



**ESSEC**  
BUSINESS SCHOOL

Enlighten. Lead. Change.



# GRANDE ÉCOLE

STUDY GUIDE - MASTER IN MANAGEMENT 2022-2023



# ***Master Study Guide***

***Academic Year 2022-2023***



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*Dear students,*

*Congratulations on your admission to the Master in Management!*

*Whatever academic background you may have, you will have much to discover at ESSEC.*

*Throughout your program, we would like to give you as much time and space as necessary to build and carry out your academic, personal and professional projects.*

*Through its innovative teaching approach which puts an emphasis on diversity and freedom of choice, ESSEC aims to prepare and coach you so that you make responsible career choices.*

*In order to help you in your choices, the Study Guide is complementary to the Course Catalog and presents you the content and the rules of the program.*

*We also recommend you to regularly consult your website "MiM Program Center" which gathers all information, calendar and key documents on your program.*

*Welcome to Master students!*

**Emmanuelle LE NAGARD**

*Academic Director for the MiM program*

**Marie-Noëlle KOEBEL**

*Director of Studies for ESSEC Masters Programs*

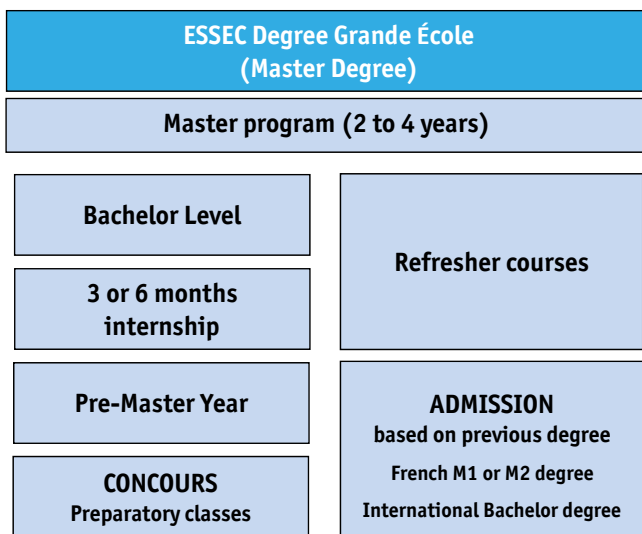


# Introduction

The Master in Management is a flexible and customized program which allows students to build their own curriculum.

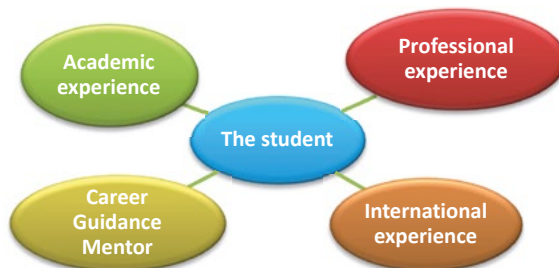
Students in the Master program come from two different admissions paths:

- They graduated from the ESSEC Pre-Master year after having taken the competitive exams at the end of the preparatory classes in economics and commerce or in arts and literature.
- They graduated from the French or international higher education system and have been admitted on the basis of a previous degree.



The flexible nature of the curriculum allows students to combine academic content, professional and international experiences. Students build their own curriculum as they wish, combining work and study, in France and abroad.

The objective of the personalized curriculum is to progressively nurture the personal and professional development of each student. Every student can choose to be supported by a Mentor during all his studies.





# Annual Calendar 2022-2023

Subject to changes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
August 15th: <b>Assumption</b> (Bank Holiday, Classes are cancelled)	15-Aug-22 Assumption	16-Aug-22	17-Aug-22	18-Aug-22	19-Aug-22	20-Aug-22
<b>Orientation AST non French speaking:</b> Pre-orientation in August, Monday 22th and Orientation in August, Tuesday 23th French Training Session: Starting on August, Thursday 25th	22-Aug-22 Pre-Orient* AST1	23-Aug-20 Orient* AST1	24-Aug-22	25-Aug-22	26-Aug-22	27-Aug-22
	29-Aug-22	30-Aug-22	31-Aug-22	1-Sep-22	2-Sep-22	3-Sep-22
	5-Sep-22	6-Sep-22	7-Sep-22	8-Sep-22	9-Sep-22	10-Sep-22
<b>Orientation AST French speaking:</b> On September, Monday 12th SimFirm: from September 14th to 15th / Climate Day September 16th WEI (Weekend of Integration): September 17th to 18th	12-Sept-20 Orient* AST	13-Sep-22	14-Sep-22	15-Sep-22	16-Sep-22	17-Sep-22
<b>1st term: Intensive week from September 19th to 23th</b>	19-Sep-22	20-Sep-22	21-Sep-22	22-Sep-22	23-Sep-22	24-Sep-22
<b>1st term - Start of classes: September, Monday 26th</b>	26-Sep-22	27-Sep-22	28-Sep-22	29-Sep-22	30-Sep-22	1-Oct-22
International Banking Seminar (IBS)/Consulting Fair-Recruitment: October 5th and 6th (Classes are cancelled <b>only 2nd session ISDM maintained</b> ) Fresco of Diversity (Compulsory for the MIM B1); October 8th Under condition committee on Tuesday, October 6th	3-Oct-22	4-Oct-22	5-Oct-22 Finances Fair	6-Oct-22 Consulting Fair 2nd Session Multipoint Visitor	7-Oct-22	8-Oct-22 Fresco of Diversity (MIM 01)
	10-Oct-22	11-Oct-22	12-Oct-22	13-Oct-22	14-Oct-22	15-Oct-22
	17-Oct-22	18-Oct-22	19-Oct-22	20-Oct-22	21-Oct-22	22-Oct-22
Make-up course or quiz: October, Saturday 22th	24-Oct-22	25-Oct-22	26-Oct-22	27-Oct-22	28-Oct-22	29-Oct-22
November, Monday 1st: <b>All Saints' Day</b> (Bank Holiday, Classes are cancelled) Refresher course Quiz: IDS031080/081 November 3th, 9am	31-Oct-22	1-Nov-22 All Saints' Day	2-Nov-22	3-Nov-22 Quiz Refresher ISDM	4-Nov-22	5-Nov-22
Refresher course Quiz: IDS031088/089 November 7th, 9am or 1.15 pm November, Thursday 11th: <b>Armistice</b> (Bank Holiday, Classes are cancelled) Refresher course mid-term Quiz: ECO031080/081 November 12th, 9am	7-Nov-22 Quiz Refresher ISDI	8-Nov-22	9-Nov-22	10-Nov-22	11-Nov-22 Armistice	12-Nov-22 Quiz mid-term Refresher ECO
Make-up course or quiz: November, Saturday 19th	14-Nov-22	15-Nov-22	16-Nov-22	17-Nov-22	18-Nov-22	19-Nov-22
Make-up course or quiz: November, Saturday 26th	21-Nov-22	22-Nov-22	23-Nov-22	24-Nov-22	25-Nov-22	26-Nov-22
	28-Nov-22	29-Nov-22	30-Nov-22	1-Dec-22	2-Dec-22	3-Dec-22
Refresher course Quiz: MIM031080/081 December 5th, 9am ; ECO031080/081 December 7th, 9am and FINE031080/081 December 7th, 1.15pm	5-Dec-22 Quiz Refresher MIM	6-Dec-22	7-Dec-22 Quiz Refresher ECO/FIN	8-Dec-22	9-Dec-22	10-Dec-22
Core courses Quiz: CPTC31124/125 December 13th, 9am; OPTG31148/149 December 13th, 1.15pm and FINE31123/124 December 14th, 9am Refresher course Quiz: IDS531081 December 15th, 9am and CPTC31080/81 December 16th, 9am	12-Dec-22	13-Dec-22 Quiz Core courses CPTC/OPTG	14-Dec-22 Quiz Core courses FIN	15-Dec-22 Quiz Refresher ISDI	16-Dec-22 Quiz Refresher CPT	17-Dec-22
<b>Number of weeks</b>	12	11	11	11	11	
<b>Christmas Break: from December 17th, 2022 to January 1st 2023</b>	19-Dec-22 26-Dec-22	20-Dec-22 27-Dec-22	21-Dec-22 28-Dec-22	22-Dec-22 29-Dec-22	23-Dec-22 30-Dec-22	24-Dec-22 31-Dec-22
<b>Imagination Week (Compulsory for the MIM 01) from January 2th to 6th</b> <b>2nd Term: Intensive Week (MIM 02, 03, 04) from January 2th to 6th</b>	2-Jan-23	3-Jan-23	4-Jan-23	5-Jan-23	6-Jan-23	7-Jan-23
<b>2nd term - Start of classes: January, Monday 9th</b>	9-Jan-23	10-Jan-23	11-Jan-23	12-Jan-23	13-Jan-23	14-Jan-23
Make-up Quiz Refresher courses January, Thursday 19th and Friday 20th ESSEC Night Organization & ESSEC Night: Classes are cancelled on January 19th pm and January 20th am & pm	16-Jan-23	17-Jan-23	18-Jan-23	19-Jan-23 Quiz Ref. Courses ESSEC Night Org.	20-Jan-23 Quiz Ref. Courses ESSEC Night	21-Jan-23
Make-up Quiz Refresher courses January, Tuesday 24th and Wednesday 25th Talent Days Fair: January 24th and 25th (Classes are cancelled)	23-Jan-23	24-Jan-23 Quiz Ref. Courses TALENT DAYS	25-Jan-23 Quiz Ref. Courses TALENT DAYS	26-Jan-23	27-Jan-23	28-Jan-23
Make-up course or quiz: February, Saturday 4th	30-Jan-23	31-Jan-23	1-Feb-23	2-Feb-23	3-Feb-23	4-Feb-23
	6-Feb-23	7-Feb-23	8-Feb-23	9-Feb-23	10-Feb-23	11-Feb-23
	13-Feb-23	14-Feb-23	15-Feb-23	16-Feb-23	17-Feb-23	18-Feb-23
<b>Winter break: from February 18th to 26th</b> <b>Intensive Week: from February 20th to 24th</b>	20-Feb-23	21-Feb-23	22-Feb-23	23-Feb-23	24-Feb-23	25-Feb-23
	27-Feb-23	28-Feb-23	1-Mar-23	2-Mar-23	3-Mar-23	4-Mar-23
Make-up course or quiz: March, Saturday 11th	6-Mar-23	7-Mar-23	8-Mar-23	9-Mar-23	10-Mar-23	11-Mar-23
Make-up course or quiz: March, Saturday 18th	13-Mar-23	14-Mar-23	15-Mar-23	16-Mar-23	17-Mar-23	18-Mar-23
	20-Mar-23	21-Mar-23	22-Mar-23	23-Mar-23	24-Mar-23	25-Mar-23
Core course Quiz: CPTC31124/125 March 27th, 9am; OPTG31148/149 March 27th, 1.15pm and FINE31123/124 March 30th, 9am	27-Mar-23 Quiz Core courses CPTC/OPTG	28-Mar-23	29-Mar-23	30-Mar-23 Quiz Core courses FIN	31-Mar-23	1-Apr-23
<b>Number of weeks</b>	11	10	10	10 & 11	10	
<b>3rd term - Start of classes: Monday, April 3rd</b>	3-Apr-23	4-Apr-23	5-Apr-23	6-Apr-23	7-Apr-23	8-Apr-23
Monday 10th: <b>Easter Monday</b> (Bank holiday, Classes are cancelled)	10-Apr-23 Easter Monday	11-Apr-23	12-Apr-23	13-Apr-23	14-Apr-23	15-Apr-23
Make-up course or quiz: April, Saturday 22 April	17-Apr-23	18-Apr-23	19-Apr-23	20-Apr-23	21-Apr-23	22-Apr-23
	24-Apr-23	25-Apr-23	26-Apr-23	27-Apr-23	28-Apr-23	29-Apr-23
May, Monday 1st: <b>Labor Day</b> (Bank holiday, Classes are cancelled) Spring break: from April 28th, to May 8th Intensive Week: from May 2nd to 5th	1-May-23 Labor Day	2-May-23	3-May-23	4-May-23	5-May-23	6-May-23
Monday 8th: <b>Victory 1945</b> (Bank holiday, Classes are cancelled)	8-May-23 Victory 1945	9-May-23	10-May-23	11-May-23	12-May-23	13-May-23
Thursday 18th: <b>Ascension Day</b> (Bank holiday, Classes are cancelled)	15-May-23	16-May-23	17-May-23	18-May-23 Ascension Day	19-May-23	20-May-23
Make-up course or quiz: May, Saturday 27th	22-May-23	23-May-23	24-May-23	25-May-23	26-May-23	27-May-23
Monday 29th: <b>Whit Monday</b> (Classes are maintained)	29-May-23	30-May-23	31-May-23	1-Jun-23	2-Jun-23	3-Jun-23
Make-up course or quiz: June, Saturday 3th	5-Jun-23	6-Jun-23	7-Jun-23	8-Jun-23	9-Jun-23	10-Jun-23
	12-Jun-23	13-Jun-23	14-Jun-23	15-Jun-23	16-Jun-23	17-Jun-23
Core course Quiz: CPTG31148/149 June 20th, 9am ; CPTC31124/125 June 20th, 1.15pm and FINE31123/124 June 21th, 9am	19-Jun-23	20-Jun-23 Quiz Core courses CPTC/OPTG	21-Jun-23 Quiz Core courses FIN	22-Jun-23	23-Jun-23	24-Jun-23
<b>Number of weeks</b>	9	11	11	10	11	
Graduation Board: Tuesday, July 11th, 2023 at 10am						

