



January 2021

MBA Welcome Brochure



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GENERAL INSTRUCTIONS AND SANITARY MEASURES TO RESPECT ON HEC PARIS CAMPUS

Mandatory for Students, Staff, Professors and Visitors

Due to the ongoing pandemic risks HEC Paris has implemented the following rules below. Not respecting these instructions can lead to sanctions, in accordance to HEC Internal Regulations. Rules will evolve as the sanitary situation develops. **You will receive more information from the school regarding Covid test results prior to your arrival.**

Masks are mandatory in all public closed areas and in outdoor public spaces. Masks are available at the Welcome Desk at the entrance of the campus or in the medical center. The school will provide (5) reusable cloth masks and (1) hand sanitizer.

On HEC Paris Campus, you must wear a mask in the following situations:

- When you circulate inside and between all public indoor areas (campus buildings, restaurants, halls, corridors, student residences...)
- When you sit in a meeting room, classroom, amphitheater, or any common room in residences or elsewhere.

Wearing the mask is not compulsory in the following cases:

- When you work in an individual office or room on your own.
- When you eat or drink, while respecting the minimum one-meter distance from everyone else.
- During physical exercise

France is under confinement until December 14 (included)

Travel remains prohibited except in cases mentioned on the official [mobile attestation](#). You must complete this attestation everytime you go outside. You do not need to print this form, simply complete it on your phone and a QR code will generate for police to scan if they question you.

December 15: End of confinement if there are less than 5,000 Covid cases/day

- End of travel attestation; travel allowed between authorized regions
- Curfew from 9:00pm to 7:00am **except** on December 24 and 31
- Reopening of cinemas, theaters and museums
- Resumption of indoor extra-curricular activities

January 20: New openings if sanitary conditions permit

- Opening of sports halls and restaurants
- 15 days from this date, face-to-face classes can begin at HEC Paris

If you experience problems upon arrival at HEC Paris, you may contact the following individuals :

Monique Lewis

MBA Communications Program Manager

+33 6 37 62 44 76 / lewism@hec.fr

S20 Students

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WELCOME

The HEC Paris MBA Council, an HEC Paris Student Union Club, would like to welcome you to the HEC Paris MBA! The Council is committed to helping you make the most of your time here.

This Welcome Brochure is a general guide to life at HEC Paris. It was created to provide students with practical, up-to-date information to make your move here as smooth as possible. It is designed to give you the information you need to adjust to life at HEC Paris.

This brochure is by no means exhaustive. By definition, the Welcome Brochure is a living document subject to annual updates. Please note that all details and times are subject to change. We recommend that you check on each website for open times and more information. If you find information that is out of date, don't hesitate to let us know. We welcome your feedback, comments and suggestions.

If you have any questions about topics that are not addressed here, feel free to get in touch directly with the MBA Council at association.mbacouncil@hec.edu.

On behalf of the MBA Council, we look forward to getting to know you and working with you over the coming months.

Welcome to the HEC Paris MBA!

Michael Venditto,
HEC Paris MBA Council President

TRANSPORTATION

TRAVEL TO PARIS AND SUBURBS/ILE-DE-FRANCE REGION

For your first trip to HEC Paris, please refer to the 48-hour survival guide on the admissions website.

The French public transport system runs nationwide. It is fast, frequent and well-connected to even the smaller cities in France; however, the French live up to their reputation, and the occasional transportation strike may affect your journey.

Travel from HEC Paris

Busses

- **Bus 9 transports you between campus and Gare du Guichet (RER B line)**
- **Bus 32 transports you between campus and the Jouy-en-Josas train station (RER C line)**
- **Bus 264 transports you between campus, Jouy-en-Josas, les Loges-en-Josas and Versailles Chantiers train stations**

Shuttle Bus

During the week there is a Shuttle Bus that connects the campus both to the RER station Massy Palaiseau and the metro station Pont de Sevres. On the weekend there are also connections at night to and from the metro station Denfret Rochereau.

Timetables

Please refer either to the front desk or check for the latest schedules for all bus lines and shuttle transfers! <https://portal.hec.fr/campus/en/Pages/Transports.aspx>

ZOOV e-Bike Share at HEC Paris

A station for electrically-assisted bicycles is installed at the campus entrance. You can use the bikes to move around on the Saclay plateau and go to the Jouy train station. To take advantage of the negotiated prices, download the ZOOV application using your HEC Paris email address (@hec.fr or @hec.edu).

Rates	From 1 to 10 minutes	0,20€ per minute
	From 10 to 20 minutes	no additional charge
	From 21 minutes and above	0,20€ per minute

Travel from Jouy-en-Josas

Train

The train station Jouy-en-Josas is about 20 mins from campus by foot, best accessible through a wooded pathway near the Canteen Restaurant, or 8 minutes by the 32 bus, which leaves directly from campus.

Navigation

Apps:

- **CityMapper:** gives you the fastest routes via public transport and also compares these to other means of transport (uber, taxi, electrical scooter, ...). It also covers other major cities such as London, Amsterdam, Milan and Moscow.
- **ViaNavigo:** Specifically for the Ile-de-France this app shows you the fastest routes by public transport, bike or carpool.
- **SNCF:** great app to plan your journey by train to further destinations in France

Ticket Options

Infrequent Travel:

- **Single trips:** The t+ ticket is the most used single trip ticket and it lets you use all train, metro and bus lines within central Paris (zones 1-3, Jouy is in zone 4), but also the bus lines that connect HEC to the RER network. Individually they cost €1.90.
- **“Carnet de 10”** (packs of 10): if you know you will make multiple journeys it is worth buying a pack of 10 at the station. These typically cost €14.90.
- **Navigo Easy Pass:** the t+ tickets mentioned above will eventually be phased out. Instead, you can purchase a Navigo Easy Pass for €2 (at any train/metro ticket office), which can be recharged at the same price as the tickets above. This eliminates the hassle of carrying 10+ tickets around with you. Visit ratp.fr/en/node/10971 for more information.

Frequent Travel:

Navigo Pass (Carte Navigo)

If you plan to use public transport regularly in Paris it is worth investing in a Navigo Pass, a card that offers a fixed rate for all public transport in zones 1-5 of the Ile de France. You can choose whether you would like to pay for it on a weekly, monthly or annual basis. To obtain a card you can either complete an application online at navigo.fr or at a Navigo pass counter in larger train stations.

Please note that weekly and monthly passes have some limitations:

The downside of the pass is its strict timing. Navigo pass validity starts on Monday morning (00:00) and ends the following Sunday at midnight (11:59:59 PM / 23:59:59) regardless of which day you buy the pass. After Thursday midnight, you cannot buy & use the pass for the current week. If you buy Navigo after Thursday midnight / Friday morning onwards, the Navigo week pass cannot be used until Monday morning when its validity period starts.

Monthly Navigo Cards for the next month are on sale from the 20th day of the preceding month. This means you can buy Navigo Month pass only up until the 19th day of the current month. For example, if it's January 20, you can purchase and apply February Navigo Monthly pass validity to your Navigo card and it will be good up through to February 28/29 (depending on leap year).

Traveling outside Il-de-France

Paris has six major train stations in its city center, each of which serves a different region of France and Europe. These stations are where you will find the **“Grandes Lignes”** that will allow you to travel throughout France and to other major cities of Europe.

Tip: go to sncf.com/en or download the [SNCF app](#) to buy tickets and plan your journey!

