

STUDENT GUIDE

2026-2027

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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 Business School by promoting diversity and enriching intercultural exchanges.

The International Office and academic staff are pleased to welcome you to EDC Paris Business School 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 BUSINESS SCHOOL INTERNATIONAL OFFICE
international@edcparis.edu



ABOUT THE SCHOOL

Created in 1951, EDC Paris Business School 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 Business School 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 FACTS & FIGURES



2

BRAND NEW BUILDINGS WITH STATE OF THE ART FACILITIES. ONE IN LA DÉFENSE, THE LARGEST BUSINESS DISTRICT IN EUROPE, ONE IN THE PARC FLANDRES IN THE NORTH



2 500
STUDENTS



2 BACHELOR PROGRAMMES (SEE BELOW)
1 MASTER IN MANAGEMENT
9 MSC PROGRAMMES

6 SUMMER SESSIONS IN LUXURY MANAGEMENT & CREATIVITY
5 SUMMER SCHOOL IN MANAGEMENT, LEADERSHIP & CREATIVITY



+130
PARTNER UNIVERSITIES
WORLDWIDE



250
STUDENTS ON A STUDY
ABROAD PROGRAMME



600
INTERNATIONAL DEGREE
SEEKING STUDENTS



15
DOUBLE DEGREE AGREEMENTS



3 000
INTERNSHIP OFFERS/
YEAR



93%
STUDENTS FIND A JOB
JUST AFTER GRADUATION



20 000
ALUMNI



20
VISITING PROFESSORS



45
FULL TIME PROFESSORS

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 Business School, you can apply online on EDC Google Form. The incoming mobility manager will send you the link to the form for you to fill out and complete your application.

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 Business School 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 will be sent by the incoming mobility.



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 Business School 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 Google Form sent by EDC International Office.

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 Business School (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 Mobility Manager*

Mail: gzircon@edcparis.edu - Tel: +331 46 93 02 70



APPLICATION FOR DECREE-SEEKING STUDENTS

Degree-seeking students are students whose home university has no partnership agreement with EDC Paris Business School and who wish to apply for one of EDC Paris Business School 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 Business School Bachelor degrees, Master's degree, MSc or MBAs.

APPLICATION THROUGH THE CAMPUS FRANCE PLATFORM (ÉTUDES 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 "ÉTUDES 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).



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:

- **January 2026:** for the fall semester intake
- **September 2026:** for the winter semester intake
- **December 2026:** for the spring semester intake

YOUR CONTACT:

EDC PARIS BUSINESS SCHOOL PROGRAMMES:
Saloua JOUBERT-SOUD - ssjoubert@edcparis.edu

LUXURY PROGRAMMES SUP DE LUXE:
Louis GRINGOIRE - louis.gringoire@supdeluxe.fr



REGISTRATION

Once your application has been approved by Campus France and EDC Paris Business School 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 30% minimum 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
- ▶ Issue the letter of acceptance necessary to apply for the visa



REGISTRAR'S OFFICE

- ▶ Receive complete students' registration form
- ▶ Check that the 30% minimum deposit has been paid
- ▶ Check that all the administrative documents are in order: social security, insurance, CVEC, student card



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

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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 Business School reserves the right to cancel students' application beyond this deadline.

APPLYING FOR A VISA:

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 Business School 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.

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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 6 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

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



TIMBRE FISCAL

To finalize your visa validation :

- ▶ Click [here](#)

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



REMEMBER

1. You won't be able to travel outside of France as long as you have not complied with ANEF procedures.
2. If you want to extend your stay, you'll just have to have your Residence permit renewed.
3. You will be assisted by EDC Paris Business School 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 27 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 Business School.

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

NON-EUROPEAN CITIZENS

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

In order to qualify for reimbursements of your medical expenses during the academic year, you must be affiliated to the general French social security system.

If you have already been affiliated to the French social security system in the past, or if you were born in France, you need to contact the CPAM by phone at 3646 (FR) or at 09 74 75 36 46 (ENG) or go directly to your local CPAM branch, in order to get information on how to recover your social security number and create an account on the platform ameli.fr.

All new registrations are submitted online via a dedicated website available in French, English and Spanish: <https://etudiant-etranger.ameli.fr>

It may take a few weeks before you receive your certificate of affiliation to the French social security system. We recommend taking out an international health insurance to cover you the first few months in France.