# Course Registration Rounds

## ■ First term: from September 19 to December 16, 2022

*Intensive week: from September 19 to 23, 2022*

**Round 1:** From Monday 22<sup>nd</sup> to Wednesday 24<sup>th</sup> August, 2022 (*including Intensive week*)

Cancelling registration: Wednesday, August 31<sup>st</sup> 2022

**Round 2:** From Monday, 5<sup>th</sup> to Wednesday 7<sup>th</sup> September, 2022 (*including Intensive week*)

Cancelling registration: Tuesday, September 13<sup>th</sup>, 2022

**Round 3:** Thursday, September 15<sup>th</sup>, 2022 (*including Intensive week*)

## ■ Second term: from January 2 to March 31, 2023

*Intensive week: From January 2<sup>nd</sup> to 6<sup>th</sup> and February 20<sup>th</sup> to 24<sup>th</sup> 2023*

**Round 1:** From Monday 14<sup>th</sup> to Wednesday 16<sup>th</sup> November 2022 (*including Intensive weeks*)

Cancelling registration: Wednesday November 23<sup>rd</sup>, 2022

**Round 2:** From Monday 28<sup>th</sup> to Wednesday 30<sup>th</sup> November, 2022 (*including Intensive weeks*)

Cancelling registration: Tuesday, December 6<sup>th</sup>, 2022

**Round 3:** Thursday 8 December 2022 (*including Intensive weeks*)

**After the 3<sup>rd</sup> registration round and only for the courses given during intensive week from 20<sup>th</sup> to 24<sup>th</sup>, February, 2023**, registration and cancelling registration till Friday, February 10<sup>th</sup>, 2023.

## ■ Third term: from April 3 to June 23, 2023

*Intensive week: from May 2 to 5, 2023*

**Round 1:** From Monday 27<sup>th</sup> to Wednesday 1<sup>st</sup>, March, 2023 (*including Intensive week*)

Cancelling registration: Wednesday, March 8<sup>th</sup>, 2023

**Round 2:** From Monday, 13<sup>th</sup> to Wednesday 15<sup>th</sup>, March, 2023 (*including Intensive week*)

Cancelling registration: Tuesday, March 21<sup>st</sup>, 2023

**Round 3:** Thursday, March 23<sup>rd</sup>, 2023 (*including Intensive week*)

**After the 3<sup>rd</sup> registration round and only for the courses given during intensive week from 2<sup>nd</sup> to 5<sup>th</sup> May, 2023**, registration and cancelling registration till Friday April 21<sup>st</sup>, 2023.

# Study Rules

## Duration and organization

**Master program:  
4 years  
maximum**

**Maximum  
31 UV course  
registrations**

**Calendar  
and dates  
of intensive  
weeks on  
[MiM Program  
Center/Useful  
documents](#)**

The maximum duration for a student in order to complete the Master program is **4 years**, except in certain cases stated by the Head Office of Academic Affairs (illness, maternity leave, sabbatical year, etc.).

**The tuition fees correspond to two annual installments which gives the possibility of attending up to 31 UV course registrations (including courses validated at 1 or more credits, non-validated and abandoned courses whatever the campus, including our partnerships).**

**But registration fees are still required for each additional year beyond the first two years.**

**Each additional registration will be invoiced according the applicable price.**

**Every course registration, even if the course is followed or not, validated or not, will be enter into the accounts of the 31 UV course registrations.**

**It is possible to register a maximum of 31 mandatory or elective courses besides Refresher Courses, according to the year of the student's intake.**

The Master program is organized into three trimesters of 10 weeks each:

T1 (Fall term), T2 (Winter term) and T3 (Spring term).

A detailed calendar is available on MyESSEC/MiM Program Center and in the first pages of this guide.

Each management course corresponds to 25 hours of class (2.5 hours a week) over a 10-week term, plus 60 to 90 hours of out-of-class personal work.

Language courses correspond to 30 hours of class (3 hours a week).

**7 courses  
registrations  
maximum  
+ 1 course  
in blocked  
week per  
trimester**

Each term, there is one or two "intensive" weeks, usually planned during French national holidays.

During this intensive week, courses correspond to 5 hours a day over 5 days.

Each term, students may take up to 7 management and language courses, and an additional course if it is taken during the intensive week.

**No free  
auditor**

**No free auditors are allowed in the Grande École Master's program.**

**Thereby, students who would like to follow a course have to be imperatively registered on it.**

## Rules of course validation

Students take courses each term.

They have to validate the course(s) at the end of the term. Courses, unless exception and except Refresher Courses, award course credits (UV).

One UV is granted upon attending the classes and obtaining a grade of at least 10/20 in the corresponding course.

## European Credit Transfer System (ECTS)

A credit (UV) completed in the Master program awards 4 ECTS for the core courses, for the elective management courses and for language courses. One management credit of professional experience (UVEP) gives 6 ECTS.

As a French and European business school, ESSEC participates in the Socrates/Erasmus program. This program aims at developing the European dimension in higher education, at enhancing its quality through partnerships, special joint projects, and at promoting student and professor mobility, thanks to the guarantee of academic recognition of studies abroad.

ECTS credits are a value allocated to course units to describe the student workload required to complete them. At ESSEC, the Master's degree corresponds to the validation of a minimum of 120 ECTS, over a minimum 2-year period.

Finally, to help European institutions translate the grades to their students and homogenize the different grading systems, the ECTS grading scale has been developed. It provides additional information on the student's performance to that provided by the institution's grade, but does not replace the local grade. This system does not correspond to the US grading system.

### *Description of the ECTS grading system:*

ECTS	ESSEC Grades	% achieving grade	Definition
A	16 – 20	10	Excellent
B	14 – 15	25	Very Good
C	13	30	Good
D	11 – 12	25	Satisfactory
E	10	10	Pass
F	0 – 9		Fail

## Graduation requirements

The graduation jury, composed of a president and a deputy president designed by the ministry in charge of Higher Education and Research and Innovation, and of a secretary who is a representative of the Chief Education officer of the education district, provides the list of students presented to the ESSEC degree to the reference Ministry.

Students who, **according to the year in which they entered the program** (*and not according to the year of admission*) and **their status**, have completed all the requirements or who have completed the maximum years of study allowed by the academic rules, are presented to the graduation jury.

Students who fulfill all requirements will be automatically presented to the Graduation Board (please note that courses held during the September intensive week are part of the next academic year).

**For international double degree students**, graduation requirements vary according to the degree of the home university and the double-degree agreement. For more information, please consult the Office of Student mobility.

**For French double degree students**, graduation requirements vary according to the degree of the home university and the double-degree agreement. For more information, please consult the Student Mobility service.

Once they graduate, students receive the official diploma, sealed by the Ministry of Higher Education, and a diploma supplement, written both in English and French, with sections as planned by the European Commission.

## Degree Requirements until 2021-2022

Academic, professional and international requirements to be validated		For every student that entered in Master Program from 2019-2020
Pre-Master (ASC): Check the Pre-Master cycle validation conditions		To validate or
Refresher courses (AST) Course $\geq 8/20$ and Refresher courses average $\geq 10/20$		To validate
TOEIC: min. 850 points		To validate
Core courses		9 UV
Management elective courses		10 UV
Among the core or/and the elective courses above	6 UV minimum in English	To validate
	1 UV for the apprentices = MGTP31206/31207 or MGTP31208	To validate
Language: 2 UV of a same language other than English <i>French is compulsory for non-french speaking students**</i>		2 UV
Complementary courses (mandatory)	2 UV – to be chosen : Management and/or language	2 UV
« iMagination Week » seminar		1 UV
SPOC “Responsible Leadership”		To validate
<b>Total courses to validate (minimum 10/20 or P):</b>		<b>24 UV + 1 online course</b>
Professional experience		4 UVEP = 12 months
International experience		6 UVEI = 6 months

\*Except for students admitted on competitive exams in 2017-2018 who fall under the previous rules.

