



*welcome*

**BROCHURE**

*January 2023 Intake*

# WELCOME FROM THE MBA COUNCIL

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. 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](mailto: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!

Nishant Jayaswal, HEC Paris MBA Council President





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.1.

## ACADEMIC ORGANIZATION



# MBA ACADEMIC TEAM



**Caroline DURAND**  
*Associate Director*  
*MBA Program & Delivery*



**Charlotte KELLY**  
*Program Manager*  
*Fundamental Phase*



**Martina D'Ortenzo**  
*Program Manager*  
*Fundamental Phase*



**Francine LESTRADE**  
*Program Manager*  
*Customized Phase*



**Adya Rostamijalilian**  
*Program Manager*  
*Customized Phase*



**Noëlla Suzzi-Valli**  
*Program Manager*

# ACADEMIC SCHEDULE

8:00AM – 6:00PM



MBA Core Courses may start **as early as 8:00AM** and can continue **as late as 6:00PM** including mandatory career workshops, depending on your schedule. The MBA Administration will **provide access to a calendar** that is updated with school activities and classes.



# BOOKS & CLASS MATERIALS

*It is not necessary to purchase books prior to arriving on campus. Students can get several of the books for free from the library in digital format or place the books on loan.*

## **Library (Learning Center)**

The library is open 24/7 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.

For more details, visit the Learning Center website: [hec.edu/Library](https://hec.edu/Library)

## **The Languages Resource Center**

The Language Resource Center offers free language lessons, e-learning and self-training, language exams and more! For more details visit [webapp.hec.fr/LRC/](https://webapp.hec.fr/LRC/)



## Internet Connection

The HEC Paris buildings are equipped with WIFI. To use it, connect to the network EDUROAM. The Username is your Student ID (S.....), and the password is the same as your HEC e-mail address. Should you encounter any problems, please contact the Help Desk: 01 ASSIST.

**Contact:** [01assist@hec.fr](mailto:01assist@hec.fr) | +33 1 39 67 74 74

### S Building

Room 110

**Monday-Friday** 8:00AM – 1:00PM

2:00PM – 6:00PM

### T Building

Room 117 bis

**Monday-Friday** 7:30AM – 8PM

**Saturday** 7:30AM – 12:00PM

1:00PM – 4:30PM



The image shows three students in the foreground, two of whom are wearing blue HEC hoodies. The background is a blurred outdoor setting with green trees and a building. The HEC Paris logo is centered at the top, with 'MBA PROGRAM' below it. A large '.2.' is centered in the middle of the image, and 'STUDENT CARD' is at the bottom.

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.2.

STUDENT CARD



# STUDENT CARD

## Enter The HEC Campus 24/7

- ✓ Open doors to study rooms, library, gym
- ✓ Pay for photocopies
- ✓ Pay for lunch at the canteen & cafeteria
- ✓ Borrow book from the library
- ✓ Get student discount with our partners

## Charge Money

- ✓ Cashier at the canteen
- ✓ Reloading terminal at the canteen & cafeteria
- ✓ Refundable
- ✓ Student Portal ([portal.hec.fr](https://portal.hec.fr))



# STUDENT CARD: Practical information

## What If I Lose My Student Card?

- ✓ Pay **15 Euros** to the cashier (cash or card) – S27 Office
- ✓ Send the proof of the payment to [studentservices@hec.fr](mailto:studentservices@hec.fr)
- ✓ Get your temporary Badge and wait for ½ weeks to get your new card.





.3.

