



**MBA PROGRAM**

## **Your First 48 Hours on Campus A Survival Guide**

Welcome to the HEC Paris MBA program! In order to ease your transition back into student life, we have created a list of important things to know for your first 48 hours on campus. This guide provides most of the “must-know” information you might need. More detailed information is provided in the Welcome Brochure and during orientation.

# COVID-19 Sanitary Policy on 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.**

On HEC Paris Campus, you must therefore 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

**If you experience problems upon arrival at HEC Paris, you may contact:**

**Monique Lewis**

**MBA Communications Program Manager**

+33 6 37 62 44 76 (available on WhatsApp)/ [lewism@hec.fr](mailto:lewism@hec.fr)

## 1. Money

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Upon opening your French bank account, it could take a few weeks to receive a bank card. We therefore recommend that you bring a pre-loaded money card from your home country or use online banking solutions such as *monzo* or *revolut*. These are probably the easiest and safest options to access money during the time you are waiting for your French bank accounts to be set up. Review the Welcome Brochure for detailed instructions to open a French bank account.

## 2. Getting to HEC Paris

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HEC Paris is located 15 kilometres west of Paris, at **1 Rue de la Libération, Jouy-en-Josas 78350**. Depending on where you will be arriving from, you will want to choose one of the following options (**we highly recommend you take a taxi or Uber for your first arrival**):

### 2.1. From Charles de Gaulle (CDG) Airport

**For those with on-campus accommodation**, a free shuttle service will be available to transport you from the airport to campus **September 2-3**. Please ensure you fill out the arrivals survey sent by the Admissions Team beforehand ([admissionmba@hec.fr](mailto:admissionmba@hec.fr)).

To travel into Paris from CDG, you can follow signs to the train station and take the RER B (blue line) south to the city centre. During the day trains run approximately every 15 minutes. You can buy tickets for about €10.30 in the departure hall. See below for directions from central Paris to the HEC campus.

### 2.2. From Orly Airport

**Price:** €20 - €50

**Tip:** Some official taxi companies are Taxi Bleu, G7, Alpha Taxi and ABCD.

### 2.3. Public Transportation from Paris

**Price:** from €4.45 (use ticket machines or counters at metro or train stations)

**Tip:** use the apps **ViaNavigo** or **CityMapper** to find the quickest routes in greater Paris, and the **SNCF** app is great for France-wide travel.

If you are coming from Paris, you can take the **RER C** (from central metro stops such as Champs de Mars-Tour Eiffel, Invalides, St Michel-Notre Dame and Paris-Austerlitz to Jouy-en-Josas).

### 2.4. Other Routes

- From various stations in Paris take the **RER B** (towards Massy-Palaiseau) and change to the **RER C** at Massy-Palaiseau.
- Take the **N** train from Paris-Montparnasse to Versailles Chantiers, where you can then change to the **RER C** to get to Jouy-en-Josas.

There are some bus lines that will bring you all the way to the HEC Campus, but you will have to buy an extra ticket for these, as they are run by a separate company (tickets are €2).

- Take the **RER B** from various stations in Paris (towards Massy-Palaiseau) and change at Le Guichet where you will take **Bus Line 9** towards Campus HEC (Saclay).
- Take the **RER C** from various stations in Paris (towards Gare de St. Quentin en Yvelines) and change at Gare Chaville-Vélizy for **Bus Line 32** towards Campus HEC (Saclay).

## 3. Public Transportation from HEC Paris

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To travel from HEC to Paris and other places, such as Versailles, you can either buy individual tickets or get a

Navigo weekly/monthly/yearly pass. If you plan to travel by public transport regularly, we recommend opting for the latter.

With individual tickets make sure to **always validate your ticket before boarding** and **do not throw away your ticket until you have fully left the train/metro station or bus**. Ticket checks are held at random and you will be fined if you do not have a validated ticket on you.

### 3.1. Train Tickets

The cost for a single trip to/from Paris is €4.45/single ticket or €35.60/batch of 10.

### 3.2. Bus Tickets

As mentioned above, bus tickets to Jouy-en-Josas, le Guichet or Gare Chaville-Vélizy all cost €2. You can pay by cash. For more information on bus fares and updated bus times please talk to the campus reception.

### 3.3. Travel in Paris

For travel within Paris (metro, bus, train or tram), you can buy t+ tickets at ticket machines or counters (individual cost: €1.90, batch of ten: €14.90). These will also work on the busses mentioned above. You can also purchase day tickets for all 5 zones of Paris (HEC is in zone 4); it is well worth checking out the tickets page <https://www.ratp.fr/en/titres-et-tarifs> on the RATP website for more information.

#### 3.3.1. 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 with tickets at the same price as the ones mentioned above. This eliminates the hassle of carrying 10+ tickets around with you. Visit <https://www.ratp.fr/en/node/10971> for more information.