\*\*For AST students integrating MiM in Singapore:

- About the 2 UV of language: French or Chinese should necessarily be followed according to the nationality.

## Degree Requirements from 2022-2023

Academic, professional and international requirements to be validated		For every students that entered in Master Program from 2022-2023
Pre-Master (ASC): Check the Pre-Master cycle validation conditions		To validate or
Refresher courses (AST) Course $\geq 8/20$ and Refresher courses average $\geq 10/20$		To validate
TOEIC: min. 850 points		To validate
Core courses		9 UV
Management elective courses		9 UV
Among the core or/and the elective courses above	6 UV minimum in English	To validate
	1 UV for the apprentices = MGTP31206/31207 or MGTP31208	To validate
Language: 2 UV of a same language other than English <i>French is compulsory for non-french speaking students**</i>		2 UV
Complementary courses (mandatory)	2 UV – to be chosen : Management and/or language	2 UV
« iMagination Week » seminar		1 UV
SPOC “Responsible Leadership” SPOC “AI 101: Introduction to AI for business” SPOC “Basics of entrepreneurial thinking and doing” SPOC “Company and Climat change” SPOC « Diversity and Inclusion in the Workplace»		To validate
<b>Total courses to validate (minimum 10/20 or P):</b>		<b>23 UV + 5 online course</b>
Professional experience		4 UVEP = 12 months
International experience		6 UVEI = 6 months

\*\*For AST students integrating MiM in Singapore:

- About the 2 UV of language: French or Chinese should necessarily be followed according to the nationality.

## Attendance rules for courses

**Except in the case of a specific rule decided by the professor and mentioned in the course syllabus, the general rule applied to all the courses of the Master program is the following:**

- No penalty up to 2 absences;
- If more than 2 absences, and whatever the reason of the absence, the grade 0 is given to the course;
- There is no “bonus” point for being present at all the sessions.

An absence may be excused in the following cases: hospitalization, death in the family, exam of driver's license and “cas de force majeure” (eg. juror sitting court ...).

The formal justification must be presented to the Office of Academic Affairs within 48 hours maximum to be taken into account.

**No absence is allowed during the Intensive Weeks.**

**Some course sessions or courses may take place remotely, the teacher or his assistant are responsible for informing you of the terms of the course.**

**The rules of attendance in class apply to both face-to-face and/or distance learning courses.**

**Access to distance learning courses may be granted by decision of the studies department to students positive for COVID or absent for a reason included in the list of excused absences (upon presentation of supporting documents and with the agreement of the teaching professor).**

**Please note that any request for absence to be excused and request for a zoom link that does not fit into one of these categories cannot be accepted.**

The current attendance rules are effective for courses attended face-to-face and/or remotely.

**In case of absence at the first class session, the Professor may decide to no longer accept the student for the remaining sessions.**

**The study service will not cancel the student course registration and the registration will be deducted from the package of the 31 UV course registrations (and this whatever the teaching campus, Cergy, Rabat, Singapore, partners ....).**

The professor will have the possibility to implement the rule or not. If the professor wishes to use another rule, this rule has to be mentioned in the course syllabus handed out to the students.

**A specific rule for students studying on the Singapore campus: one absence will be tolerated only with a formal justification is provided.**

## Rules of examinations

### ■ Attendance to examinations

The examinations are mandatory and are priority to all other activity. For Master students, the final quiz usually takes place during the last day of class.

If a student is absent during an examination session, his/her grade will be reduced to 0 (zero).

An absence at an intermediate examination will be excused only in the cases listed in the preceding paragraph. (Formal justification is requested). In this situation, students have to contact the professor and the Office of Academic Affairs immediately.

All quiz copies will be scored.

**Once the grades posted on MyESSEC, they can be objected within 4 weeks maximum. After this time, the final grade will be declared definitive.**



## ■ Cheating and fraud attempts

During the test, communication or communication attempts, fraud or fraud attempts are strictly forbidden and punished.

No exchanges from a student to one other are permitted (document transfer, calculator...).

Supervisors are authorized to carry out a strict control of identities and of the tools permitted. They are also mandated to do firm reproaches in cases of observation of communication attempt among students.

In case a student is caught red-handed for fraud or fraud attempt, the supervisor in charge of the examination room:

- does what is necessary to stop the fraud without interrupting the participation to the examination;
- takes the documents, tools or support, which will enable to establish the reality of the facts;
- immediately makes a report countersigned by the other supervisors and the author(s) of the fraud or fraud attempt. If someone refuses to countersign, it is written down on the report.

The fraud or fraud attempt is immediately reported to the professor and to the Head Office of Academic Affairs.

In the events of person substitution or disruption affecting the exam, the supervisor can exclude the student from the examination room and immediately informs the Office of Academic Affairs.

## ■ Plagiarism

**Plagiarism is considered fraud, i.e. copying or using existing ideas, texts or models in order to appropriate them without citing their source** (without including the name of the author and the complete reference of the original text) **is liable to appear before a disciplinary council and risks compromising the diploma.**

The direction of studies and/or the professors reserve the right to use the Compilatio Magister software to identify the proportions of content of the text of assignments or theses that could constitute unreferenced citations.

If in the context of an assignment or a thesis the student basing or drawing inspiration from work already done by himself, the student must notify the thesis supervisor or the professor as soon as the subject is defined.

We advise, in order to protect the student from plagiarism:

- To write clearly between quotation marks any quotation and to specify the exact reference of its source, and to mention it in the bibliography.
- If part of the quotation is not repeated, it is indicated by the signs: (...); if a word or phrase is rewritten for recontextualization or comprehension, the new text should be enclosed in square brackets: [xxxxxxx].
- the student must mention the borrowings and the reasons for it and credit them to the author, when he is inspired by a text in the context of a personal reflection (eg: presentation of a theory or a method, case study, data from an observatory, published interview, etc.), specifying the name of the author and framing [the concepts] [the data] with the source references with square brackets.
- Be sure to present the references with the same method throughout the document and to clearly indicate the sources of all his illustrations.
- submit the document to the Compilatio Magister software, or the student version available.

## ■ Respect of discipline rules during the examinations

### Students must:

- Imperatively be present in the examination room  $\frac{1}{4}$  of an hour before the beginning of the exam, and  $\frac{1}{2}$  hours in the Dôme;
- **have their physical student card (or identity card). The uploaded student card is not accepted except when the check is done outside the room.**
- Have with them all the necessary documents to prove their identity (student cards must imperatively be placed on the student's table). As mobile phones are forbidden, electronic student card won't be accepted;
- Sign the attendance sheet;
- Leave their coat, bags, telephone, etc. at the very place pointed out by the supervisors;
- Sit on the reserved seat in case of numbered seats or on the seat designated by the supervisor;
- Work individually with occasional exception (ex. disabled student);
- Only use the support which is authorized by the examination rules: attention, lab top may be authorized or not, its use has to be strictly mentioned;
- Only use anonym paper and scratch paper which is given to students during the test;
- Hand-in they work at the specific time for the end of the examination, even if it is a blank sheet;
- Hand-in the borrowed tools for the test (calculator, etc.);
- Move to another seat on the supervisor's request.

### Student must not:

- use electrical device (telephone, calculator, notebook, tablet, etc.) unless the professor gives a specific authorization – this device will have to be turned-off and put away in their bags;
- leave the examination room before having past the identification control and signed the attendance sheet to hand-in the paper;
- go back to their seat after having handed-in their paper and signed the attendance sheet.

**During the examination, students are not authorized to leave the examination room, except in rare cases assessed by the supervisor.**

Students leave the room once they have handed-in their paper and signed the attendance sheet.

However, a one hour long minimum period of attendance to the exam is requested.

No paper will be accepted by the supervisor outside the examination room or by the secretariat of the department after the test.

## ■ Late candidates

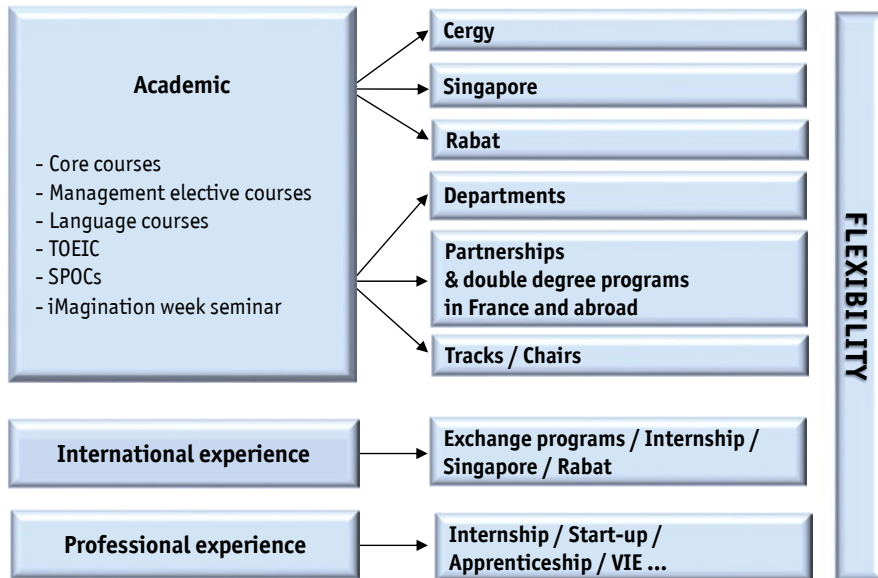
Late candidates, who arrive after the exam question has been given, still have access to the examination room up to one hour after the beginning of the examination. No additional time will be allocated to late candidates (the fact that the candidate was late will be written on the attendance sheet).

## ■ Laying out for disabled student

To ensure equal opportunities for students, amenities reviews are planned. The student must first mention his/her situation to the Academic Affairs department with a formal proof, the medical certificate issued by the school doctor. For each examination requiring specific conditions (logistic or overtime), the student must make a request to the office of Academic Affairs within a minimum of 2 weeks before the examination date.

# Academic Content

## Master's Program content



## Core courses

All students are required to take the 9 core courses to graduate.