1. Create your account on the website

You must register with a French postal address.

2. Upload the required documents

- ▶ Passport;
- ▶ Student visa;
- ▶ Certificate of enrolment in education;
- ▶ Long copy of your birth certificate or a standard birth certificate with your parents' names and the certified translation;
- ▶ Residency permit or visa validation certificate;
- ▶ IBAN number (French bank account number).

3. Download your provisional certificate of affiliation to the french social security system

You will immediately be eligible for reimbursement of your medical costs by the French healthcare system. The provisional certificate of affiliation will enable you to finalise your Sciences Po administrative registration online.

4. Receive your official certificate of affiliation to the french social security system

After receiving your official certificate of affiliation, your account on the etudiant-étranger website will be closed and your details transferred to your local CPAM branch.

5. Order your Carte Vitale

Create an account on www.ameli.fr (FR): your account login details will be sent to you in the post. Order your Carte Vitale health insurance card and manage your reimbursements online.

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



YOUR CONTACTS:

EXCHANGE STUDENTS: [Guylaine ZIRCON - gzircon@edcparis.edu](mailto:gzircon@edcparis.edu)

BACHELOR & MSC PROGRAMMES: [Saloua SOUD JOUBERT - ssoudjoubert@edcparis.edu](mailto:ssoudjoubert@edcparis.edu)

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 you 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 Master in Management, 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 30 hour-lessons, 6 hours are based on E-learning as well as 15% of the continuous assessment are based on E-learning. 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

Global Exams

All languages classes including French classes are now completed by online classes, exercises and assignments offered by Global Exams. The results obtained account for 40% of the final grade. Teachers check the results obtained and may guide you to help you improve your scores.

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 & DON'TS"

- ▶ **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 the ground floor of the building on the ground floor. 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 is located at Parc du Pont de Flandres building : 11, rue de Cambrai 75019 PARIS 1st floor. 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 the course of March 2027 and the TOEIC in the course of March 2027 in the EDC building**. Both tests are scheduled in the course of the Spring semester of the academic year. Further information to be provided after classes start.

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 21 hours of French per semester. These courses are organized by grade level and are worth 2 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 21-hour courses and worth 2 ECTS credits.

YOUR CONTACT AT THE LANGUAGE DEPARTMENT:

Joël PLEUTRET, Head of the Language Department:
joel.pleutret@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

MASTER IN MANAGEMENT		
1 st Year	Sales exercise 2 weeks in December	Business model: complete analysis /audit for the creation of a new business or the expansion of an existing one
2 nd Year	Financial diagnosis: 1 week in December	Develop a social impact project
3 rd Year	Design and launch a new product or service offering in the market	
4 th Year	Specialization: take-overs; financial analysis/audit: the financial analysis of a company; export; development plan/ business creation/marketing strategy 5 weeks May/June	/

BUSINESS ASSIGNMENTS - BACHELOR PROGRAMMES		
1 st Year	Business Exploration Business Assignments Impact ESS 2 WEEKS	Business Challenge
2 nd Year	Business Development 1 WEEK	/
3 rd Year	Initiale Programme: Business strategy Work-Study Programme: Hackaton for all 1 WEEK	Business game: digital growth challenge, or Finance Insight Lab depending upon the major chosen

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.

At the end of each academic year, students have to carry out an internship of 2 months minimum in France or abroad. A 6-month professional placement is compulsory to complete the EDC course. It's a real springboard to the working world.

► 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 **651€**.

Payment varies, but typically, in Paris, the allowance is around **651 – 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).

ACCOMMODATION

EDC Paris Business School 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 Business School 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 Business School has signed 1 partnership agreement with 3 student Residences:

Campusea La Défense Grande Arche

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

CANVAS La Défense

6A Avenue du Général de Gaulle
92800 PUTEAUX
Email : contact.location@studelites.com
Tel : +33(0)1 86 53 41 30
<https://www.canvas-world.com/en>

The Student Hotel

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

Others accomodations :

- ▶ **Studélites**
- ▶ **My Maison in Paris** : offers very comfortable, cozy and very well located flats. However, the rates are far from competitive. Ideal for short stays to enjoy Paris at its best.
- ▶ **La Cité Universitaire**: A unique place to live in. Nestled in the 14th district, the Cité 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 1400€. At the Cité Universitaire, they are much more affordable about: **450€/month** but availability is tight.

