em.eu/en
Address	9, rue Charles Fourier - 91011 EVRY - France
Fax	+33 1 60 76 42 42

OFFICE FOR INTERNATIONAL DEVELOPMENT		
Contact Persons	Functions	Contact Data
Mr. Chris WERT	Associate Dean for International Development	+33 1 60 76 47 28 chris.wert@telecom-em.eu
Ms. Michelle MERLIER	Study Abroad Officer	+33 1 60 76 42 44 michelle.merlier@telecom-em.eu
Ms. Isabelle ETIENNE-BUGNOT	Summer School Coordinator and Deputy Study Abroad Officer	+33 1 60 76 41 05 Isabelle.etienne-bugnot@telecom-em.eu
Ms. Pauline SONTRE	International Assistant	+33 1 60 76 43 31 pauline.sontre@telecom-em.eu

EXCHANGE PROGRAMS (all dates to be confirmed upon registration)		
Semester Dates (including exams)	Fall Semester: September to December	Spring Semester: January to June
Deadline for submitting online applications	April 30th	October 31st
Integrated Master's in Management Program		
L3 Bachelor 3rd year (only taught in French)	1st week of September – mid January	3rd week of January – mid June
Orientation	1st week of September	3rd week of January
M1 French Track	Mid September to end of 3rd week of January http://www.telecom-em.eu/content/cursus-grande-ecole	4th week of January to mid June
M1 English Track	Mid September to end of 3rd week of December. Make-up exams until 3rd week of January http://www.telecom-em.eu/en/content/english-track	3rd week of January to mid June
To be added: Humanities and Foreign Language classes (including French as a Foreign Language)		
M2 Majors (taught in English or French)	3rd week of September to 3rd week of January	4th week of January to 3rd week of June
Master's of Science		
(Open to exchange students under certain conditions. Please consult the International Office for more information)		
Orientation	Beginning of September	
Intensive French classes	First 3 weeks of September	
Semester dates	4th week of September to 3rd week of January	4th week of January to mid June
Transcripts	Official transcripts of records are issued after the academic committees taking place in mid March for fall semester and first week of July for spring semester.	

Summer School	
Program dates	3rd week of June to 2nd week of July (4 weeks)
Online application dates	End of January to end of April - http://www.telecom-em.eu/en/content/summer-school

SCHOOL VACATIONS	
All Saints Day (except for MSc and Major Courses)	Last week of October – November 1st is a holiday
Christmas	Two weeks
Winter Break	One week in mid February
Spring Break	One week generally in April – Easter Monday is a holiday
Ascension	Ascension Thursday is a holiday
Pentecost	Whit Monday is a holiday

APPLICATION PROCEDURE				
Application form	http://www.telecom-em.eu/en/content/exchange-student			
Deadlines	MAY 15 th for fall semester - OCTOBER 30th for spring semester			
Application Documents	<table border="1"> <tr> <td> <input type="checkbox"/> Application for Admission (online) <input type="checkbox"/> Resume in English or French with one identity photo <input type="checkbox"/> Learning Agreement <input type="checkbox"/> Copy of Passport/ID Card for European citizens <input type="checkbox"/> Home University Letter Or email by your coordinator <input type="checkbox"/> Transcripts of Records </td> <td> <input type="checkbox"/> Proof of Health Insurance: European Students should bring European Social Security Card. *Non-European students have to purchase French Social security if they stay more than three months. More information on website: http://www.telecom-em.eu/en/content/studying-france </td> <td> <input type="checkbox"/> Note you will need a copy of birth certificate and translation into French if you request financial aid for housing (only if you stay TWO semesters). </td> </tr> </table>	<input type="checkbox"/> Application for Admission (online) <input type="checkbox"/> Resume in English or French with one identity photo <input type="checkbox"/> Learning Agreement <input type="checkbox"/> Copy of Passport/ID Card for European citizens <input type="checkbox"/> Home University Letter Or email by your coordinator <input type="checkbox"/> Transcripts of Records	<input type="checkbox"/> Proof of Health Insurance: European Students should bring European Social Security Card. *Non-European students have to purchase French Social security if they stay more than three months. More information on website: http://www.telecom-em.eu/en/content/studying-france	<input type="checkbox"/> Note you will need a copy of birth certificate and translation into French if you request financial aid for housing (only if you stay TWO semesters).
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	*Please note that French Social security is compulsory for all students staying more than three months: more information on the website - please note you will need a copy of birth certificate and translation into French to register for French Social Security			
Visa	<input type="checkbox"/> Compulsory for non-European Union citizens			