**Without the validation of the Refresher courses, prerequisite to these courses, student cannot register to the corresponding core courses (cf. Course Catalog).**

**Students who have not validated the prerequisite course, followed during the previous trimester, will be automatically unregistered from the corresponding core course during the third week of classes.**

### ■ List of core courses

Students have to validate one of the courses in each following block listed below. Each course allocates 1 credit (UV) and 4 ECTS.

<b>CPTC</b>	CPTC31124	Informations comptables et financières
	or CPTC31125	Financial Accounting and Reporting
<b>CPTG</b>	CPTG31148	Contrôle de gestion
	or CPTG31149	Management Control
<b>ECOI</b>	ECOI31142	Economie managériale
	or ECOI31143	Business Economics
<b>FINE</b>	FINE31124	Fondements de la finance
	or FINE31123	Principles of Finance
<b>IDSI</b>	IDSI31134	Management de l'IT à l'ère numérique
	or IDSI31135	Managing IT in the Digital Age
<b>MGTP</b>	MGTP31100	Individus et organisations
	or MGTP31101	People and Organizations
<b>MGTS</b>	MGTS31102	Stratégie et management
	or MGTS31103	Strategy and Management
<b>MKGM</b>	MKGM31128	Marketing management
	or MKGM31129	Marketing Management

### ■ 9<sup>th</sup> core course:

Students have to validate one of the courses listed below in any block.

#### Department Public and Private Policy\*:

	DEVD31116	Contrat, concurrence et consommation
	or DEVD31117	Contract, Consumer and Competition Law
	DEVD31122	Citoyens, droit et politiques de l'Europe
	or DEVD31125	European Law, Policies and Citizens
	DEVD31136	Droit des sociétés et fiscalité
	or DEVD31137	Corporate and Tax Law
	DEVD31228	Droit de la propriété intellectuelle
	or DEVD31229	Intellectual Property Law and Digital Challenges
	DEVE31200	Droit et entrepreneuriat
	or DEVE31201	Law and Entrepreneurship
	DEVD31232	Droit civil 1**

\*\*For students registered in the "Cursus Droit", this course validates the 9<sup>th</sup> core course

## Departement Operations Management\*:

	<i>MOPI31203</i>	<i>Services Management and Marketing</i>
	<i>MOPI31207</i>	<i>Operations and Technology Management</i>
	<i>MOP031212</i>	<i>Pilotage de la Supply Chain</i>
or	<i>MOP031213</i>	<i>Supply Chain Analytics and Tools</i>
	<i>MOP031232</i>	<i>Supply Chain Management in a Digital Age (Singapore)</i>
	<i>MOPP31100</i>	<i>Management de la Supply Chain</i>
or	<i>MOPP31101</i>	<i>Supply Chain Management</i>
	<i>MOPP31105</i>	<i>Operations Management</i>
or	<i>MOP032209</i>	<i>Operations and logistics Management (Singapore)</i>
	<i>MOPP31231</i>	<i>Purchasing and Procurement Management (Singapore)</i>
	<i>MOPP31220</i>	<i>Gestion des opérations et logistique en Afrique (Rabat)</i>

\*The courses description is given in the Course Catalog and in the Online Syllabus.

## ■ Enrollment in core courses

**No core course required at ESSEC can be validated by equivalency** during an exchange program or a double degree program, in France or abroad.

Students may follow the core courses either in Cergy, in totality or, partly, in Singapore “Business in Management in Asia” track or “Innovation and entrepreneurship” track, or partly in Rabat “Global Manager in Africa” track, or Business and Transitions in Africa” track.

For the Singapore and Rabat campuses, students have to consult the Course Catalog in order to learn about the program and the application and selection processes.

They may follow the core courses either in French or in English each term on the Cergy campus. Different course sections are available at different schedules. Students choose and plan their core courses according to their personal and professional project.

However, **it is strongly recommended to plan core courses at the beginning of the curriculum.**

Students have to allocate points to enrol in these courses.

## Refresher courses

Only students admitted on a previous degree are concerned by the Refresher courses. These courses are mandatory if the student has not validated by equivalence. They do not count towards the Master's degree requirements of credits/courses (according to the integration year).

**They constitute prerequisites for core courses.** Those Refresher courses may be waived after passing tests, for students who have already studied them, during the admission process only.

**These 7 Refresher courses**, listed below, are given in English and in French.

<b>CPTC</b>	CPTC31080	Mise à niveau Comptabilité
	or CPTC31081	Refresher Course Accounting
<b>ECOI</b>	ECOI31080	Mise à niveau Microéconomie
	or ECOI31081	Refresher Course Microeconomics
<b>FING</b>	FING31080	Mise à niveau Finance
	or FING31081	Refresher Course Finance
<b>IDSM</b>	IDSM31080	Mise à niveau Mathématiques
	or IDSM31081	Refresher Course Mathematics
<b>IDSS</b>	IDSS31081	Refresher Course Statistics
<b>IDSI</b>	IDSI31088	Mise à niveau Informatique
	or IDSI31089	Refresher Course Computing Skills
<b>MKGM</b>	MKGM31080	Mise à niveau Marketing
	or MKGM31081	Refresher Course Marketing

**To validate Refresher courses condition, students must obtain an average total grade of 10/20, with no grade under 8/20.**

**For example:**

- Two courses followed, grades obtained are 8/20 and 12/20, average total grade is 10/20, students validate the Refresher Courses.
- Two courses followed, grades obtained are 7/20 and 13/20, average total grade is 10/20, students have to retake the exam for the course for which students have got the 7/20 grade, since it's below the minimum required.
- One course followed, grade is 9 or below, their average grade is under 10/20, they must retake the exam.

If students do not obtain the required grade and have to re-take the final exam, a catch up quiz is organized during the second term (at the end of January, refer to MiM Calendar).

If students cannot take this catch up quiz, they are automatically registered to retake the course during the following Fall and have to follow it again.

The grade of the catch up exams cannot be over 12/20. Once all the grades are given, a AST jury is held for the validation of the refresher courses block.

## Elective management courses

**The course offer for 2022-2023 is available on [MiM Program Center/Course registration](#). Students have to validate minimum 9/10 elective management courses.**

**To discover the course outlines, please consult the Course Catalog.**  
**To consult a course syllabus, please use the course “syllabus” on MiM Program Center/Course Syllabus**

After the validation of Refresher courses, and after or at the same time as attending core courses, students may build their own curriculum according to their personal and professional project.

They can choose and plan their elective management courses among a large choice of more than 285 courses taught in French or in English.

Students have to take and validate a minimum of 9/10 elective management courses.

Students may also validate two other complementary credits (elective and/or language courses).

Among the elective and core courses, the student has **to validate at least 6 management courses taught in English.**

They may decide to remain generalist, in which case they will take courses among the offer of the 8 academic departments.

They may also decide to specialize in one corporate function and/or sectorial activity by applying to a Chair and/or a specialized track.

A third choice may be to take part in the various agreements ESSEC signed with prestigious French or international academic institutions.

## iMagination Week Seminar

This Week is an important and mandatory pedagogical step in your curriculum. This 4 and a half-day program around transdisciplinarity takes place at the beginning of the first year of the Master cycle under the patronage of an alumni of the Grande École program.

It brings together the entire promotion and is the first common event between students from different backgrounds (ASC, ASTF, ASTI...).

The week's schedule is intense as well as inspiring, with a series of conferences by international expert and workshops tutored by creative professionals. In groups of 5 students from various backgrounds, you will develop an original point of view based on the year's theme. The challenge will be to present to your classmates and tutors at the end of the week a unique and visionary project that addresses this issue. To do so, you will apply the principles of creativity and tools of the unique DesignThinking-iMagination method that you will learn and practice throughout the seminar.

Your personal commitment will be key to take full advantage of the time for reflection and questioning that this seminar offers.

The seminar gives you 1 UV and is one of the conditions to validate the diploma.

No absence is allowed during the seminar, and no internship agreement can be allocated for this period. This condition must be validated on the first year of the Master program.

## SPOC “Responsible Leadership”

This online course intends to provide students with an introduction to the responsibilities of a business/management leader. The course is a first exposure to business ethics and to the role of an organization in society. A completely online course, composed of videos, supporting readings and learning activities. Each module is led by a specialized researcher in the field, with the accompaniment of reputed practitioners, in many cases ESSEC alumni.

This course is one of the compulsory requirements to validate the diploma and credits 2 ECTS. It is strongly advised to validate the course on the first year of the Master program. Students register on the 3<sup>rd</sup> round of registration, without bidding points.

## SPOC “AI 101: Introduction to AI for business”

This course is taught as a small private online course (SPOC) with three key pedagogical features enabled through a new state-of-the-art Moodle instance:

1. Self-guided learning experience: All students follow variations of the same but configurable basic process, i.e., beyond obligatory core content you can tailor your learning experience to your individual needs and interests.
2. Interactive learning experience: Each module of this course entails asynchronous learning videos specifically created for this course. In addition, you will do quizzes on our learning platform but you can also interact with your peers in online forums, chats, and through a variety of ‘social’ features such as comments and likes.
3. Gamification: We use gamification to give you a sense of being part of a larger whole—something that is often lost in online classes. A public leaderboard gives students the opportunity to continuously compare their own performance with that of their peers. Another element of gamification is that you can collect ‘medals’ for engaging in non-obligatory content. You can view these medals as the symbolic reward for voluntarily engaging with the topic in a deeper way. There is even a separate leaderboard showing the students who have earned the most medals.

This course is one of the compulsory requirements to validate the diploma and credits 2 ECTS. It is strongly advised to validate the course on the first year of the Master program. Students register on the 3<sup>rd</sup> round of registration, without bidding points.

## SPOC “Basics of entrepreneurial thinking and doing”

This course is an introductory online course to the basics of entrepreneurship. It has as its objective to offer to any ESSEC MiM student the minimum content that one should know about entrepreneurship as a fundamental skill for the 21st century. In the course, we introduce students to:

- what entrepreneurship is, and why it matters,
- the most basic tools and frameworks about entrepreneurship. The course offers online content, readings and exercises.

The course offers the basics of Entrepreneurship, that can be deepened, or put in practice with courses MGTE31360/31361/31362/31363. These courses offer more elaborated discussion, content and in-classroom experience focused on either the entrepreneurial organization (MGTE31360/31361) or the development of an actual entrepreneurial idea into a project (MGTE31362/31363). Finally, MGTE31201



offers even more advanced content for students wishing to complete the black belt of entrepreneurship in the Entrepreneurship track.

This course is one of the compulsory requirements to validate the diploma and credits 2 ECTS. It is strongly advised to validate the course on the first year of the Master program. Students register on the 3<sup>rd</sup> round of registration, without bidding points.