DRIVING IN FRANCE

French driving rules, road signage and gas stations may be different from your home country. This article contains what you need to know before hitting the roads in France: wikitravel.org/en/Driving_in_France. There are certain terms and conditions for foreign nationals who don't have a French driver's license.

Driving License Requirements

You may drive in France as long as you have a student card and meet the following:

- Your license must be valid
- Your license must have been issued before your studies begin in France
- Your license must be issued by your home country
- If you have a visa, your license must have been issued before your visa begins
- Your license must be written in French or accompanied by an official French translation

The requirements for non-students in France are different. If your partner wants to drive in France, make sure to check specific requirements.

Important: A number of car-rental companies will only rent to people with an international license. Therefore, obtaining an International Driving Permit from your home country before you arrive is a sure way of avoiding any problems.

Long-Term Car Rentals

Representatives from the following companies will be available during the Orientation Days to answer your questions and to assist with sign up.

Glide (glidemobility.com)

Glide is an on-campus car-sharing rental program run by an HEC alumnus. The service is exclusive to HEC students. For further details make sure to visit their [website](#).

Zencarz (zencarz.com)

Founded by an HEC MBA alumnus, Zencarz.com leases cars for a period of 6 months or more, tailored for HEC students. For further details make sure to visit their [website](#).

Parking

On Campus

There are plenty of free parking spaces all across campus, with the exception of a covered parking area that belongs to Building A. To enter campus with a vehicle you will need your student card to pass through the entrance gates. Without a student card you can speak to reception to ask for access.

The gates also have license plate cameras. You can register your car online via Intranet. After a few days you will be able to enter campus by car etc. without using your HEC student card.

Other Travel Options

Taxis

Some providers such as G7 have English speaking lines (+33 1 41 27 66 99). Operators are available 24/7 and bookings can be made from seven days in advance until one hour before pick-up. Immediate pick-up calls are also possible but waiting time will depend on how busy they are. G7 also has a [mobile app](#).

A taxi between Versailles and the HEC Paris campus usually costs between €15 and €20. A taxi between Paris and the HEC Campus might cost around €90. Taxi prices are more expensive late at night. It is always worth checking the various HEC MBA group chats to find mates to share a trip (and the costs) with.

Taxi alternatives

These are a few alternative apps that tend to be less expensive than traditional taxis:

- **Bolt** (bolt.eu/en)
- **Kapten** (kapten.com)
- **Karos** (karos.fr)
- **Uber** (www.uber.com/fr/en)

ACCOMMODATION

On-Campus Check-in

If you have a room on campus, you need to check in at the K building to retrieve your keys. If you arrive outside the opening hours, security will open your room and you can get the key when the office is open. If you want to arrive between December 10 and 23, e-mail a request to serviceresidence@hec.fr.

Monday – Friday	Phone Numbers	Email	Location
8:30 am – 5:30 pm	01 39 67 71 39 01 39 67 71 38	serviceresidence@hec.fr	K Building

HEC HOUSING

HEC offers a variety of rooms equipped with a desk, chairs and further basic furnishings. Some include a kitchenette. Once your accommodation is confirmed, you will receive more specific information.

Single Rooms and Apartments

Single rooms average between 17.41-32.81m², while apartments average 34.21-38.55m² depending on the building. For a list of all the furnishings and amenities please check the [appendix](#), p. 22.

PARTNERS

You and your partner are living on or off campus, you come from abroad or from France, with or without kid(s), this offer is for you!

From a partner ID card to facilitate access to the campus and its facilities (Fitness Room, Learning Center...) and to pay for services (restaurant, printing) to a proper email address (name@partners.hec.fr*). From a Family Room to housing certificate and administrative support for visa and health coverage. And above all to gain access to information via newsletters or « My Life on Campus » portal and to activities and cultural events through the Partners Club...

If you want to know more, please follow carefully the following GDPR-compliant instructions:

If your partner plans to live with you on campus or will be a regular visitor on campus, and you haven't notified admissions, please email admissionmba@hec.fr and marty@hec.fr to request the 'HEC Paris Partners Contract'. If your partner is interested, please ask him/her to print, fulfill and sign it. **Signature of the contract is mandatory if you live on campus.**

- Get a .jpeg format picture of your partner ready.
- Send an email to marty@hec.fr indicating:
 - Your name and partner's name,
 - Your partner's valid email address,
 - The HEC Paris program you will be attending,
 - **Never send the contract by email.**

HEC Paris will create a secure and individual Teams space to download the signed contract **and** picture. The file will then be processed.

Upon reception of your file, HEC Paris Students Union / HEC Paris Partners Club will register your partner as a member of the HEC Paris Partners Club. Mandatory membership fee is 5 € for the full duration of your program.

The access card will be delivered upon arrival on campus after the online payment of the club's membership fee. To learn more about the Partners Club, email association.hec-paris-partners-club@hec.edu.

OFF-CAMPUS HOUSING

If you plan to use public transport to commute to campus, we recommend that you double-check the train/bus schedule before deciding on off-campus housing. Some locations will have direct train and bus connections; for others, it will be necessary to take a combination of trains and buses to arrive.

Important Information about Apartment Rentals

When renting in France, along with the cost of the rental, you will have to pay monthly fees for building maintenance (charges). Heating (chauffage), electricity (électricité) and water (eau) are usually not included in the rent.

To rent an apartment, you will need to provide the following:

- Proof of Identity
- Admission letter or Attestation de Scolarité (provided by HEC Paris)
- "RIB" or "Relevé d'identité bancaire" (this document comes from your bank. It identifies you as the owner of a French checking account, and it includes a unique identifying number for the account)
- Your previous year's tax return
- Some property owners will also require a French Guarantor. This is essentially someone with a French address who can vouch for your ability to pay for the apartment.
- Some owners accept international guarantors, but others do not - this will be on a case-by-case basis

Studapart and other Apartment-Search Websites

Studapart is HEC Paris's social network for accommodations. The platform helps students to:

- Find/Offer a rental in France or abroad
- Find your roommate(s) and form shared rentals in France or abroad
- Find/Offer a sublet in France or abroad
- Find/Offer a temporary room in France or abroad

Any tenant occupying the property on 1st January on a permanent or even semi- permanent basis is liable for "tax d'habitation." Liability to the tax has nothing to do with the amount of time you actually occupy the property. Tax d'habitation is always sent at the end of the year, usually in October/November.

Useful Apartment Rental Links

- admittedmba.hec.edu/off-campus-housing
- seloger.com (French)
- science-accueil.org/uk/direct-infos/housing.html (English)
- lodgis.com (French)
- location-etudiant.fr (French)
- parisattitude.com (English)
- facebook.com/groups/157521517658301 (Expat Facebook group for flat shares in Paris)
- airbnb.fr

SHOPPING AND EATING OUT

FOOD

Directly across from the main entry to the HEC campus and the Jouy-en-Josas train station, you will find Auchan, a large department store that sells groceries, housewares and furnishings Auchan offers an online delivery service for food depending on the size and price of your order. Visit: auchandirect.fr.