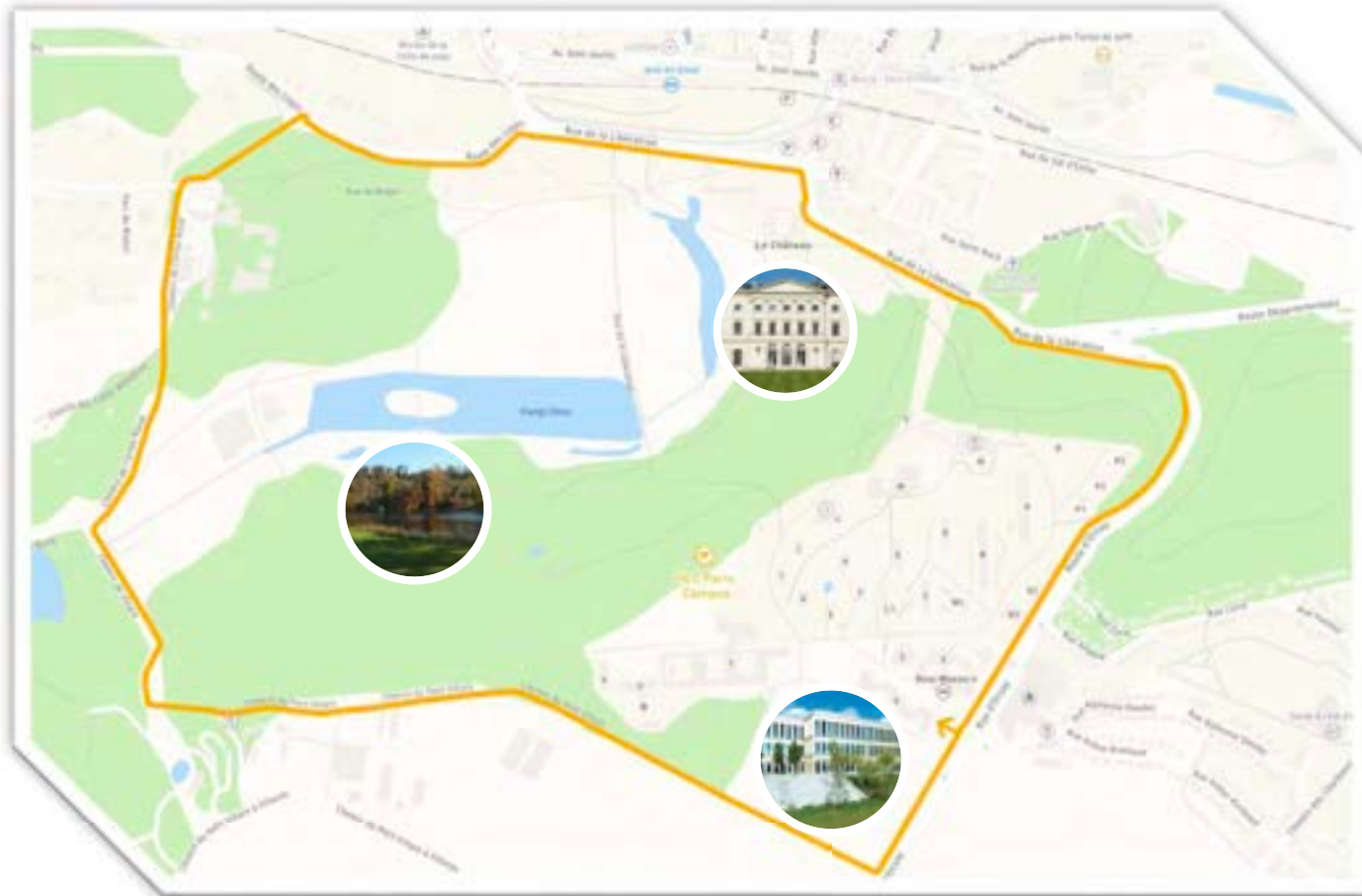
TRANSPORTATION

## ZOOM IN: Ile-de-France Region





## ZOOM IN: Jouy-en-Josas





# HOW TO GET TO HEC?

## Access by Train

### REC C

Gare de Jouy-en-Josas

Avenue Jean Jaurès, 78350 Jouy-en-Josas

From the train station take bus 32

### RER B

Orsay - Gare du Guichet

Rue de Verdun, 91400 Orsay

From the train station take bus 9

## Access by Bike



ZOOV station at the Campus Main Entrance. E-bikes are free use on [ZOOV App](#)



# HOW TO GET TO HEC BY BUS

## SAVAC Bus



They are available to HEC students and staff.  
The schedule is available at the campus entrance.  
More information concerning transportation services are centralized on the HEC intranet.

## Shuttle bus SAVAC HEC

**HEC Campus - Denfert-Rochereau Train Station**

**HEC Campus - Massy-Palaiseau (Massy Gare)**

**HEC Campus - Pont de Sèvres**

**HEC Campus - Porte Maillot**

[Click here](#) to view the schedule

## Access by RATP Bus

### Line 32

"Gare de Chaville Rive Droite" to "Campus HEC"

[Click here](#) to view the bus map and timetable.