## SPOC “Company and Climate change”

This online course has been produced by ESSEC in partnership with the consulting firm Carbone 4, leader in France on climate change issues. The course allows you to understand how companies can get on the “2 degree” path, With:

- In each of the 4 modules, testimonials from 4 leading economic players (BNP Paribas, Essilor International, Saint Gobain and champagne producer Drappier)
- The contributions of the experts from Carbon 4 with, in particular Alain Grandjean, Member of the Haut Council for the Climate
- The views of ten of our fellow ESSEC professors, each in their own field of expertise

In the future, in the organizations for which you will work, you will have to integrate climate issues into your decisions and participate in the general movement which is emerging more clearly every day: it is therefore essential for you to acquire **a solid base of knowledge on these issues.**

## SPOC « Diversity and Inclusion »

Diversity is an undeniable reality in today’s world. Women’s movements, civil rights activism, Black Lives Matter, globalization, the refugee crises and more have all contributed to bringing attention to the importance of diversity and inclusion. Diversity issues systematically occupy two sides of the same coin. On the one hand, social movements have historically highlighted the inequalities experienced by women and minority groups in aspects of life ranging from access to healthcare and education to employment opportunities and political and economic influence. On the other hand, diversity brings different and potentially new perspectives, which can be a source of innovation and change.

This is an introductory course on diversity and inclusion that provides information on what are the ways in which we can conceptually understand diversity and inclusion; why this is an important issue for organizations and what are the diversity categories that are prominent in corporate programs; a theoretical framework for understanding our reactions to difference; a methodology to help us develop more inclusive reactions; and some initiatives and best practices to address diversity and inclusion in the workplace.

This course is one of the compulsory requirements to validate the diploma and credits 2 ECTS. It is strongly advised to validate the course on the first year of the Master program. Students register on the 3<sup>rd</sup> round of registration, without bidding points.

## Language courses

### ■ Language requirements for the degree

**No language courses required at ESSEC can be validated by equivalency during an exchange program.**

Students have to:

- Validate 2 credits (UV) in **one language** other than English – which is automatically French for international non-French-speaking students.
- Obtain the minimum score of 850 at the TOEIC English test.

Students may also validate two other language credits without any specific condition (complementary UV).

It is **strongly recommended** to pass language requirements at the beginning of the curriculum.

### ■ Option for languages other than English

In the Master program, students may:

- Continue to learn a previously studied language, for which a level will have been validated by the Languages & Cultures Department; this language (non-beginner level) must be studied in 2 different trimesters at any time during students' academic stay.
- Learn a new language, as a beginner.  
These 2 credits (UV) must be earned in T2 and T3 of the same academic year.  
Language options: Arabic, Chinese, English, French as a Foreign Language, German, Hebrew, Italian, Japanese, French Sign Language, Portuguese of Brazil, Russian and Spanish.
- For the students admitted on the Campus of Singapore, the Chinese language or the French language must be validated, depending on the nationality of the student.

**French is automatically the foreign language for international non-French speaking students.**

### ■ English

Taking English classes as optional UV is possible all along of the Master program. It is strongly recommended for students to continue to improve and deepen their English skills and their ability to understand and express themselves in English, especially after a period when they did not have the chance to regularly practice the language (after a professional experience, AST students...).

## Advice to students (by category /purpose):

<b>Civilization &amp; culture</b>	<p><b>Recommended for students willing to go beyond business language, and to deepen their knowledge of English-speaking societies/countries for better professional exchanges abroad and in France.</b></p> <p><b>Several courses are available such as <i>American Literature, Art &amp; Money, Creative Writing &amp; literature, Novels from the English-Speaking World...</i></b></p>
<b>Language Skills</b>	<p>Students with a low-level, who did not obtain the minimum score required for the TOEIC, or those who must renew with the practice of the language may take the following courses: <i>You and the World</i></p> <p>For students willing to improve their writing abilities: or their oral professional communication skills: <i>Spoken and Written English</i>.</p>
<b>Business Language and Getting prepared for Professional Life</b>	<p>Many courses are available to help students in their professional life (internship, apprenticeship, first job after graduation...): <i>Leadership, Thought Experiment Project....</i></p>

### ■ Opportunity to learn a new foreign language

The number of teaching hours is only 60, which is quite low for the acquisition of a first level. This is especially true when the studied language does not belong to the same language family as the mother-tongue. It is therefore essential to devote time to studying and practicing this new language outside of class, and to be willing to study assiduously.

### ■ Specific conditions for language courses for beginners:

**BE CAREFUL!**  
Specific conditions  
for beginners

Teaching is organized over two consecutive terms: the 2<sup>nd</sup> and 3<sup>rd</sup> term of the academic year. The student should be a beginner this is to say that he has never studied the language before. He has to take and validate the two courses successively in order to be awarded the two corresponding credits (UV).

A student who does not obtain an UV for the beginner's class at the end of the first of the 2 terms cannot continue studying this language. A student who does not obtain an UV for the beginner's class at the end of the

second of the 2 terms will lose the UV obtained at the end of the first of the 2 terms.

**The validation of the two credits (UV) is granted according to the average of the final grades obtained each of the two terms.** Nevertheless, a minimum of 8/20 grade is required each term.

The penalty for absences in these beginner courses is spread across 2 trimesters (4 tolerated absences over 2 trimesters - that is to say 2 tolerated absences in each trimester).

The Languages & Cultures Department sends a registration form to concerned students in October by e-mail.

***International students should be aware that language beginner classes are taught in French.***

## ■ Attendance

Students must attend **every class** of the quarter. The general rule applied to all the courses of the Master program is the following:

- No penalty up to 2 absences;
- If more than 2 absences, and whatever the reason of the absence, the grade 0 is given to the course.

An absence may be excused in the following cases: hospitalization, death in the family, exam of driver's license and "cas de force majeure" (eg. juror sitting court ...).

The formal justification must be presented to the Office of Academic Affairs **within 48 hours maximum** to be taken into account.

## ■ Validation

In order to validate a UV, the final grade is calculated from the different grades of the examinations during the term (60 % of the final grade) and from the final examination, which takes place during the last class (40 % of the final grade). Each language course credit (UV) awards 4 ECTS.

## ■ Assessment and changes of language level

For new AST students:

- The level of English is automatically awarded according to the score obtained at the TOEIC, TOEFL or IELTS test. In some cases the level is awarded based on an interview with a teacher of the Languages & Cultures Department.
- The level of the language other than English is awarded after a test and/or an interview with a teacher of the Languages & Cultures Department.

Students who wish to have their language level evaluated, should contact Nathalie CRUZ (ext. 3180) at the Languages and Cultures Department administrative, office D114.

## Personal research

Supervised by a permanent management professor of the ESSEC Business School, students may set up a personal research project in place of one of the management courses of the trimester. Personal research is assessed by a written report graded by the professor. Its successful completion awards a course credit.

The amount of workload should be equivalent to that of a Master course (about 75 hours). The final report should be equivalent of that of a Master's research dissertation and have 50 to 70 pages.

**A student cannot receive more than two course credits from personal research projects during her/his studies.** Each personal research project counts among the 31 allowed UV course registrations in the curriculum.

This approach must be imperatively placed under the authority of a Permanent Professor of ESSEC Faculty, subject to its acceptance.

*Maximum 2 research credits during her/his studies.*

## Chairs

Each chair is an academic center of expertise in a specific economic sector, supported financially by one or more companies. The chair is placed under the responsibility of a professor at ESSEC, in charge of coordinating research and teaching.

Chairs are integrated into the Master program. They last between one trimester and two years. The chairs curriculum integrates one or several seminars, strictly reserved to students admitted to the chair, as well as mandatory and/or optional courses.

The curriculum may include an internship, whose length may vary. The courses and seminars allow students to study in depth one discipline or sector of activity in all its complexity.

After validation of the requirements, the student receives a certificate from the chair.

Through the privileged links between partner companies, professors and students, the Chairs gather leading intellectual and professional communities from a specific field of activity, thus participating in its development.

Most of the curriculum of the Chairs is given in French, with the exception of some chairs taught in English:

Accenture Strategic Business Analytics chair, Innovation and Health Chair - option: Innovation in Health, Food Business Challenges Chair, ESSEC Chair on Digital Disruption, Global ESSEC circular economy Chair, Leadership & Diversity Chair, The LVMH Chair: Future of Luxury, Leading a Beauty Brand Chair, ESSEC Sports Chair, Shaping the Future of Finance Chair, and Leading a scale-up Chair.

### ■ Selection

A presentation of the chairs is usually held in June and October. The selection of students takes place in T1 of each year, usually in September. The Chairs can accommodate between 20 and 80 students, selected an application file and an interview. In order for students to register in courses accordingly, the result of the selection for the chairs is announced before the start of the first round of registration for T2.

As long as the schedule and/or workload is compatible, it is possible to attend several chairs.

### ■ Registration for seminars and courses of the chair

For each academic year, students admitted to a chair will be offered a "package" upon their admission enabling them to be enrolled in compulsory seminars and specific compulsory courses (*except core courses, on the 2<sup>nd</sup> and 3<sup>rd</sup> trimester only*).

This will be subject to a reduction of their stock of points according to a defined table.

This package is offered for the year of admission only.

If the student does not wish to take advantage of this facility in year n, he will then have to register for the compulsory courses by betting points. No priority will be given to him.

**Once the student has validated his requests for the "package", no modification will be authorized a posteriori** (Example: Time conflict with other courses when selecting the courses absences will be excused).

### ■ Schedule of the seminars and Chairs activities

Chairs seminars take place in 2<sup>nd</sup> trimester and / or 3<sup>rd</sup> trimester of each year.

Chairs Seminars and activities are planned and notified in writing to the student before the 1st round of course registration of T2. **The student will commit not to take other courses on these slots.**

Chairs activities (travel, presentations, company visits, etc.) which have not been planned nor communicated in writing to students before the 1st round of course registration will not be given priority on the courses taken by the student on the same slots. In that situation, no courses absences will be excused.

**For further details on the chairs**, please refer to the Course Catalog. Most chairs also have a website. Consult the [MiM Program Center/Chairs and Tracks](#).

## Specialized tracks

ESSEC offers different tracks which are managed by an ESSEC professor. Like Chairs, the specialized tracks are part of the Master program curriculum.

Courses allow students to study an academic field in greater depth or explore the full complexity of a business sector.

At the time of graduation, students are awarded a certificate of the track. All the courses of the tracks are entirely given at ESSEC.