Location	Monday – Saturday	Sunday	Address
Auchan (opposite campus main entrance)	8:30 am – 8:30 pm	9:00 am – 1:00 pm	40 Rue Arthur Rimbaud ZAC de Saclay
Auchan (opposite Jouy-en-Josas train station)	8:30 am – 8:00 pm	9:00 am – 1:00 pm	50 Avenue Jean Jaurès Jouy-en-Josas

Rue Oberkampf

If you want to shop in more authentic and local stores (grocery store, cheese shop, butcher, etc.), visit rue Oberkampf in the center of Jouy-en-Josas. It is really nice, and you will find a bunch of traditional stores.

Farm Fresh Produce (viltain.fr)

Approximately a 10-minute walk from campus, there is a farm named [La Ferme de Viltain](#), where you can pick vegetables, fruits and flowers directly from their gardens and buy fresh vegetables, fruits, meats and dairy products in their store.

Bakery & Restaurants

For a list of local food places please check the [appendix](#), p.24.

CLOTHING, HOUSEWARES & FURNISHINGS

Vélizy 2 – shopping mall

Vélizy 2 is a large shopping mall located about 45 mins via public transportation from HEC Paris campus. The mall is most easily accessible by car. By public transport, you must use two buses:

- From Jouy train station take Bus 32 (dir. Chaville Rive Droite) to College Saint-Exupery
- From College Saint-Exupery, take Bus 23 (direction Vélizy 2) to Vélizy 2 Sud

	Monday – Saturday	Sunday	Address
Velizy 2	10:00 am – 9:00 pm	10:00 am – 7:00 pm	2 Avenue de l'Europe, Vélizy-Villacoublay

IKEA

IKEA sells home furnishings at an inexpensive price. IKEA offers a home delivery service for a fee depending on the size and price of the order. There are two IKEA stores in proximity of Jouy-en-Josas. Please note that the IKEA store in Vélizy 2 only sells kitchen and bathroom renovations.

The quickest route by public transport is via train:

- From Jouy train station, take the RER C to the Versailles Chantiers train station
- From Versailles Chantiers, take the N to the Plaisir – Les Clayes station

	Monday – Sunday	Address
IKEA	10:00 am – 8:00 pm	202 Rue Henri Barbusse, Plaisir

Campus Life Facebook Page (facebook.com/groups/expansiel)

Once you've been admitted to the HEC Paris MBA, you are welcome to join the [HEC Campus Life Facebook Page](#). On it, you'll find a selection of used furnishings, especially at the end of each semester. You can also post wanted ads if you are seeking certain items.

OTHER SERVICES IN JOUY-EN-JOSAS

For a list of other services, such as dry cleaning and hair-salons in Jouy-en-Josas, please check the [appendix](#), p.24.

SHOPPING IN VERSAILLES

Versailles is only two stops away from Jouy-en-Josas on the RER C train. Versailles offers a variety of small boutiques and chain stores that are accessible within a 15 - 20-minute walk from the Versailles Chantiers train station. The majority of Versailles stores are located on Rue de la Paroisse and Rue du Maréchal Foch.

ADDITIONAL VERSAILLES

Parly 2

The Parly 2 shopping mall is near Versailles and includes a movie theatre. For more details visit parly-2.com.

- Take **Bus 2** straight from the Versailles Chantiers train station to the mall.

Notre-Dame Market

The Marché Notre-Dame is the biggest fruit and vegetable market in the area. For more details visit versailles-tourisme.com/marche-notre-dame-1.html.

	Tuesday, Friday, Sunday	Friday	Location
Notre-Dame Market	8:00 am – 1:00 pm	11:00 am – 5:00pm	Intersection of Rue de la Paroisse & Rue de Maréchal Foch

HEC PARIS CAMPUS FACILITIES

ATM – CASH MACHINE

A Société Générale ATM can be found on campus, right after the reception area.

FOOD & DRINK

COVID-19: To date the main restaurant offers meals only for take-away, Little Italy is only open in the evenings and weekends, and the Gustave restaurant is closed until January 20.

Meals can be taken in the specific and dedicated areas while respecting social distancing and without moving the chairs and tables.

We recommend students to use all available points of sale (S and T buildings' Cafeterias, Little Italy) and not only the main restaurant. The dishes are prepared daily in the morning and can be kept for 3 days in a fridge. The consumption date is indicated on the dishes

All food offers are available on site and for take away. Microwaves are located :

- Cafeteria in building S – 24 hours a day
- Across the Cafeteria in building T during opening hours
- Next to Little Italy during opening hours

Visit the dining section on the Student Portal to view updates on the hours:

Venue	Hours	Weekend Hours
Main Restaurant	Monday-Friday: 11:30am - 1:45pm	€ 4.00 menu A diversified and balanced food offer with starters, main courses and desserts
Gustave (next to the Main Restaurant)	Reopening scheduled January 20 Monday-Thursday: 11 :00am – 9 :00pm Friday: 11 :00am – 3 :00pm	A selection of starters, main courses and desserts
Little Italy (take away)	7 days a week: 11:30am – 2 :00pm 7 :00am – 9 :00pm	€ 4.00 dishes with meat (or fish or vegetarian option) + side to warm up, as well as large soups (400 ml) Pizzas, Pastas & Salads Order via Click & Collect
S Building Café (MBA Building)	Monday-Friday: 8:00am – 3:00pm	Sandwiches, salads, pasta, dishes, etc. Large soups (400 ml)
T Building Café (Grande École Building)	Monday-Friday: 8:00am – 3 :00pm	Sandwiches, salads, pasta, etc. Large soups (400 ml)
Food Trucks	Everyday : 12:00pm – 2:30pm 7 :00pm – 9:00pm	Diversified offer, available on the intranet , located near the T Building

AVAILABLE PLACES (ROOMS)

Following are some additional places that will give you the possibility to have lunch or dinner :

THE MAIN RESTAURANT

A direct access from Little Italy to the main restaurant room is available to allow you to eat together during evenings and weekends.

CAFETERIA BUILDING S

The space in the Building S Cafeteria is available at all times.

CAFETERIA BUILDING M

A specific space has been put together inside and outside.

GUSTAVE

The room is available during opening hours for the restaurant's guests.

FITNESS

COVID-19: These facilities will re-open when sanitary measures permit.

There are over 20 sports clubs on campus. For a full list of the clubs, see the [appendix](#), pg 29. Every sports activity has an affiliated WhatsApp Group. To get connected, contact the MBA Council Sports Director and MBA Sports & Wellness Club at

association.mbacouncil@hec.edu and mbaclub.sports@hec.edu

Fitness Centre

Free use of the facility, which includes showers and a changing room.

Monday – Sunday
6:30 am – 10:00 pm

Gymnasium

Monday – Friday	Weekends & Public Holidays
8:00 am – 11:30 pm	9:00 am – 8:00 pm

Basketball/Badminton Court

Free use of facilities except when classes are being held on the court.

Monday – Sunday
8:00 am – 10:00 pm

Outdoor fields

HEC has two soccer pitches (one hard surface and one turf), one rugby pitch and one athletic track.

Swimming

There are two swimming pools in proximity to HEC:

Vélizy: velizy-villacoublay.fr/page/la-piscine (this is a public pool).

Polytechnique: booked for HEC training. There is no transport to the pool, although car sharing is regularly used.

Monday	Thursday
7:30 am – 9:30 pm	6:30 pm – 8:30 pm

Other

There are other off-campus facilities. It's normally best to sort out transport and reservations beforehand:

- **golf:** golf-saintmarc.com
- **badminton, basketball and gym:** cour-roland.com/accueil_sports_loisirs.aspx
- **squash:** squash-verrieres.fr

STUDY RESOURCES

Library (Learning Center)

COVID-19: The library remains open by appointment only until the sanitary situation changes. Make your reservation online at hec.edu/Library

The library is open 24/7 (except Thursday, closing is at 10pm) and accessible by student ID cards; however, certain additional services are only available during specific hours of the week. Staffing and general library hours can change, especially during holidays.