#### 3.3.2. The Navigo Pass (Carte Navigo)

As mentioned before you can also purchase a Navigo Pass for however many zones of Paris you like (as HEC is in zone 5, 1-5 would be advisable). You can purchase the Navigo for a fixed weekly/monthly/yearly rate, which will then allow you to use all of Paris's public transport network (including the busses) within its validity. You can fill out an application for the pass either online or at Navigo pass counters at larger stations.

#### 3.3.3. 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

## 4. Wi-Fi

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Before your arrival on campus, you will receive an email with your HEC Paris email address and your corresponding password. You can access the Wi-Fi network with these details.

Select the **eduroam** Wi-Fi network, *not* **WIFI-HEC!** The latter network is for guests who are not part of the HEC community and thus it forces users to continuously login.

If you experience any technical problems, contact the IT helpdesk at [01assist@hec.fr](mailto:01assist@hec.fr) or +33 01 30 67 74 74, or visit their office in S Building, Room 111.

## 5. Room Check-In

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### 5.1. On-Campus Housing

If you have a room on campus, you will need to check in at the K building. Below are the opening hours and contact details for the HEC Residence Service.

Monday – Friday	Phone Numbers	Email	Location
9:30 am – 5:00 pm	01 39 67 71 39 01 39 67 71 38	<a href="mailto:serviceresidence@hec.fr">serviceresidence@hec.fr</a>	K Building

#### 5.1.1. Early housing check-in

If you want to arrive as early as August 16, 2021. Send an e-mail a request to [serviceresidence@hec.fr](mailto:serviceresidence@hec.fr).

## 6. Partners

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If your partner plans to visit campus regularly, they can receive :

- A partner ID card to facilitate access to the campus and its facilities (fitness room, learning center, etc.) and to pay for services (restaurant, printing).
- An HEC email address (name@partners.hec.fr).
- Access to a family room
- A housing certificate and administrative support for visa and health coverage.
- 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 instructions:

Request the Partners Contract from [admissionsmba@hec.fr](mailto:admissionsmba@hec.fr) and forward it to your partner. If your partner is interested, please ask him/her to print, fill and sign it. Be prepared to have a .jpeg format picture of your partner, which will be requested.

Send an email to [studentservices@hec.fr](mailto:studentservices@hec.fr) indicating:

- Your name and partner's name,
- Your partner's email address,
- The HEC Paris program you will be attending,
- Never send the contract by email.

Upon reception of this email, HEC Paris will, create a secure and individual Teams space to download the signed contract and picture. The file will be then processed.

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

The access card will be delivered upon arrival on campus after the online payment of the club's membership fee.

## 7. Must-Have Items

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There are a few items that we recommend that you bring with you or purchase during your first 48 hours on campus. **These items are not supplied in the residence halls**; however, you should be able to buy most from the local *Auchan* Supermarket (located across the entrance to campus) or the closest shopping centre *Vélizy 2*.

- Toilet Paper (*one roll will be supplied upon arrival*)
- Basic toiletries and cleaning supplies
- Coat hangers
- Plug adapters and extension socket (*we recommend you bring the extension socket from your home country, so you only need one adapter*)
- Laundry detergent
- Laundry basket
- Hair dryer (*220 volts*)
- Sheets and towels
- Laundry Machines are located in Buildings A/AP2/AP3/L1/M1/ (make sure you have an international credit card in order to pay).

## 8. Shopping

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### 8.1. Groceries & Household Goods

#### 8.1.1. Auchan Supermarket

Directly across from the main entry to the HEC campus and near 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](http://auchandirect.fr).

Location	Monday – Saturday	Sunday	Address
<b>Auchan</b> (opposite the campus main entrance)	8:30 am – 8:30 pm	9:00 am – 1:00 pm	40 Rue Arthur Rimbaud ZAC de, 91400 Saclay
<b>Auchan</b> (opposite the Jouy-en-Josas train station)	8:30 am – 8:00 pm	9:00 am – 1:00 pm	50 Avenue Jean Jaurès, 78350 Jouy-en-Josas

#### 8.1.2. La Ferme de Viltain

Located 15-20 minutes by foot. This small market sells locally grown fruits and vegetables, wine, cheese and more! You can also handpick fresh fruit in the spring and summer.

Monday – Saturday	Sunday	Address
9:00 am – 7:00 pm	10:00 am – 7:00 pm	Chemin de Viltain, 78350 Jouy-en-Josas

## 8.2. Other Shopping

### 8.2.1. Vélizy 2

Vélizy 2 is a major shopping centre with a wide range of stores for home décor, clothing, toiletries, groceries, home appliances, restaurants, etc.