### Line 9

"Gare du Guichet" (RER B) to "Gare de Jouy-en-Josas"

[Click here](#) to view the bus map and timetable.





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# HOW TO GET TO HEC BY CAR



## *Move with Glide Mobility*

Your carsharing service brought to life on HEC Campus!

[Click here](#) to register online



## *On-Campus Parking*

There are plenty of free parking spaces all across campus. 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.

[Click here](#) to register your car online to enter campus.



**Registration of license plate**



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.4.

HOUSING



# ON-CAMPUS HOUSING



## *On-Campus Housing*

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 plan to arrive outside of business hours e-mail [serviceresidence@hec.fr](mailto:serviceresidence@hec.fr)

**Monday – Friday: 8:30AM – 5:30PM – Phone Numbers: 01 39 67 71 39 – 01 39 67 71 38**

# OFF-CAMPUS HOUSING



## 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.

### Useful Apartment Rental Links :

- ✓ [admittedmba.hec.edu/off-campus-housing](https://admittedmba.hec.edu/off-campus-housing)
- ✓ [seloger.com](https://seloger.com) (French)
- ✓ [science-accueil.org/uk/direct-infos/housing.html](https://science-accueil.org/uk/direct-infos/housing.html)
- ✓ [lodgis.com](https://lodgis.com) (French)
- ✓ [location-etudiant.fr](https://location-etudiant.fr) (French)
- ✓ [parisattitude.com](https://parisattitude.com)
- ✓ [airbnb.fr](https://airbnb.fr)

A group of people are shown in a restaurant setting, laughing and eating. The background is blurred with warm, bokeh lights. The text 'HEC PARIS' is centered at the top, and 'MBA PROGRAM' is centered below it. A large '.5.' is centered in the middle of the image.

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.5.

FOOD OPTIONS

# FOOD OPTIONS: On-Campus

## Paying For On-Campus Food & 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](https://portal.hec.fr)). Instructions will be provided at the main reception desk when you arrive on campus.

## On-Campus Meals

Meals on campus are prepared daily each morning. All food options are available on site and for takeaway. Microwaves are located in the cafeteria in the cafeterias (S and T buildings) and canteen.

There are multiple food options at low prices on campus including the canteen, Gustave restaurant, food trucks, and more! For more information [click here](#) to visit the dining section on the student portal.





# FOOD OPTIONS: Off-Campus

## Off-Campus Food & Other Services



There are two large Auchan supermarkets conveniently located directly across from the main campus entrance (**40 Rue Arthur Rimbaud ZAC de Saclay**) and the Jouy-en-Josas train station (**50 Avenue Jean Jaurès Jouy-en-Josas**). Auchan offers an online delivery service for food depending on the size and price of your order. Visit: [auchandirect.fr](https://auchandirect.fr).



## Farm Fresh Produce “La Ferme de Viltain”



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.



## 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, where you will find lots of traditional stores.





## 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. For more details visit [fr.westfield.com/velizy2](https://fr.westfield.com/velizy2)

**2 Avenue de l'Europe, Vélizy-Villacoublay**

## IKEA

There are two IKEA stores in proximity of Jouy-en-Josas.  
Please note that the nearest IKEA store in Vélizy-Villacoublay only sells kitchen and bathroom furnishings.

**202 Rue Henri Barbusse, Plaisir /3 Rue du Petit Clamart, Velizy-Villacoublay**



# SHOPPING IN VERSAILLES

## Versailles Shopping & Notre-Dame Market

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 to 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**.

In the intersection of this two streets, there is **The Marché Notre-Dame**, the largest fruit and vegetable market in the area. For more details visit [versailles-tourisme.com/marche-notre-dame-1.html](https://versailles-tourisme.com/marche-notre-dame-1.html).

## Parly 2

The Parly 2 shopping mall is near Versailles and includes a movie theatre. For more details visit [parly-2.com](https://parly-2.com).

**2 Avenue Charles de Gaulle, Le Chesnay**





.6.

STUDENT LIFE



## GETTING INVOLVED: MBA COUNCIL



Created to represent the interests of all MBA participants, the HEC Paris MBA Council is the main liaison between the student body, faculty and administration. Its goal is to make student life as rewarding as possible. Council representatives organize many of the fun activities that take place both on and off campus, including integration weekends, lakeside barbecues and more.

For any questions, contact [association.mbacouncil@hec.edu](mailto:association.mbacouncil@hec.edu)

[Click here](#) to view a complete list of the MBA Clubs.