Research Assistants are available to help you with information searches and show you how to use the library resources. Make sure to book an appointment beforehand.

During the library's opening hours, you can also consult the librarians online on the HEC library website: hec.edu/Library.

Reserve a book

If all copies of a book you wish to borrow are already on loan, you can make a reservation via the library catalogue.

Renew a loan

A loan can be renewed if no other user has reserved the item. Renewals can be done in person, online via the HEC student portal, or by sending an email to biblio@hec.fr. You may also renew via telephone at 01 39 67 94 78.

Loan System

		Weekdays		Saturday
Loan & Reception		9:00 am – 10:00 pm		10:00 am – 6:00 pm
Course Books	General Culture	Tablets	DVDs	Max items on loan
14 days	1 month	7 days	1 month	10 items

Monday-Friday	
Research Assistance	9:00 am – 7:00 pm

Photocopy and Printing

To charge your printing credit go to portal.hec.fr/campus/en/it-services/Pages/printing.aspx and log in using your login credentials. Printers and scanners are located in S113. Several printers can also be found in the library. Printing instructions are posted in the room. You can remotely print by submitting your document on the e-print website.

The Languages Resource Center (not to be confused with the Language Department)

The Language Resource Centre (Building L – upper floor) offers the following services for students and partners: SpeakEasy conversation sessions, borrowing language books and media, CV proofreading in French and English, language self-studying and a French language test.

IT HELPDESK

Location & Hours	Contact
S Building, Room 111 9:00 am – 5:00 pm	01assist@hec.fr +33 1 39 67 74 74 Monday-Friday 8:00 am - 8:00 pm Saturday 8:00 - 7:00 pm
T Building, Room 117 9:00 am – 5:00 pm	

ACADEMIC

ACADEMIC SCHEDULE

Classes may start as early as 8 am and can continue as late as 6:00pm depending on your schedule. The language classes' timetable vary depending on the language and the level.

During the Fundamental Phase, you might not have classes on Fridays and Saturdays; however, the Career Center may schedule Information Sessions, Fast-Tracks and other "Bootcamp" sessions on these days which may be compulsory, so check the calendar before booking any weekend trips. TEC also requires full-day attendance on some Fridays.

Academics will provide access to an Outlook Calendar that is updated with school activities and classes. This schedule is updated 24 hours after the schedule that appears on your personal Intranet space/MyHEC app.

BOOKS & CLASS MATERIALS

It is not necessary to purchase books prior to arriving on campus; in fact, **the MBA Council recommends that participants purchase books after they arrive on campus.** The reason for this is that you can get several of the books for free from the library in digital format or get a loan of one of the many course books available there.

In addition to class textbooks, it is common for professors to prepare course packets for students that include cases and supplemental reading materials. The HEC Paris MBA administration will provide participants with the necessary course packets prior to the first day of class. The cost of course packets is included in your tuition; there is no extra fee.

Books recommended for class will be published in the respective course syllabi. Although not required to complete assignments, most books and other additional resources are recommended to supplement the course lectures and course packets.

Scientific calculators are regularly used in courses. If you have one, bring it along or consider ordering one online. For example, the CFA approved **Texas Instruments BA II Plus** is a safe choice.

GETTING INVOLVED

There are many ways for students to get involved at HEC. There are professional clubs, social clubs and sports clubs. To participate in club events, you would need to pay the one-time council fee, which will be communicated to you via email. For the full list of clubs, please check the [appendix](#), p. 28.

Partners Club

If you are living in France with your partner, you may like to contact the HEC Paris Partners Club. It can help you have a better experience as a couple on the campus and organizes gatherings among all partners. Just email association.hec-paris-partners-club@hec.edu.

PRACTICAL INFORMATION

LIVING COSTS

For a full breakdown of all estimated costs please check the [appendix](#), p.30.

BANKING

Currently, the MBA Council has a partnership with five banks with special offers for MBA students who open an account.

Banks	Contact	Location
Caisse d'Epargne	+33 1.39.56.42.73	10 rue Oberkampf, Jouy-en-Josas

BNP Paribas	+33 1.30.83.04.62	50 avenue Jean Jaurès, Jouy-en-Josas
BRED – Banc Populaire	+33 9.88.98.95.10	13 Rue Oberkampf, Jouy-en-Josas
LCL	+33 1.30.83.54.04	66 rue de la Paroisse, Versailles
Société Générale	+33 1.39.56.42.73	10 rue Oberkampf, Jouy-en-Josas

Requirements to open a bank account

- Passport
- Visa
- Housing Attestation
- Admission Letter
- Translation of Marriage Certificate (if applicable)

They will make photocopies of your documents. You will have the option to fill out a form for one year of free housing insurance.

The full process from the moment you have filled out your banking paperwork until your bank account is up and running should take ~ 5-8 working days. However, French administration can be complicated so this might take longer. For a timeline of what to expect after completing the banking paperwork please check the [appendix](#), p.30.

How to Write a Check in France

Surprisingly, checks are still a popular means of payment in France, and there is a high chance you might be in a situation where only a check is accepted. View how to write a check in France in the [appendix](#), p.30.

CAF

Caisse de Allocations Familiales, also known as the CAF, is a government body that provides benefits to students and families to cover a variety of needs, including rental assistance, services for young children, and more. As a student with low or no income, you will most likely qualify to receive certain benefits from the CAF. The process is often slow moving and requires a lot of documentation, so it is best to start the application as early as possible. For more information, contact studentservices@hec.fr.

STUDENT DISCOUNTS

European Travel Discounts

There are several [discounts](#) available on European trains. HEC Paris MBA students may be particularly interested in information about group discounts and youth discounts for individuals aged 16-25. (raileurope.com/deals)

The [SNCF website](#) also offers package deals and last-minute offers, along with a discount card for individuals aged 18-27. (voyages-sncf.com)

Student Card Discounts

Upon arrival on campus, you will receive your student ID card, also known as the International Student Identity Card, or ISIC.

The [ISIC website](#) offers a wide range of student discounts with companies like Microsoft, The Economist, JetBlue and Sephora. Extensive travel discounts are available to students under the age of 26. The company is currently developing a range of insurance products tailored to students as well. (isic.org)

It is worth showing this card at museums, movie theatres, hair salons, some restaurants, etc. as you might receive a student discount.

MOBILE SERVICE IN FRANCE

To subscribe to a monthly phone plan in France, you need to have a French bank account (RIB number) before you can get your phone line ordered and activated.

If you do not want to get a monthly plan you also have the option to purchase a pre-paid SIM card (you can find several options at Vélizy 2).

If you want to keep your number once you are ready to subscribe to a monthly plan, most carriers will require you to wait for a period of up to three months before transferring the number to a contract.