ALJT: This association offers a large number of flats and studios at very competitive rates. Students are also supported in their various administrative procedures. Please visit the website to check your eligibility and the availabilities of the apartments.

Documents requested when renting an apartment:

- ▶ Photocopy of passport
- ▶ Photocopy of of 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. You may apply to [Garantme](#) or [Visale](#) if you need a guarantor.

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



YOUR CONTACTS:

FOR ENGLISH SPEAKING STUDENTS: Guyline ZIRCON - gzircon@edcparis.edu

FOR FRENCH SPEAKING STUDENTS: Isabelle FONTANELLA - ifontanella@edcparis.edu

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.

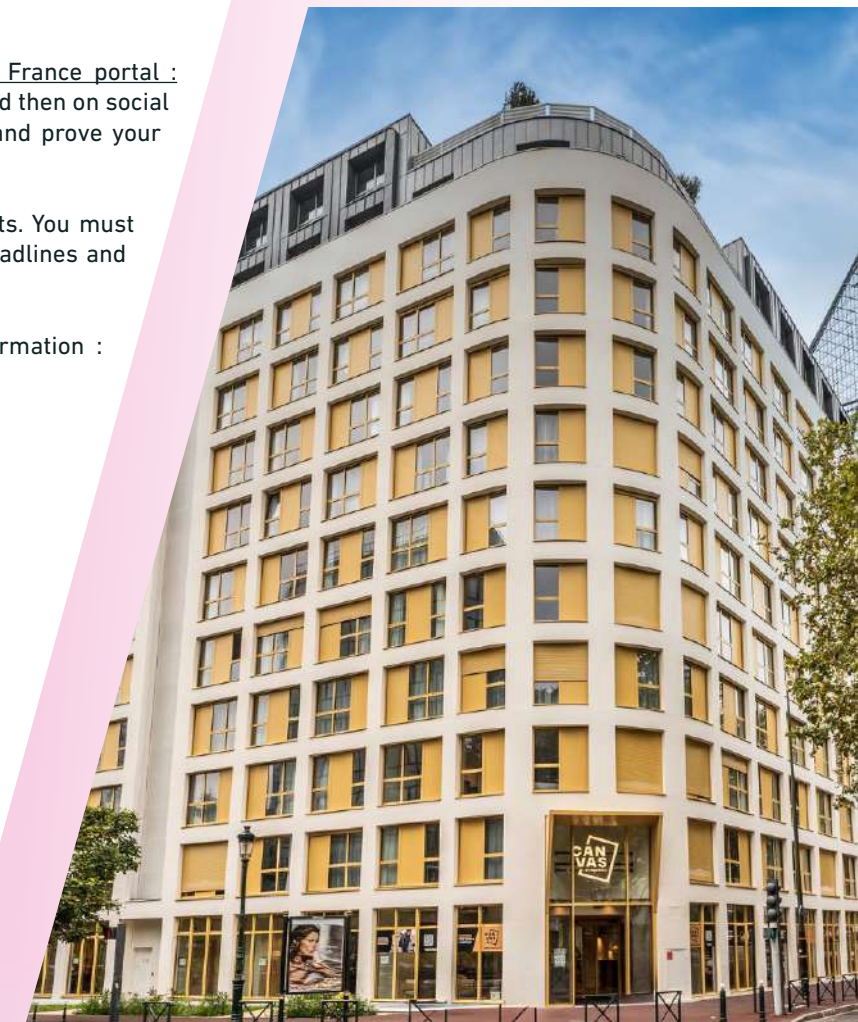
Please, click on the link herewith to obtain more information : [Scholarships for Foreign Students in France](#).

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 100-150€ 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 Master in Management only



TRANSPORTATION



PUBLIC TRANSPORTS PARIS AND PARIS REGION:

Consult the RATP website: 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') – **31.60€ per week - 88.80€/month**
- ▶ The Carte ImaginR (ImaginR Pass): **392.30€/year**
- ▶ Daily pass rate: **12€**
- ▶ Single ticket: **2.50€**
- ▶ Navigo Liberté: **1.49€**

Once you have confirmed your Navigo Liberté + subscription, validate your Navigo travel pass every time you start a journey. You no longer need to purchase your tickets in advance!