# GETTING INVOLVED: MBA VOICE



## HEC Paris MBA Club Events







.7.

SPORTS



# SPORTS



*HEC Paris has excellent indoor and outdoor facilities on campus. These include gym, indoor mountain climbing wall, a weight training room, a fitness/cardio-training room, boxing and martial arts, tennis courts, athletics track, grass rugby/football fields, all-weather football field, a basketball/football court.*

## Requirements For Use

Students must provide a Medical form filled in and signed by a doctor (on-campus doctors or your GP in your country). Mandatory for the Outdoor Leadership Seminar.

# INDOOR SPORTS



There are over 20 sports clubs on campus. To join a club, download the **SportEasy App**.



## ***Fitness Centre, Gymnasium, Basketball/Badminton Court***

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

**Monday – Friday: 8:00AM – 11:30PM**

**Weekends: 9:00AM – 11:30PM**



## Outdoor Fields

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

## Swimming

There are two swimming pools in proximity to HEC:

**Vélizy:** [velizy-villacoublay.fr/page/la-piscine](https://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: 7:30AM – 9:30PM & Thursday: 6:30PM – 8:30PM**

## Partners Club

The HEC Paris Partners Club organizes gatherings among all partners. For more details, email [association.hec-paris-partners-club@hec.edu](mailto:association.hec-paris-partners-club@hec.edu)







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.8.

FINANCE & DISCOUNTS

## Banking

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

**Caisse d'Epargne:** 10 rue Oberkampff, Jouy-en-Josas

**BNP Paribas:** 50 avenue Jean Jaurès, Jouy-en-Josas

**BRED – Banque Populaire:** 13 Rue Oberkampff, Jouy-en-Josas

**Société Générale:** 10 rue Oberkampff, Jouy-en-Josas

**LCL:** 66 rue de la Paroisse, Versailles



## CAF

Caisse d'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.

[Click here](#) to view more information.

## 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](http://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](http://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.





## MOBILE PHONE SERVICE



# MOBILE PHONE SERVICE

You can subscribe to a monthly phone plan or purchase a pre-paid SIM card.  
Below are the main French mobile carriers.

## Carriers:

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

France's country code is **+33** and local phone numbers begin with **0 (zero)**.

Anyone calling from abroad, must remove the 0.

For example, to dial 01 23 45 67 89 from abroad, one must dial: +33 1 23 45 67 89





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.9.

HEALTH



## Medical Center

### Where?

- ✓ Located in the L building
- ✓ Open from 9:00AM to 6:00PM
- ✓ Free access to doctor & nurse (by appointment)

**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.*

### What for?

- ✓ 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:

**Pharmacie du Centre: 50 Avenue Jean Jaures, Jouy-en-Josas**

**Pharmacie Oberkampf: 4 rue Louis Pasteur, Jouy-en-Josas**



## Doctolib

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.





# OFF-CAMPUS HEALTH

## Hospital

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.

**01 39 63 91 33 - 177 Rue de Versailles, 78150 Le Chesnay-Rocquencourt**

## Ambulance / Paramedics

If you have a medical emergency, use the following emergency numbers to call an ambulance/paramedic team : **Medical Help :15 - Police : 17 - Fire : 18 - SOS : 112**

**The number 112** can be dialed from any phone, **anywhere in Europe**, to reach emergency services—medical, fire and police. Calls to these numbers are **free**.



## PROTECT YOURSELF & OTHERS

*Wearing a mask on the HEC campus is no longer mandatory, but we remind you that in case you are Covid positive, you must report to the Medical Center and respect isolation. This is a preventive measure that you must all respect. Naturally, all on-campus individuals have the right to wear a mask at any time and in any location on campus, should they so wish.*

*Despite this favorable evolution, we invite all of you to be cautious. It is essential to continue to scrupulously respect protective gestures on the HEC campus. This includes washing your hands regularly, airing your workplace and being reactive to any COVID-19 symptoms.*

*If you are infected, you need to continue to inform our medical services: [medical-center@hec.fr](mailto:medical-center@hec.fr)*

**Protect yourself and others.**

The HEC Paris logo is centered at the top of the dark blue rectangle. It features the letters 'HEC' in a large, gold-colored serif font, with 'PARIS' in a smaller, gold-colored sans-serif font directly below it.

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Thank you