Generally, you will need to provide the following:

- Passport or EU Identity Card
- RIB (Relevé d'Identité Bancaire) from your French bank
- Proof of residence (Justificatif du domicile)

Mobile Plans in France

Some useful basics about French mobile services:

- You are not charged when you receive a call or an SMS
- Family plans (multiple lines sharing the same pool of minutes) do not exist
- You get charged per second (not per minute)
- If you want a new phone, the carriers can subsidize your phone in exchange for a 12- or 24-month contract (but the total cost is higher than buying the phone upfront)
- Calling a cell from a landline is around 10x more expensive than calling a landline from a landline
- Calling in France from a cell is a flat rate no matter where you are

If you have a cell phone from your home country, and you do not know if it will work on French frequency bands, you can either ask your own network provider or go to gsmarena.com, and search for your cell phone model.

Choosing a Plan

In France, since 2012, the price of non-contract/prepaid plans went so low (€20/month), that it is no longer cost-effective to buy a contract. Buying a phone upfront full cost is now a cheaper solution. As such, the contract offers of the main carriers will not be discussed here.

Carriers:

- **RED by SFR:** sfr.fr/telephonie-mobile/red-de-sfr.html
- **Orange:** orange.fr
- **Bouygues** (B&YOU plans): b-and-you.fr
- **FREE* mobile:** mobile.free.fr/Main (the most inexpensive option)

Additional Information about Phone Numbers in France

- Phone numbers in France always start with 0 (zero). For instance, when calling someone, you must dial: 01 39 56 XX XX
- The number after the 0 is used to split the different numbers by different purposes or geographical areas. For example, for calling a fixed line phone in the Paris area, you will always dial 01, and for calling a cell phone, you will always dial 06 or 07
- When calling from abroad, the caller should remove the 0 (zero) before the number. Thus, someone calling, for example, from India to the number 01 39 56 XX XX, must dial: +33 1 39 56 XXX

HEALTH

ON-CAMPUS

- 24/7 Emergency: Dial 100 from any landline or 01 39 67 96 96
- Non-emergencies: 01 39 67 98 60 (HEC security office)

A vending machine selling Band-Aids and other common medical supplies is located in the entry to Building M. Otherwise, medical supplies in France are sold in pharmacies.

INFIRMARY

The following services are only available to students enrolled at HEC Paris. View more details on the Intranet, accessible via your HEC email. The Infirmary is closed on weekends.

The infirmary is located in the L Building and provides medical services for all students on campus. These include:

- Emergencies
- General Medicine
- Nursing and Medical Advice
- Student Medical Examinations and Preventative Care
- Travel/Health Information
- Psychologist Consultations
- Mental Health (don't hesitate to contact this counseling service for any problem to discuss)
- PCR Covid Testing (need a local phone number to receive results!)

PHARMACIES

A green cross distinguishes pharmacies in France. Besides prescription and non-prescription medicines, pharmacies usually carry a selection of toiletries such as shampoo, dental care, diapers and more.

There are two pharmacies in Jouy:

Pharmacy (Pharmacie)	Address
Pharmacie Panelli	1 rue Oberkampf, Jouy-en-Josas
Evelyne Cazaly and Nathalie Fabre	50 avenue Jean Jaurès, Jouy-en-Josas

OFF-CAMPUS

General practitioners or specialists can be found in on [doctolib.fr](https://www.doctolib.fr), an online booking platform to schedule appointments and filter for English-speaking doctors.

HOSPITALS

The nearest major hospital to campus is the Hôpital Andre-Mignot in Versailles. It is about a 25- minute drive from campus. Its emergency room is open 24/7.

AMBULANCE/PARAMEDICS

If you have a medical emergency, use the following emergency numbers to call an ambulance/paramedic team:

Service	Number
Medical Help	15
Police	17
Fire	18
SOS	112

EUROPEAN SOS 112

The number 112 can be dialed to reach emergency services—medical, fire and police—from anywhere in Europe. This Pan-European emergency number 112 can be called from any telephone (landline, pay phone or mobile cellular phone). Calls to this number are free. The SOS 112 website is sos112.info.

HEALTH INSURANCE IN FRANCE

[Who is eligible for French Health Insurance?](#)

European students (non-French)

Please provide a copy of your European Health Insurance Card (EHIC).

French students

You will be asked to provide a copy of your CPAM ‘attestation de droits’ that you can download from ameli.fr.

Non-European students

You will depend on the French Social Security health plan and must register for the French Student Social Security which is 100% free. Student Services, located in Building S, room 110, will give you more details on how to register once you have arrived on campus.

Students from QUEBEC

Please provide Student Services with a copy of your SE-401-Q-102 form from RAMQ.

Campus France

Next to the French Social Security, it is highly recommended to subscribe to a complementary private healthcare coverage (mutuelle complémentaire). More details will be provided at the Student Services Presentation.

Partners and Family

Children

Children are automatically eligible for healthcare insurance in France regardless of his or her nationality. They will be affiliated upon their arrival to the social security of the parent(s) who is an HEC student.

EU Nationals

EU nationals can use their EHIC card for reduced healthcare costs.

Non-EU Nationals

Parents and children are recommended to have private healthcare insurance, including civil liability and repatriation assistance. They are also eligible for French Social Security after four months of residence in France. This free health insurance does not include civil liability and repatriation assistance.

APPENDIX

ACCOMMODATION

Single Rooms

T1 located in buildings B, C, D, E, F, G, H, I, J, K

The average surface area of the T1 is 17.41 m².

Each T1 includes the following:

- A hallway featuring a closet, a mirror and a kitchenette equipped with 2 electric hotplates, a refrigerator, a microwave, a sink, a base cabinet and a shelf.
- A main room equipped with a bed with storage drawers and complete bedding, a bedside table, a desk with a drawer unit, a shelf and a chair.
- A bathroom featuring a sink, a shower, a mirror, a sink cabinet and a toilet.

T1 located in building N1

The average surface area of the T1 is 17.77 m².

Each T1 includes the following:

- A hallway featuring a closet, a mirror and a kitchenette equipped with 2 electric hotplates, a refrigerator, a microwave, a sink, a base cabinet and a shelf.
- A main room equipped with a bed with storage drawers and complete bedding, a bedside table or shelf, a desk, a shelf and a chair.
- A bathroom featuring a sink, a shower, a mirror, a sink cabinet and toilet

*The Resident is informed that some T1s are smaller and do not have a balcony.

T1 located in building A

The average surface area of the T1 is 19,07 m².

Each T1 includes the following:

- A hallway featuring a closet and a shelf.
- A main room equipped with a bed and complete bedding, a bedside table, a desk with a drawer unit, a shelf and a chair.
- A bathroom featuring a sink, a shower, a mirror and a toilet.

T1 PMR located in buildings B, C, D, E, F, G, H, I, J, K

The average surface area of T1 PMR is 32.81 m². Each T1 PMR includes the following:

- An entryway with a closet and a kitchenette equipped with 2 electric hot plates, a microwave, a sink, a base cabinet and a shelf.
- A main room equipped with a bed with storage drawers and complete bedding, a bedside table, a desk with a drawer unit, a chair, a refrigerator, a closet and a mirror.
- A bathroom with a sink, a shower, a mirror, a sink cabinet and a toilet.

T1 PMR located in building N1

The average surface area of T1 PMR is 27.86 m². Each T1 PMR includes the following:

- An entryway with a closet and a kitchenette equipped with 2 electric hot plates, a microwave, a sink, a base cabinet and a shelf.

- A main room equipped with a bed with storage drawers and complete bedding, a bedside table, a desk, a shelf, a chair, a refrigerator, a closet and a mirror.
- A bathroom with a sink, a shower, a mirror, a sink cabinet and a toilet.