Curricula of the tracks are taught in French and/or in English. The following tracks programs are entirely taught in English: CIMA, Economics track, entrepreneurship track, ESSEC-ISUP Risk & actuarial track, finance track, Management and philosophy track, Management and Society, Business Analytics Methods, Real Estate-The RICS Track, Information System, the PhD in Business Administration, and the Summer Module "The Global Manager in Europe".

**For more detailed information on specialized tracks**, please consult the Course catalog. Some tracks have their own website. Consult the [MiM Program Center/Chairs and Tracks](#).

## Tracks on the ESSEC Asia Pacific campus (Singapore)

Proudly representing South-East Asia, Singapore is one of the most dynamic, fast-growing and economically promising parts of the world, home to a booming technology sector, a startup ecology that's picking up strength and speed, and a few of the most advanced cities in the world. Singapore - as the link between Asia, Europe, and North-America, has experienced an astonishing growth in development and economic prosperity during the past decades. The ESSEC Asia-Pacific campus stands in the heart of the One-North area, a district dedicated to advanced research, education, and entrepreneurship: the Singaporean Silicon Valley. The 6500 meters square campus is open since May 2015 and is the right place to learn what South-East Asia is in terms of economy, business and innovation with a very international faculty.

**The following programs are offered:**

### **Winter tracks:**

- The **Business Management in Asia** track gives students the possibility to attend both core courses and specialized courses over a semester of study, **from January to June** and to get a better understanding of the region.
- The **Innovation Entrepreneurship and Sustainability** track targets students who wish to learn more on these topics in a country which appears as a reference in these areas. The program is also taught from **January to June** and offers a mix of core and specialized courses.
- The **Fintech** track is offered to students wishing to pursue a career linking technology, innovation and finance to provide automated banking, insurance and trading services and risk management, to

serve consumers (applications on smartphones...) and to design electronic platforms (crowdfunding, cryptocurrency...).

- The **Financial Markets** track is offered **from January to the end March** to students interested in financial markets.

#### **Summer tracks:**

- The **Global Manager in Asia** is a track offered from **end of June to mid-September** to allow students to better understand the Asian environment and the major issues of the region.
- The **Corporate Finance** track enables students to attend courses related to corporate finance over a 3-month period, **from the end of June to mid-September**.

#### **Fall tracks:**

- The **Operations Management** track targets students interested in the field of logistics and supply chain. It is offered **from October to December**.
- The **Asian Strategy Consulting Project** gives the opportunity to students who are interested in consulting to work during 3 months on a real mission for an organization based in Asia. This program is offered in partnership with CapGemini Invent, **from the end of September to mid-December**.

**For more information on these tracks**, please consult the *Course catalog*. All details can also be found on the [MiM Program Center/ Mobility programs/ESSEC Asia-Pacific](#).

## **Tracks on the ESSEC Africa Atlantic cam-pus (Morocco)**

ESSEC inaugurated in April 2017 its new Africa Atlantic campus in Rabat, Morocco. At the conjunction of Europe, the Middle-East, and Africa, Morocco provides a truly unique blend of Mediterranean, Arabic and African influences. Morocco serves as an economy hub, influencing all of West- and Sub-Saharan Africa with its steady growth and powerful culture. Courses are taught by professors and professionals from West and North Africa which enable students to benefit not only from expert teaching but also become optimally prepared for business in that region. With a student residence located nearby, students will have access to a modern and innovative campus.

Students enrolled in the Grande École program now have the possibility to attend two tracks on the campus:

- **Business & Transitions in Africa** track is designed for MiM students who wish to understand the ongoing transitions in Africa on several issues such as governance, demography, development patterns and energy.

During three months (from January to March), students will attend classes, including both core courses and specialization courses. They could also make a 3- to 6-month company internship in Africa (starting in April) in any type of organization (business, consulting, finance, international institutions, non-profit).

- **Global Manager in Africa** is a 3-month track offered **from July to September**.

Its objective is to allow students to gain a broad understanding of the major fields of development and of the challenges, perspectives and numerous opportunities present in Africa.

The track is composed of core and elective courses taught in English. This program includes an integration trek in the Moroccan landscape as well as a virtual tour of the continent's economic and entrepreneurial ecosystem.

For more information on these tracks, please consult the *Course catalog*. All details can also be found on the [MiM Program Center/Mobility programs](#)

## Partnership agreements

ESSEC has signed partnership agreements with many top-tier academic institutions in France and abroad. These agreements enable ESSEC students to follow courses at the partner institutions. These courses validate credits for the ESSEC degree.

### French partnerships

In France, ESSEC offers several types of partnerships:

- **double degree**, with an integrated plan of study and mutual recognition of credits, allowing students to obtain the degrees of both institutions.
- **degree of a partner institution**: this additional training may take place after **completing a specialization at ESSEC** by attending a special track, to get prepared and admitted at the partner institution. The courses taken at the partner institution will, in some cases, grant credits (UV) for the ESSEC degree.
- **exchange program**, during which students take a few courses related to their professional project at a partner school. These courses may grant credits (UV) for their curriculum at ESSEC.



Majors	Double Degree	Track and Degree of Partner School	Exchange Program
<b>Engineering</b>	École Centrale Supélec (Open to ASC)		- Ecole des Ponts ParisTech - IFP School - CentraleSupélec (Open to AST/ASC)
<b>Military School</b>	ESM Saint-Cyr-Coëtquidan (Open to AST/ASC)		
<b>Finance</b>		CNAM (M2 Market Finance)	
<b>Statistics/Economics</b>	ENSAE (Open to ASC)	Risk Actuarial track - ISUP	
<b>Marketing</b>		Research Master in Marketing and Strategy at Paris IX-Dauphine	
<b>Information Systems</b>		- CNAM (M2 Information Systems)	
<b>Political Science</b>		Prep. ENA ENS Paris I Public Affairs	
<b>Law</b>		Law track + L3 and M2 partnerships with : - University of Cergy - University of Paris II-Assas - University of Paris X-Nanterre - University of Paris XI-Sceaux - University of Aix-en-Provence - University of Paris-Dauphine - Faculty of Law of Luxembourg	
<b>Cultural Management, Arts</b>	École du Louvre (Open to ASC)		École du Louvre (Open to AST/ASC)
<b>Human Sciences</b> (geography, cognitive sciences, philosophy, history, social sciences, literatures & language, Arts)	ENS Ulm (Open to ASC)		

## Double Degree programs

A presentation of each double degree is made every year in Cergy by the partner institutions.  
For the double degrees listed hereafter:

- The maximum number of course registrations is 35 UV course registrations, including the credits earned at the partner institution.
- The students enrolled in a double degree with a French partner institution have the possibility to benefit from one additional year of study at ESSEC (enrollment fees are charged to the students).

## Double Degree with École Centrale Supélec

Scientific counselor: Olga KLOPP, ESSEC professor of statistics.

▼ **Key information on the double degree**  
**From MIM 2022-23 :**

Minimum number of courses attended at ESSEC	<b>9 core courses</b> <b>4 management elective courses</b> <i>Among which 6 courses followed in English</i> <b>iMagination Week Seminar</b> <b>5 online courses</b>
<b>Awarding in total</b>	<b>14 UV</b>
Number of years studying at Centrale Supélec	<b>2 years</b>
<b>Awarding in total</b>	<b>9 UV : 7 management UV and 2 language UV of a same language other than English at Centrale</b>
Number of months required of professional experience	<b>12 months</b>
<b>Awarding in total</b>	<b>4 UVEP</b>
Number of months required of international experience	<b>6 months</b>
<b>Awarding in total</b>	<b>6 UVEI</b>

### ■ Objectives and career perspectives

Convinced of the complementary nature of the two cultures for the training of future leaders of international stature, ESSEC signed a double degree agreement with École Centrale Supélec.

The two institutions believe that the best leaders will be those who have the capacity to integrate the most varied cultural and disciplinary fields.

The major challenges of the 21<sup>st</sup> century are by nature complex and global – water resources, energy, sustainable development, agricultural and industrial use of soils, organization and structure of markets, etc. – and will require a multidisciplinary approach.

The ability to innovate will determine the success of people, organizations and national economies. The double degree aims at attuning the training of tomorrow's engineers in a context of globalization and new challenges.

ESSEC gives the possibility to a selected number of Grande École students to attend this specific curriculum spread over 5 years (pre-master year included), during which students alternate between the two institutions. Upon successful completion of the requirements, the students will obtain the degrees of both institutions.

The double degree with École Centrale Supélec allows students to gain a strong knowledge in engineering and management for positions such as project manager or consultant, in fields as diverse as energy, sustainable building and construction, aeronautics, information systems development,...

## ■ Curriculum

Students selected for the double degree with École Centrale Supélec will study as follows, with an alternance between the two schools, in order to validate the requirements for the two degrees:

- 1<sup>st</sup> year:** ESSEC – Pre-Master year with specific preparation in mathematics and physics + project;
- 2nd year:** ENTRALE SUPELEC (1st year);
- 3rd year:** ESSEC;
- 4th year:** CENTRALE SUPELEC (3rd year) – Students choose a major among: Sustainable building and construction • Energy • IT and advanced systems engineering • Industrial engineering • Applied mathematics • Physics and applications • Mechanics, Aeronautics and Space • Biotech engineering;
- 5th year:** Completion of the remaining academic, professional and international experience requirements.

## ■ Application process

To be eligible, students must have been admitted through the *Concours*, ECS track, and have an excellent level in mathematics.

They must register at the beginning of the Pre-Master year in the preparation track for the double degree with École Centrale Supélec in order to attend during that same year specific classes in mathematics (topology, integration, etc.), statistics (afférence and tests), physics (thermodynamics, mechanics) and python course.

In the spring, students will decide whether they want to apply or not to start the double degree at École Centrale Supélec the following academic year.

Those who apply must submit a file which includes academic records since their high school degree, transcripts of the *Concours*, a CV, and a motivation letter. Pre-selected Students will have an interview with the team of supervisors of ESSEC and École Centrale Supélec.

A final jury with the two schools will validate the selection in June.

Students must have validated the full Pre-Master year to be allowed to join the double degree program.

## ■ Tuition fees

Students pay the full tuition fees at ESSEC (Pre-Master and MiM years).

During the two years of study at École Centrale Supélec, students will pay the amount of two years of tuition fees at Centrale Supélec.

### For more information:

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, defaix@essec.edu – Office F117

# Double Degree with ENSAE (École Nationale de la Statistique et de l'Administration Economique)

Scientific counselor: Olga KLOPP, ESSEC professor of statistics.