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

### 8.2.2. 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. **HEC will provide a shuttle to IKEA on Tuesday, January 6 at 2:00-5:30pm.**

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

## 9. Eating on and off campus

### 9.1. Food on campus

There are multiple food options on campus from restaurants and cafes to food trucks and take-away service. Meals are charged via your HEC Paris student cards. You can add money to your card by using the electronic station, located at the entrance to the canteen, or via the HEC Student Portal:

1. Log in to [portal.hec.fr](http://portal.hec.fr) with your HEC credentials, scroll down until you see the box **Credit Restaurant** on the right column.
2. On the following page you can change the language to English in the top right corner.
3. Select **Mon Compte** and the amount you want to add from the drop-down menu. Click **Proceed with payment** to enter your bank card details.
- 4.

Venue	Hours	Weekend Hours
<b>Main Restaurant</b>	<b>Monday-Friday:</b> 11:30am - 1:45pm	€ 4.00 menu A diversified and balanced food offer with starters, main courses and desserts
<b>Gustave (next to the Main Restaurant)</b>	<b>Monday-Thursday:</b> 11:00am – 9:00pm <b>Friday:</b> 11:00am – 3:00pm <b>(Tea Time)</b> 2:00pm – 6:00pm	A selection of starters, main courses and desserts
<b>Little Italy (take away)</b>	<b>7 days a week:</b> 7:00pm – 9:00pm <b>Saturday-Sunday:</b> 12pm-2pm	Two additional € 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 <a href="#">Click &amp; Collect</a>
<b>S Building Café (MBA Building)</b>	<b>Monday-Friday: 7:30am – 3:00pm</b>	Sandwiches, salads, pasta, dishes, etc.
<b>T Building Café (Grande École Building)</b>	<b>Monday-Friday: 7:30am – 3:00pm</b>	Sandwiches, salads, pasta, etc.

## 9.1. Food Off-Campus

### 9.1.1. Local

If you prefer to eat off-campus, there are a few restaurants and bars located nearby where students can grab a bite to eat. Prices are reasonable; a meal will rarely cost you more than €20. These include:

- [Napolitain](#) – Italian restaurant with a branch located opposite campus and another one opposite the Jouy train station
- [Sushi Jouy](#) – Japanese restaurant opposite the Jouy train station
- **Bedouet** – bakery
- [Les Délices de Clarisse](#) – Home-cooked meals, delicatessen, organic groceries, cocktails & wine
- **La Medina** – Moroccan restaurant
- [Le Jardin Napolitain](#) – Italian restaurant
- **Le Bonnard** – French restaurant
- [Le Robin des Bois](#) – specialises in beef, Mexican and Indian chicken, duck & chorizo
- [Avila](#) – Spanish tapas & bar
- [Pipelote](#) – French cuisine

### 9.1.2. Online

For online food deliveries, you need to pick up your food at the reception desk, as the drivers are not allowed to access campus.

- **BimBimGo**: on-campus food-delivery service
- **Just Eat**: a take-away delivery app
- **UberEats**: on-campus food-delivery service

## 10. Mobile Phone Number

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To set up your mobile data with a French provider, you can visit the phone stops either in Versailles or Paris (unfortunately there are none in Jouy).

Please note that in order to buy a SIM card you must **bring proof of identity and an address in France with you**. HEC Residence can provide you with proof of accommodation. We advise you to bring your **passport** to avoid any complications. **EXCEPTION: You do not need proof of identity or an address in France for the service provider FREE. The nearest location is at the shopping mall, Westfield Velizy 2.**

Shop	Hours	Address
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<b>Westfield Velizy 2</b>	Monday – Saturday: 9:00 am – 9:00 pm Sunday: 9:00 am – 8:00 pm	2 Avenue de l'Europe, Vélizy-Villacoublay
<b>Bouygues</b>	Monday – Saturday: 10:00 am – 7:00 pm	70 Rue de la Paroisse, Versailles
<b>SFR</b>	Monday – Saturday: 10:00 am – 7:00 pm	9 Rue Ducis, Versailles

### Emergency numbers

Service	Number
<b>Medical Help</b>	15
<b>Police</b>	17
<b>Fire Brigade</b>	18
<b>SOS</b>	112

## 11. Useful Apps

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Fifteen apps to make your life in France a little easier:

- **MyHEC** – Class Schedules, Grades, Campus App & Practical Information
- **Blackboard** – Course information, Zoom online sessions, Academic announcements
- **WhatsApp** – Most of your classmates use this app to communicate
- **ViaNavigo** – helps plan journeys and compares travel times via train, car, bus or by foot
- **Citymapper** – helps plan your travel around Paris (and other major cities)
- **SNCF** – helps you plan your journey anywhere in France
- **RATP** – Live updates on transportation
- **Bolt** – Rideshare (cheaper than Uber!)
- **Glide** – Car Rental for short trips and available on campus!
- **Uber** – mobile taxi app, often reduced prices
- **G7** – mobile taxi app
- **Revolut** – online banking app
- **Monzo** – online banking app
- **Just-Eat** – for takeaway
- **UberEats**: on-campus food-delivery service