Apartments

T2 located in buildings B, C, D, E, F, G, H, I, J, K

The average surface area of apartments is 34.21 m². Each T2 includes the following:

- An entryway with a toilet and a kitchenette equipped with 2 electric hotplates, a refrigerator, a microwave, a sink, a base cabinet and a shelf.
- A main room equipped with a desk with a drawer unit, 2 chairs, a closet and a mirror.
- A sleeping area with two bunk beds featuring storage drawers and complete bedding, a bedside table and a shelf.
- A bathroom with a double bathroom sink, a shower, a mirror and a sink cabinet.

Apartment located in building A

The average surface area of apartments is 38.55 m².

Each Apartment includes the following:

- A hallway featuring a closet and a shelf.
- A main room equipped with a desk, a coffee table, a couch, two chairs and one shelf.
- A sleeping area with one bed (140x200) and complete bedding, a bedside table.
- A bathroom featuring a sink, a shower, a mirror, a sink cabinet and a toilet.

Room Amenities

- All rooms have access to wireless internet; however, for some rooms that are farther from the hallway router, connection might be irregular. Should you wish to connect via Ethernet as a backup, you will need to bring your own Ethernet cable and wireless router. Mac users need an adapter for the Ethernet cable
- Residents log in to the internet using their HEC username and login

Building Amenities

- Drivers can park anywhere on campus. There is sufficient parking for all.
- A laundry room is located in the middle of the first floor. It has three large washing machines (€3 per use) and three large dryers (€1-2 per use). Residents may wish to use their own laundry detergent in addition to the detergent that is included.
- Two common rooms are located in the wings of each floor.
- Vending machines on the first floor offer soft drinks, coffee and snacks.
- There is a common kitchen in Building A
- Wi-Fi is available across campus.
- The Piano Bar (aka P-Bar), a student-run bar and lounge, is located on the first floor. All MBA students may host activities and events when the sanitary conditions allow. The Piano Bar has an outdoor patio, a bar area, a grand piano, and a large-screen television.
- The only elevator in the building is located next to P-Bar. It goes from the ground floor to the fourth floor.

Please note that:

- Single rooms in Building A do not have a kitchen.
- Towels are not provided.

- In the event of lost, stolen or damaged keys or access card, residents will be charged for a replacement.

SHOPPING & EATING OUT

Bakery & Restaurants	Address
Bedouet	5 rue Beuvron
Le Napolitain	40 rue Arthur Rimbaud
Le Bonnard	1 rue Bonnard
Le Jardin Napolitain	26-28 avenue Jean Jaurès
Le Robin des Bois	38 avenue Jean Jaurès
Sushi Jouy	58 avenue Jean Jaurès
Avila	8 rue de Beuvron
Pipelote	2 rue Oberkampf

OTHER SERVICES IN JOUY-EN-JOSAS

Dry Cleaner (Pressing)	
Pressing du Centre	11 rue Oberkampf
Maryse Pressing	50 avenue Jean Jaurès
Hair Salon (Coiffeur)	
Créa'Tifs	30 avenue Jean Jaurès
Optician (Opticien)	
L'Atelier à Lunettes	4 rue Oberkampf
Post Office	
La Poste	1 rue de Temple
Tabac – Cigarettes	
Elisabeth Desmonceaux	6 rue Oberkampf

PAYING FOR ON-CAMPUS FOOD AND DRINK

Your student ID card functions as your on-campus credit and access card. Credit can be added to your card via kiosks at the S-Building Café and the canteen or online using the student portal (portal.hec.fr). How to add credit to your student meal account:

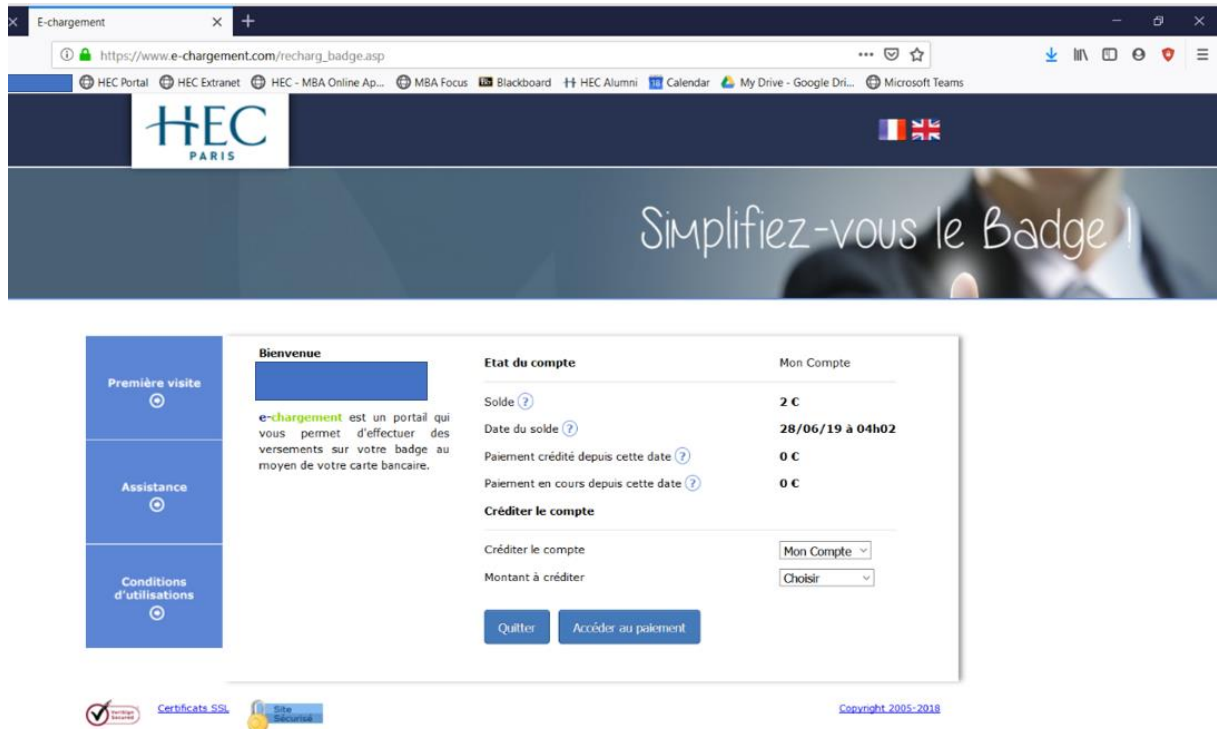
The screenshot displays the HEC Paris student portal interface. The top navigation bar includes links for HEC Portal, HEC Extranet, HEC - MBA Online Ap..., MBA Focus, Blackboard, HEC Alumni, Calendar, My Drive - Google Dri..., and Microsoft Teams. The main content area features several news items:

- START**: 6/3/2019. If you want to transform your idea into a high-potential company, join HEC Paris Challenge+.
- HEC Paris Challenge+ Conference: Conflicts, Mediation & Arbitration (June 4)**: 6/3/2019. Conflicts, mediation & arbitration. Discover more here.
- PRENEU**: 6/3/2019. Come and get advice on how to launch your start-up!
- News from your Restauration Service: New opening hours for June-July-August!**: 6/3/2019. Right on time for the good food.
- #OnePlasticFreeDay at HEC Paris: get involved with us! (June 5)**: 6/3/2019. Easy as ABC: make the planet green again!
- HEC Paris Africa Connections: get connected!**: 6/3/2019. HEC Paris Africa Connections is the bi-monthly newsletter that will share African news from HEC Paris. It supports the will of the French school to consolidate its presence on the African continent. In each issue, an editorial will give a voice to a member of HEC.