▼ Key information on the double degree :

From MIM 2022-2023 :

Minimum number of courses attended at ESSEC	<b>9 core courses</b> <b>5 management elective courses</b> <i>Among which 6 courses followed in English</i> <b>1 language UV</b> of a same language other than English (the same than in 2A at ENSAE) <b>iMagination Week Seminar</b> <b>5 online courses</b>
<b>Awarding in total</b>	<b>15 UV</b>
Number of years studying at ENSAE	<b>2 years</b>
<b>Awarding in total</b>	<b>8 UV : 7 management UV and 1 language UV other than English</b>
Number of months required of professional experience	<b>12 months</b>
<b>Awarding in total</b>	<b>4 UVEP</b>
Number of months required of international experience	<b>6 months</b>
<b>Awarding in total</b>	<b>6 UVEI</b>

## ■ Objectives and career perspectives

The double degree between ESSEC and ENSAE enables ESSEC students to strengthen their scientific competences in economics, financial markets, social sciences, risk management, ...

The double expertise developed at ESSEC and ENSAE will prepare students for careers as executives or managers in the service sector and more particularly in banking, insurance, consulting and audit, as well as for positions where strong quantitative skills are required: economic analysis, financial markets, quantitative marketing,... **Depending on the choice of specialization during the third year at ENSAE, students may consider the following:**

### ● Specialization in Data science and learning

Advanced expertise in statistics and machine learning;

*Possible careers:* data scientist (biology, finance, marketing, IT...).

### ● Specialization in Data Science & business decision

Machine learning, applied econometrics, theoretical expertise in social sciences (economics, sociology);

*Possible careers:* research manager, public policy assessment, academic research.

### ● Specialization in Business analytics

Economic analysis, finance and data science for firms : competition, pricing policies, marketing...;

*Possible careers:* business strategy, quantitative marketing, financial institution.

- **Specialization in Finance and risk management**

Mathematics, data science and econometrics applied to finance;

*Possible careers:* jobs in trading rooms (quantitative analyst, quant, broker, structurer, trader), risk management.

- **Specialization in Economics Policies and Dynamics**

Theoretical and empirical economics, economic policies, current analysis, econometric techniques;

*Possible careers:* economic forecasting in banks or companies, consulting in economic policies.

- **Curriculum**

Students selected for the double degree with ENSAE will study as follows, with an alternance between the two schools, in order to validate the requirements for the two degrees:

**1<sup>st</sup> year:** ESSEC – Pre-Master year with specific preparation in mathematics + research project + project in economics;

**2nd year:** ENSAE (2nd year);

**3rd year:** ESSEC;

**4<sup>th</sup> year:** ENSAE (3<sup>rd</sup> year) – Students choose a specialization. A few courses may be taken at ESSEC during that same year;

**5<sup>th</sup> year:** Completion of the remaining academic, professional and international experience requirements.

- **Application process**

To be eligible, students must have been admitted through the *Concours*, ECS track or B/L track, and have an excellent level in mathematics.

They must register at the beginning of the Pre-Master year in the preparation track for the double degree with ENSAE in order to attend during that same year specific classes in mathematics (probabilities, measure theory), statistic modeling and a “python course”. Students will also attend a specific project in economic for this track.

In the spring, students will decide whether they want to apply or not to start the double degree at ENSAE the following academic year.

Those who apply must submit a file which includes academic records since their high school degree, transcripts of the *Concours*, a CV, a motivation letter and a report on the advancement of their research project.

Students will then have an interview with the team of supervisors of ESSEC and ENSAE.

**Students must have validated the full Pre-Master year to be allowed to join the double degree program.**

- **Tuition fees**

Students pay the full tuition fees at ESSEC (Pre-Master and MiM years). During the two years of study at ENSAE, students will pay the amount of two years of tuition fees to the partner school.

**For more information:**

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Double Degree with École du Louvre

### ▼ Key information on the double degree : From MIM 2022-2023:

Minimum number of courses attended at ESSEC	<b>9 core courses</b> <b>4 management elective courses</b> <i>Among which 6 courses followed in English</i> <b>2 language courses of a same language other than English</b> <b>iMagination Week Seminar</b> <b>5 online courses</b>
<b>Awarding in total</b>	<b>16 UV</b>
Number of years studying at École du Louvre	<b>1 year + 2 trimesters over 2 years</b>
<b>Awarding in total</b>	<b>7 management UV</b> <i>including 1 research UV</i>
Number of months required of professional experience	<b>12 months</b>
<b>Awarding in total</b>	<b>4 UVEP</b>
Number of months required of international experience	<b>6 months</b>
<b>Awarding in total</b>	<b>6 UVEI</b>

### ■ Objectives and career perspectives

ESSEC signed a double degree agreement with École du Louvre to give students the opportunity to specialize in art history and cultural management. École du Louvre is a renowned institution which trains students in archeology, art history and the history of civilizations, by relying mainly on the study of material evidence and teaching the techniques to protect, preserve and enhance the cultural heritage.

The double degree aims at enabling students to acquire a sound knowledge in art history (Licence), followed by a more specialized teaching (Master) either in research: art history applied to collections or museology; or in a professionalizing track: mediation art market, documentation and numeric humanities, work of art management and preventive conservation.

According to their choice of specialization, students may opt for careers in cultural patronage, mediation (tour guide, mediator, developers of cultural programs, public officer), management of museums, the art market gallerist, cataloguer, cultural adviser for the collectors, legal advisers, art expert for foundations or insurance companies...), work of art documentation and research in a digital age (documentalist, research engineer, digital editorialist, multimedia editor,...).

### ■ Curriculum

- 1<sup>st</sup> year:** ESSEC – Pre-Master year + project in the cultural field + evening classes “Initiation à l’Histoire de l’Art” at École du Louvre (registration via ESSEC) + commentary of art works (Saturday mornings);
- 2<sup>nd</sup> year:** École du Louvre, L3 ;
- 3<sup>rd</sup> year:** ESSEC ;
- 4<sup>th</sup> year :** (M1 École du Louvre + ESSEC): T1 at École du Louvre (early September – mid-January) + courses at ESSEC. Museography seminar during one week in March or April. Internship or courses at ESSEC;

**5<sup>th</sup> year:** T1 at École du Louvre (early September – end December) + courses at ESSEC.  
Internship of 3 months minimum in the cultural field, master thesis, defence in June.  
Professional and international experiences must be included during the five years of study.

## ■ Application process

Students can apply to the preparation track for the double degree with École du Louvre in the Pre-Master year or to the exchange program with École du Louvre in the Master cycle. Students interested in the double degree must submit an application at the beginning of the Pre-Master year to be selected in the track and start in September the introductory courses in general art history. In the spring, under the condition that they successfully pass the exams at École du Louvre, the selected students will decide whether they want to apply for the double degree or the exchange, for a start of the program the following academic year. Students must have validated the full Pre-Master year to be allowed to join the double degree program.

## ■ Tuition fees

Students pay the full tuition fees at ESSEC (Pre-Master and MiM years). In addition, students will pay the tuition fees corresponding to the L3 and to one year of the Master cycle to École du Louvre, at the amount set by the national regulation.

### For more information:

Consult the dedicated page on MiM Program Center/ Mobility Programs/French partnership.  
Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Double Degree with ENS ULM (École Normale Supérieure)

### ▼ Key information on the double degree : From MIM 2022-23:

Minimum number of courses attended at ESSEC	<b>9 core courses</b> <b>4 management elective courses</b> <i>Among which 6 courses followed in English</i> <b>iMagination Week Seminar</b> <b>5 online courses</b>
<b>Awarding in total</b>	<b>14 UV</b>
Number of years studying at ENS	<b>2 years</b>
<b>Awarding in total</b>	<b>7 UV</b> :5 management UV and 2 research UV
<b>Students must validate 2 language UV (min. 60 class hours) of a same language other than English either at ENS or at ESSEC</b>	
Number of months required of professional experience	<b>12 months</b>
<b>Awarding in total</b>	<b>4 UVEP</b>
Number of months required of international experience	<b>6 months</b>
<b>Awarding in total</b>	<b>6 UVEI</b>

## ■ Objectives and career perspectives

ESSEC gives the opportunity to students to obtain, over a course of study of 5 years (Pre-Master year included), the degrees of both ESSEC and ENS. The double degree allows students to complement their studies at ESSEC with a training in research applied to the field of humanities. They will attend courses in one of the following departments: history, geography, cognitive studies, philosophy, social sciences (except law), literatures and language, Arts.

According to the discipline that is chosen, ESSEC-ENS double degree graduates may access senior positions in the public, national or regional administration, work in consulting for the design and management of the territory, in the fields of economy, communication, advertising, research...

### Each department has its own specificities:

- Geography: the main issues and debates of the contemporary world are tackled: environmental challenges and sustainable development, urban and metropolitan dynamics, planning, practices and representations of the world, globalization, geopolitical issues.
- History: the teaching, which covers all periods from antiquity to contemporary worlds, focuses on the initiation to research using a large diversity of methods and observatories.
- Philosophy: the objective of the department is to ensure the best training for students considering a career in teaching and research in philosophy, as well as to provide students with a philosophical culture, both historic and critical, adapted to their needs.
- Cognitive sciences: this department focuses on teaching and research dedicated to the scientific study of the human mind, within the *Institut d'Étude de la Cognition*. Students receive a full training in cognitive sciences and learn from current research works thanks to a very strong network of laboratories and teams.
- Social sciences: this department trains students for research through research in the main disciplines of societal sciences: sociology, anthropology and political science in connection with social and economic history.
- Literature and language: this department is dedicated to the study of literature, culture and language of: French, American-English, German, Spanish, Italian and Russian.
- Arts: this department focuses on teaching and research dedicated to the artistic fields like cinema studies, drama studies, history of art, musicology.

## ■ Curriculum

Students selected for the double degree with ENS will study as follows, with an alternance between the two schools, in order to validate the requirements for the two degrees:

- 1<sup>st</sup> year: ESSEC – Pre-Master year;
- 2<sup>nd</sup> year: ESSEC – MiM1
- 3<sup>rd</sup> year\*: ENS – M1 research track in the chosen department;
- 4<sup>th</sup> year: ENS – M2 research track in the chosen department;
- 5<sup>th</sup> year: Completion of the remaining academic, professional and international experience requirements.

*NB: Students who will join the science social department should attend one more year at ENS (M0) while studying at ESSEC.*

*\* Postponed one year later for students who apply in MiM2.*

## ■ Application process

The double degree is open only to students who joined ESSEC via the *Concours* and who are registered in MiM1 or MiM2. Students must submit their application in February for a start of the program at ENS in September of the following academic year.