Every month, your completed journeys will be counted, and the full amount will be debited from your account the following month. If you do not make any journeys, you will not be charged for anything.

The subscription does not involve any commitment; you can cancel it any time at no cost.

- ▶ Metro, & RER : **1.99€**
- ▶ Bus and tram : **1.60€**
- ▶ Airport lines : **13€**

Advice: Upon arrival in Paris, don't forget to download a map of the bus, metro and RER networks.

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; Germany 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

<https://www.parisaeroport.fr/en>

Orly (Orly South and Orly West) 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
Ligne 14	13€	25mn to Paris
RER C	6.40€*	35mn (Austerlitz station)
RER B	2.5€ or use your Navigo pass or Navigo Easy	25-30mn
Tram 7	Ticket+: 2.50€	45mn

TAXI	FARE	JOURNEY TIME
Orly 1, 2, 3 Gate 14A Orly 4 Gate 48A	55€	45mn
Transfer to Charles Gaulle Airport		

Leaving Paris or Orly airport by taxi: click [here](#)

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)
Fill the online form [here](#)

Roissy-Charles de Gaulle (CDG 1, 2 et 3)
25 km to the north-east of Paris

Services

Customs: From France: 0811 20 44 44 / From abroad: +33 1 72 40 78 50
Police: 01.48.62.31.22
Lost Property Office: Remplacer par: Tal 2 Level 3
Fill out the online form here

Roissy Airport website www.adp.fr

► Access

RAIL NETWORKS	PRICE	JOURNEY TIME
RER B	13€ OR your Navigo pass. All tickets downloadable from your smartphone	40mn

BUS & COACH	PRICE	JOURNEY TIME
Central Paris - Opéra station to terminals 1, 2, 3	13€	60mn

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 10 on the arrivals level Terminal 2F: gate 11 on the arrivals level Terminal 3: exit of the arrivals hall Terminal 2G: blue gate	55/70€ or whether you leave from or go to Paris left bank (higher rate) or right bank (lower rate)	50/80mn

BIKES:

<https://www.velib-metropole.fr/en/service>

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

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 : 08 90 16 48 48
- **One Clinic La Défense**
7 Esplanade du Général de Gaulle - 92000 PUTEAUX
Tel : 01 86 47 84 88

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

AROUND LA VILLETTE AREA:

NEARBY MEDICAL CENTERS-GENERAL PRACTITIONERS:

- **Scm Cabinet Médical Des Orgues de Flandre**
17 Rue Mathis - 75019 Paris
Tel: 01 40 36 65 98
- **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
Tel: 01 40 34 14 22
- **Dr Ouasti Mustapha**
5,0 (1) • Dentiste
14 Rue de Cambrai - 75019
Tel: 08 99 34 56 14

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
- **Hôpital Américain - American Hospital**
55, Bd du Château - 92205 Neuilly s/Seine
Tel: 01 46 41 25 25

- **Cabinet Dentaire & Médical de la Défense**
<http://centremedicaletdentaire.paris/>
5-7 Square des Corolles - 92400 COURBEVOIE
Tel : 01 47 78 50 00

HOSPITALS :

- **Hôpital Lariboisière**
2 rue Ambroise Paré 75010 Paris
Tel: 01 49 95 65 65
- **Hôpital Jean-Jaurès**
9-21 Sente des Dorées - 75019 Paris
Tel: 01 44 84 54 44

DENTISTS :

- **Dr Franck LABERNADIERE**
14 Rue de Cambrai - 75019
Tel: 01 40 34 78 14

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 visit the website of the main providers or visit their shops.

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 7^e École 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.
- ▶ **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 Business School 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 Business School partner banks:



▶ Monthly budget:

ACCOMMODATION	TRANSPORTATION	FOOD	Leisure
600€/1400€	Monthly pass: 88.80€/ month	150-200€/month A meal at the school cafeteria costs a minimum of 5€	From 150€ to 200€

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 Business School. 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 2026 for exchange students and several orientation days for degree-seeking students depending upon their programme choice**. The date varies depending upon whether you are an exchange or degree-seeking student. The exact date will be sent to you by the International Office and Registrar's office in due time.

In the course of these days, exchange & international students will meet EDC Paris Business School 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 Business School)
- 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)

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 Registrar's 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.

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....

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 bonus 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

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WELCOME TO EDC PARIS BUSINESS SCHOOL !



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