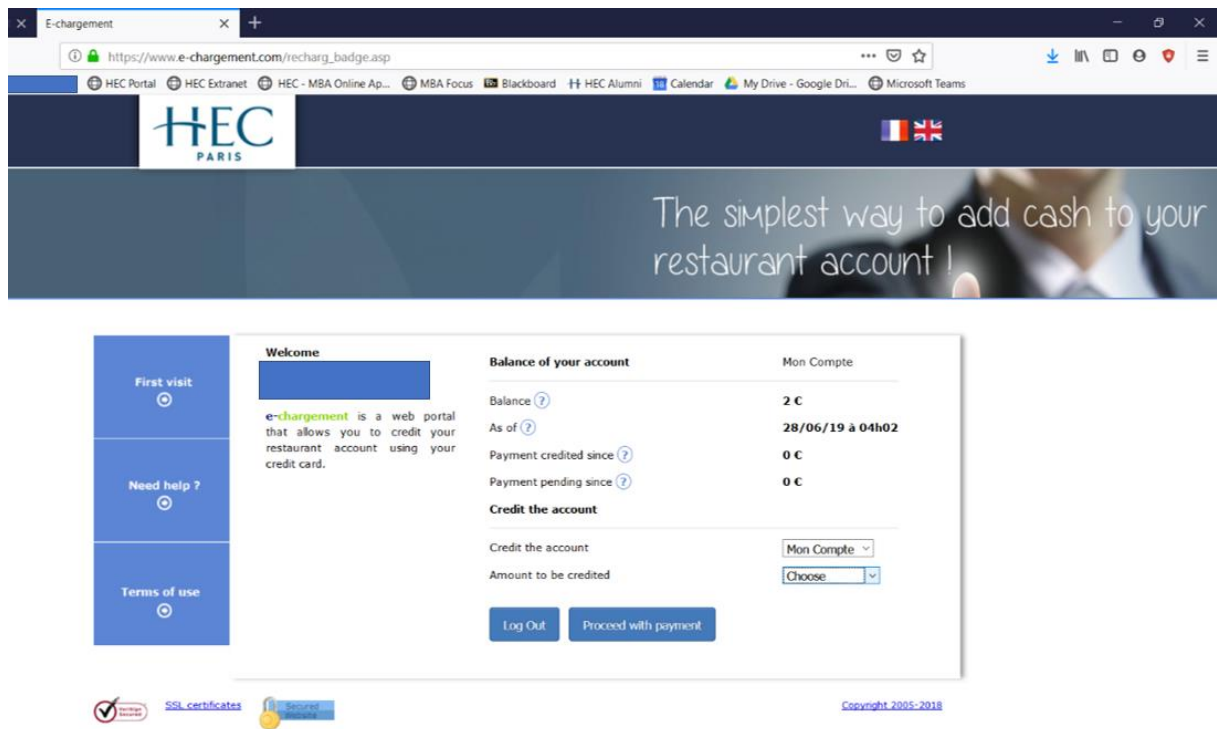
On the right side, there is a sidebar titled "ISIC (student card)" containing a grid of navigation icons:

- BLACKBOARD
- SCHEDULE
- COURSES
- STUDIES2
- TODAY'S COURSES
- CLASSIFIED ADS
- CREDIT RESTAURANT

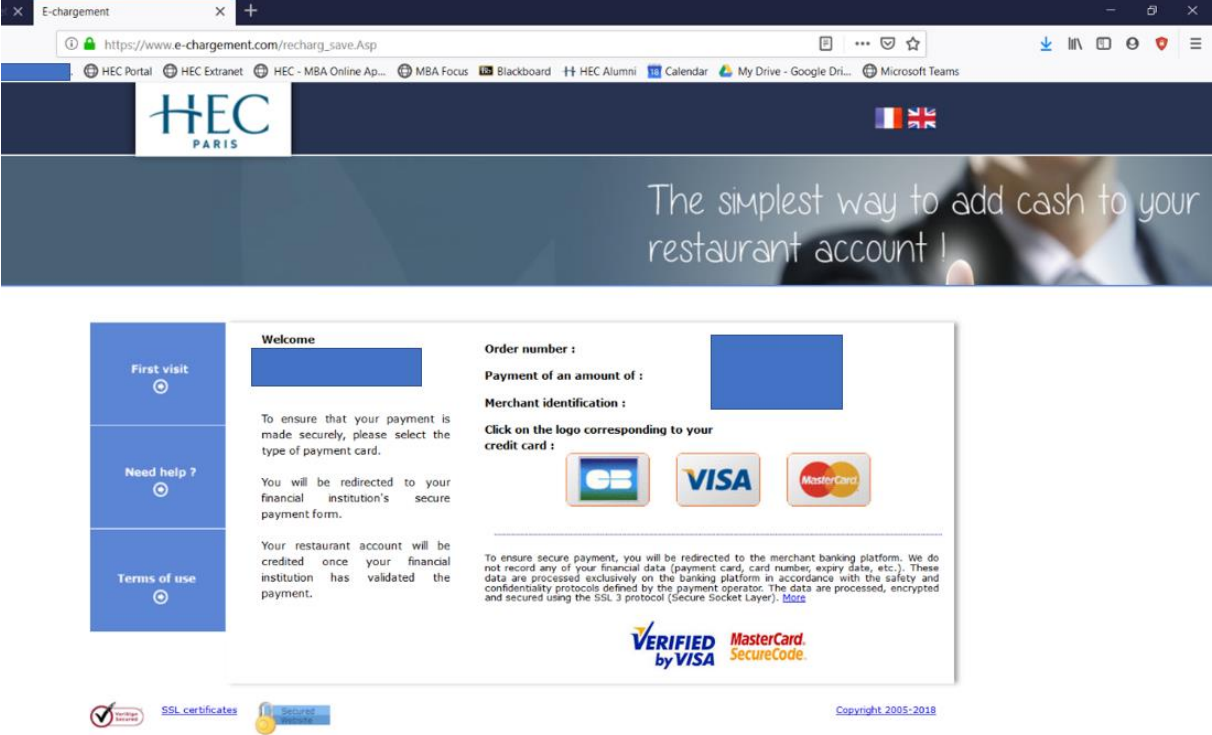
When you're connected, you'll see the home screen in French below. Switch to English, if you prefer, by clicking on the flag.



The home screen contains pertinent information including what to do upon your first connection to your account (i.e. “First Visit”). To charge credit to your account simply select the account (i.e. “Mon Compte”) and the amount to be credited from the drop-down menu. Once you’ve selected both the account and amount, click “Proceed with Payment”.



On the following page, simply select the means of payment by clicking on one of the icons (i.e. “CB”, “Visa”, “MC”). Upon your selection of the logo, you will be redirected to a payment interface. After completing the payment process, you will be redirected to the home screen which will reflect the amount credited next to the words “Payment pending since”. Your card should be operational immediately.