ACADEMICS	
Level/Courses/Programs European System Bachelor 3 years Master 2 years PhD 3 years	- Licence/Bachelor 3 (only in French) - Graduate/Master's degree 1 (in English or in French) - Graduate/Master's degree 2 (MAJOR) (in English or in French) http://www.telecom-em.eu/en/content/integrated-masters-management (click on right side) - Graduate Master's of Science http://www.telecom-em.eu/en/msc
Course Information/Syllabus Course Load per Semester Language of Instruction	English Track Syllabus 30 ECTS credits (International students have to take at least 20 ECTS) FRENCH AS A FOREIGN LANGUAGE and CULTURE ARE COMPULSORY English (English Track and Master's of Science programs) and French (all other programs)

ACCOMMODATION

Accommodation	On-Campus: all exchange students are accommodated at the <i>MAISEL</i> on campus or in town: http://maisel.it-sudparis.eu/en/
Contact Person	La “MAISEL” provides a room (*) on campus or in the residence hall in town (* subject to room availability at the MAISEL: expect to be housed in a double room if single rooms are not available).
Registration and housing fees (Prices as of 2012, revised every year in July)	Housing application form to be emailed to the International Office
Registration and housing fees	A room at the MAISEL on campus or in town costs between € 400 and 600 per month. - 500 € deposit reimbursed if no damage at the end of the stay - 80 € registration fee (non-refundable) - 15 € for a full set of bedding (pillow, pillow case, sheets and blanket)
Rent	- 400 to 600 € monthly rent whatever your arrival date - 10 € monthly management fees to be added to the rent - non refundable fee - 6 € per month for rental and liability insurance - Internet in your room: € 60 per year or € 8 a month for shorter stays (free access on campus) - Health insurance (compulsory) - 4 € per meal
Lease clauses	The lease includes both the first and last days of the academic semester and is rounded off to the 1 st or 15 th of the month. <u>Special lease clauses affecting students on a one-semester exchange</u> If the student arrives before the semester begins: <ul style="list-style-type: none">- within the seven days before the semester begins, s/he will pay the per night fee established by the MAISEL.- eight to fifteen days before the semester begins, s/he will pay a full fortnight.- any time beyond 15 days before the semester begins, the MAISEL will bill in fortnights. If the student leaves after the semester ends: <ul style="list-style-type: none">- within seven days after the semester ends, s/he will pay the per night fee established by the MAISEL.- eight to fifteen days after the semester ends, s/he will pay a full fortnight- any time thereafter, the MAISEL will bill in fortnights. <i>The per night rate for the academic year 2012/2013 is 25€.</i>

ARRIVAL INFORMATION

Pick-up Assistance	Students from the “WELCOM” association organize pickups from the airports or stations. More information on their website: http://www.welcom-evry.com/
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CAMPUS FACILITIES

	<ul style="list-style-type: none">- Wireless connection on the university premises- Multimedia library: http://www.it-sudparis.eu/biblio/en/- Restaurant and cafeteria on campus- Sports facilities: insurance required
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ADMINISTRATIVE FORMALITIES UPON ARRIVAL

➤ Health insurance	<input checked="" type="checkbox"/> Compulsory, with translation OR <input checked="" type="checkbox"/> European Card (the Social Security fee is € 207 for 2012-2013)
➤ Personal liability insurance	<input checked="" type="checkbox"/> Compulsory
➤ Bank account	<input checked="" type="checkbox"/> Optional (possibility to open an account in our partner bank in Evry)

➤ Residence permit	<input checked="" type="checkbox"/> Non-European Students: <ul style="list-style-type: none"> - long-stay visa during the first year - residence permit during the second year
Long-stay visa during the first year procedure Exchange students please contact international staff the first days of your arrival.	This procedure applies for all students holding a new visa: <ul style="list-style-type: none"> - the OFII certificate request form (given to you by the consulate), which is signed by the diplomatic or consular authority, after filling in the sections concerning your visa number, the date you entered France or the Schengen area and your address in France. - your passport and the copy of the pages in your passport with your identity information, the passport's validity, the visa and the border control stamp with the date you entered France (please make sure this stamp is correctly printed on your passport and is clearly readable!) - a valid passport photo (full-faced, head uncovered) - a proof of residence in Evry (Maisel lease contract) or department 91. One month to 6 weeks later: you will have an appointment at the OFII for a medical visit. For your appointment, you should bring the following documents: <ul style="list-style-type: none"> - your passport with the appropriate visa - a proof of residence in France - a valid passport photo (full-faced, head uncovered) - a stamp note and an OMI or ANAEM stamp worth €58 (cost in 2012)