CAMPUS LIFE

HEC PARIS STUDENT UNION CLUBS

This is a list of all current student MBA Clubs

MBA Student Union Club / Committee	Contact info
MBA Council	association.mbacouncil@hec.edu
Africa	mbaclub.africa@hec.edu
Asia Pacific Business	mbaclub.apac@hec.edu
Arts, Media & Entertainment	mbaclub.ame@hec.edu
Consulting	mbaclub.consulting@hec.edu
Consulting Practice	globalconsultingpractice@hec.fr
Digital Transformation	mbaclub.digitaltransformation@hec.edu
Energy	mbaclub.energy@hec.edu
Entrepreneurship	mbaclub.entrepreneurship@hec.edu
Finance	mbaclub.finance@hec.edu
French Connection	mbaclub.frenchconnection@hec.edu
General Management	mbaclub.gml@hec.edu
Healthcare	mbaclub.healthcare@hec.edu
Impact	mbaclub.impact@hec.edu
Industry	mbaclub.industry@hec.edu
LATAM	mbaclub.latam@hec.edu
LGBT + Allies	mbaclub.lgbt@hec.edu
Marketing	mbaclub.marketing@hec.edu
Middle East	mbaclub.middleeast@hec.edu
MBAT Committee	mbat@mbat.org
Private Equity / Venture Capital	mbaclub.pevc@hec.edu
Public Speaking	mbaclub.publicspeaking@hec.edu
Real Estate	mbaclub.realestate@hec.edu
Retail & Luxury Club	mbaclub.luxury@hec.edu
Sports and Wellness	mbaclub.sport@hec.edu
Technology	mbaclub.tech@hec.edu
Wine, Spirits & Beer	mbaclub.wine@hec.edu
Women in Leadership	mbaclub.wil@hec.edu

HEC Sports Clubs

Below is a list of various sports clubs to participate in training sessions and compete on teams.

Athletics / Combined Activities	https://www.sporteasy.net/fr/join/N16PLRG/
Rowing	https://www.sporteasy.net/fr/join/IVY3PYK/
Badminton	https://www.sporteasy.net/fr/join/M19RCHI/
Women's Basketball	https://www.sporteasy.net/fr/join/W18YXS7/
Men's Basketball	https://www.sporteasy.net/fr/join/SK4RAQT/
Boxing	https://www.sporteasy.net/fr/join/7EX6TQB/
Cross Training / Strength Training	https://www.sporteasy.net/fr/join/1EL9KXE/
Dance	https://www.sporteasy.net/fr/join/RWRG7Y2/
Horseback riding	https://www.sporteasy.net/fr/join/P94V3MQ/
Climbing	https://www.sporteasy.net/fr/join/PKL5LQ2/
FHF - Women's Football	https://www.sporteasy.net/fr/join/UA9EPA6/
FHR - Women's Rugby	https://www.sporteasy.net/fr/join/DTPJA9V/
FCH - Men's Football	https://www.sporteasy.net/fr/join/7MSLZZ1/
Handball	https://www.sporteasy.net/fr/join/BJ79VRW/
Women's Handball	https://www.sporteasy.net/fr/join/2LA3GW7/
Men's Handball	https://www.sporteasy.net/fr/join/APCQAAN/
Judo	https://www.sporteasy.net/fr/join/Q7MPVP8/
Swimming	https://www.sporteasy.net/fr/join/V9KSNGZ/
RCH - Men's Rugby	https://www.sporteasy.net/fr/join/CB8DNRI/
Tennis	https://www.sporteasy.net/fr/join/3YRF526/
VCH - Women's Volleyball	https://www.sporteasy.net/fr/join/73Q7XGV/
VCH - Men's Volleyball	https://www.sporteasy.net/fr/join/D1KNBV9/
Yoga	https://www.sporteasy.net/fr/join/I2K8WE9/
Fitness	https://www.sporteasy.net/fr/join/4WXCQNL/

PRACTICAL INFORMATION

LIVING COSTS

The following estimated cost-of-living expenses were created with student input and are updated yearly based on students' current living expenses. While many students spend considerably less, some spend more. Your personal budget will depend on your own habits and priorities.

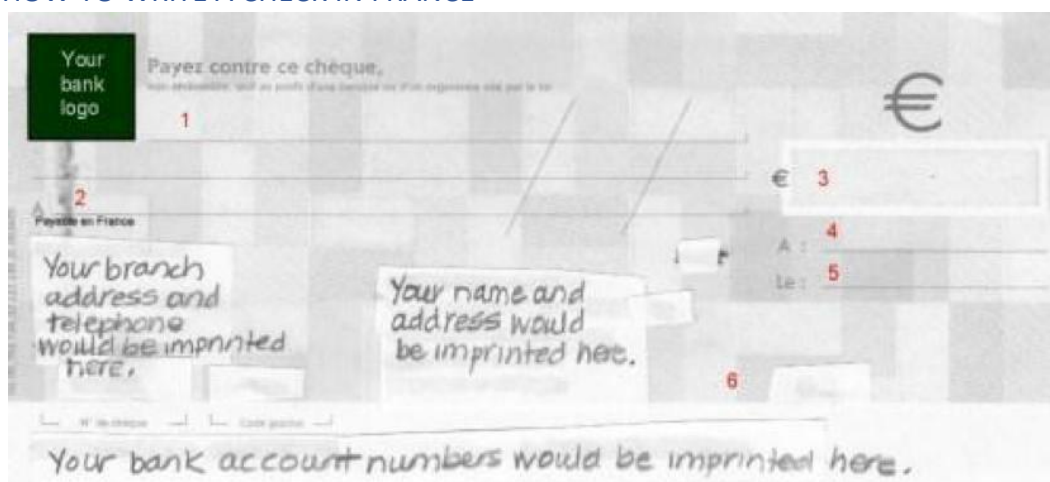
MBA Options	Expenses
Accommodation (depends on the on-campus building)	€9,925
Books	€1,000
Meals	€6,000
HEC MBA Council Membership*	€130
Miscellaneous**	€3,200
Transportation	€4,700
Total**	€25,065

** Please note that for those MBA students who live with their partners on campus, total estimated costs are around €32,000.

TIMELINE TO OPEN A BANK ACCOUNT

- 3 working days: Receive RIB (bank account number)
- 5-8 working days: Receive client card (either by going to branch or from rep on campus)
- 5-8 working days: Receive in 4 separate envelopes depending on the bank: your PIN code, your online banking account number, your online banking PIN code, and your housing insurance attestation. Make sure to upload the housing insurance on the housing portal <https://housing.hec.fr/etudiant>.
- 5-8 working days: Get a charge on your account for housing insurance
- 5-8 working days: Activate your card by paying with it or withdrawing money from the ATM.

HOW TO WRITE A CHECK IN FRANCE



Follow the numbers on the example above:

1. The amount of the check in text. For example “deux mille trois cent vingt-trois euros et 45/100 centimes.” The line below is a continuation of this line. Draw a line through it if you are able to write the full amount on the first line.
2. Write the name of the payee, the person or organization to which you are writing the check.

3. Write out the amount in figures, for example €2.323,45. Note that the French use a comma (virgule) to denote the decimal places. Similarly, they use a period (point) to denote thousands or millions. For extra insurance, write the centimes figure higher up with a line underneath. Make sure to put a hash mark through the stem of the number 7 so it is not mistaken for the number 1.
4. Write the name of the town where you wrote the check.
5. Write the date. Remember that the French put the date ahead of the month, as in 18 juin, 2018.
6. There is no line, but you should sign your name in this area.