The application file includes academic records since the high school degree, a CV, a motivation letter and a research project. Students who are pre-selected will have an interview with a referent professor at ESSEC and the Director of Studies for ESSEC Masters Programs.  
Students must have validated the full Pre-Master year to be allowed to join the double degree program.

## ■ Tuition fees

Students pay the full tuition fees at ESSEC (Pre-Master and MiM years). During the two years of study at ENS, students will pay the amount of two years of tuition fees to the partner school.

### For more information:

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, defaix@essec.edu – Office F117

## Double Degree with ESM de Saint-Cyr-Coëtquidan

### ▼ Key information on the double degree :

From MIM 2022-2023:

Minimum number of courses attended at ESSEC	<b>9 core courses</b> <b>4 management elective courses</b> <i>Among which 6 courses followed in English</i> <b>2 language courses of a same language other than English</b> <b>iMagination Week Seminar</b> <b>5 online courses</b>
<b>Awarding in total</b>	<b>16 UV</b>
Number of semesters studying at ESM de Saint-Cyr Coëtquidan	<b>2 consecutive</b>
<b>Awarding in total</b>	<b>7 management UV and 2 UVEP</b>
Number of months required of professional experience	<b>12 months</b>
<b>Awarding in total</b>	<b>4 UVEP</b>
Number of months required of international experience	<b>6 months</b>
<b>Awarding in total</b>	<b>6 UVEI</b>

## ■ Objectives and career perspectives

ESSEC signed a double degree agreement with École Spéciale Militaire (ESM) de Saint-Cyr Coëtquidan to train ESSEC students in leadership and decision-making in difficult situations and to allow them to meet tomorrow's officers in order to eventually facilitate common action between civil decision-makers and military leaders.

ESM de Saint-Cyr Coëtquidan is a Grande École of higher education which trains military officers who will manage the operational units of the Army, and then assume growing management responsibilities in the regiments and military staff of the Army, of the Defense and of international alliances.

ESM de Saint-Cyr Coëtquidan offers a pluridisciplinary approach which combines human, military and academic training.

The double degree with ESM de Saint-Cyr Coëtquidan gives ESSEC students the opportunity to develop their leadership skills, to fine-tune their ability to negotiate and to be trained in management techniques in crisis situations. The double degree will facilitate the access to management positions in the sectors of defense, energy, or telecommunications.

## ■ Curriculum

Students selected for the double degree will attend two consecutive semesters at ESM de Saint-Cyr Coëtquidan, i.e. one full academic year (from end of August to mid-July). Semester 1 consists in military training, while Semester 4 is an academic semester (choice of one speciality). The course selection is made with the Head Office of Academic Affairs at ESM de Saint-Cyr Coëtquidan and is validated by the Office of Student Mobility at ESSEC.

A two-week immersion course on familiarization with equatorial forest conditions takes place in Guyana at the end of the year at ESM de Saint-Cyr Coëtquidan.

## ■ Application process

The double degree is open to all students of French nationality enrolled in the Master cycle (applications accepted in MiM1, MiM2 and MiM3).

Students must submit their application in February for a start of the program at ESM de Saint-Cyr Coëtquidan in August at the start of the following academic year. The application file includes academic records, a CV and a motivation letter. Students who are pre-selected will have an interview with supervisors of ESM de Saint-Cyr Coëtquidan.

Physical activity tests (push-ups, abdominal exercises, ball throwing to reach a target, high jumps, endurance race, Luc Léger test) and medical tests are also required for selected students.

### **Please note:**

- Students must have completed their JDC in order to join the double degree;
- The apprentice statute is not compatible with the VADAT statute of double degree students at ESM de Saint-Cyr Coëtquidan;
- Students have to validate the "Pre-Master" year or the refresher courses to apply for the double degree;
- Students must not be more than 26 years old at the date of CIRFA's evaluation tests (scheduled in March/April).

### **For more information:**

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Agreements granting the degree of a partner institution

### Partnerships in Law

Referents: Viviane DE BEAUFORT and Geneviève HELLERINGER, ESSEC professors

Assistant: Dorothée QUITTELIER – [quittelier@essec.edu](mailto:quittelier@essec.edu) – 01 34 43 28 94 – Grand Axe-2ème- AX2-16– Law Department.

ESSEC offers a special training to prepare for the practice of law, aimed at students willing to become lawyers or legal experts, as a complement and in congruence with their training at university.

The Law track generally takes places during two trimesters-(T2 and T3). Students who are selected to start the track in T2 of a given year are allowed to interrupt the track to include internships or stays abroad and to resume the track for example in T3 of the following year.

The selection takes place in mid-October among applications submitted as of early September (CV + transcript + GPA of management courses + motivation letter). The number of places is limited. Students

receive the results by email (no appeal in case of refusal) They will then be enrolled in the 1st course of the track taught in T2.

Please refer to the Course Catalog for more information on the Law track and the selection process.

## ■ Partnerships with M2 programs in Law

- **Enrollment in Licence:** ESSEC has a partnership with the **University of Cergy** allowing students to enroll in **L3 (Licence)** as of the second year of the Law track. To enroll in another university at a lower level, please refer to the transfer conditions which vary according to each university and are less advantageous than our agreement with the University of Cergy.
- **Enrollment in M2 straight after the L3:** Partnerships with some M2 programs of the University of Cergy, Paris II-Assas, Paris X, Paris XI, Paris-Dauphine, Aix-en-Provence and the Law Faculty of Luxembourg allow students to be eligible in the best M2 programs without the formal requirement to validate a M1 (caution: eligibility does not mean admission – students are de facto eligible but must take the oral interview for admission).

## ■ Partnerships with EFB - HEDAC

An agreement with EFB (Paris) and a second agreement with HEDAC (Versailles) allow ESSEC students to validate a part of their studies as an Individual Personal Project (IPP) equivalent to a 6-month period at ESSEC (2 academic trimesters with the validation of some UV in Law and Negotiation as well as research UV under the aegis of the CEDE).

Information meetings take place at the end of the pre-master year in June, and during the track in January and April to help with the orientation or interviews with Viviane de Beaufort.

A detailed document on the track and the various partnerships is available: [quittelier@essec.edu](mailto:quittelier@essec.edu)

## Political Science Track in Public Affairs: preparation for public service competitions

Referent at ESSEC: Hugues BOUTHINON-DUMAS, ESSEC professor

Assistant : Nawel FEKIR – [fekir@essec.edu](mailto:fekir@essec.edu)

Corporate Law and Environment Department

***Take ESSEC and join the public sector, in particular by passing the administrative examinations.***

Students must follow and validate:

- 2 compulsory courses
- 2 elective courses

In France, the highest positions can be reached by joining the Institut National du Service Public, INSP, which recruits students through a very competitive exam which requires adequate preparation. Apart from ENA/INSP, there are other French civil service exams (Quai d'Orsay, Banque de France, INET...) and specific channels to be recruited in the European civil service (European Commission...) or international organizations (OECD, UNESCO, World Bank...).

The first part of the Public Affairs track takes place at ESSEC after being admitted in the track (application to submit to the referent of the track, with letter of motivation, CV and interview). The preparation to the civil service entrance exams is then adapted to the projects of the candidates (Prep'ENA at ENS-Paris I or Dauphine, or preparation to the European civil service exams...)

**Successful attendance of the Prep'ENA ENS-Paris I will validate 7 ESSEC UV as a double degree.**

The track targets ESSEC students at the end of their studies (last year of study or year following graduation).

The selection for the partnership is made on the basis of a synopsis in the course **DEVD31252 Devenir haut fonctionnaire** followed by a Grand Oral.

**NB : this track requires an excellent level of French (fluent only); some civil service entrance exams are only open to students who are French citizens or citizens of a European Union country.**

For more details on the track, stream and selection process, please refer to the *Course Catalog*.

## Risk & Actuarial Track - ESSEC-ISUP

Director: Marie KRATZ, Professor (Office N311; [kratz@essec.edu](mailto:kratz@essec.edu))

Actuaire Agrégée de l'Institut des Actuaire / Fellow of the French Institute of Actuaries

Assistant: Mélissa BAGRI (Office N323; [bagri@essec.edu](mailto:bagri@essec.edu))

An **actuary** is an **expert in risk management and quantitative finance**. With a strong scientific (mathematics) background, the actuary has to master not only methods and tools from economical and financial theories to develop mathematical models for measuring the uncertain evolution of the environment, in view of risk management, but also be comfortable with the legal, accounting and business aspects, part of the domain in which she/he has to operate.

An actuary, due to her/his **multiple skills**, can occupy **many functions** (analyst, researcher, consultant, data scientist, product manager, risk manager, ...) **in various fields of activity** such as administration, (re)insurance, audit, consulting, bank and finance, teaching and research, industry and services, ...

Students from the QRM (Quantitative Risk Management) & Actuarial Track get a **double skill: technical and managerial**. The technical training helps the actuary to understand the stochastic nature of the problems they have to solve, as well as the strategic issues behind the financial products. This training covers the following fields: probability & statistics, data science, economics & econometrics, corporate & market finance, accounting & audit, risk analysis & management.

The training in management is part of the standard business school curriculum. This business school environment makes the actuarial track particularly suited to cope with the changes the actuarial profession is currently undergoing, with the advent of risk based solvency and the emphasis made on risk management within financial institutions.

Combining quantitative courses with a management training, the ESSEC actuary is well rounded to address the strategic issues of a bank, insurance or financial institution, tasks that are more and more in demand within the industry. The international dimension developed at ESSEC is also quite an asset in a globalized world. That is why ESSEC actuaries are sought after and have fast and interesting career opportunities, worldwide.

Among actuarial studies in France, only 10 are accredited by the French Institute of Actuaries ('Institut des Actuaire' – IA) and the actuarial track at ESSEC is the only one hosted by a business school in France, since 1991, through an agreement between ESSEC and l'ISUP (Institut de Statistique de l'Université de Paris).

Candidates completing this track need to perform a 6-month internship in a company and to write an actuarial thesis, that will be defended in front of a IA-committee. If successful, they obtain the title of Actuary (member of IA), in addition to their ESSEC degree.

**This track is restricted to students from Grande École, namely students selected to the Pre-Master from the entrance exam-scientific option, and AST students coming from scientific training.**

Interested students can apply at pre-master or master levels. The ultimate selection will be done just before entering ISUP, based on the grades obtained at the mandatory courses of the track. The overall training generally lasts one more year after ESSEC, with 10 compulsory courses (specialized in insurance) taking place at ISUP, followed by a 6-month actuarial internship in a company.

Number of mandatory courses	10 (T1, T2 or T3)
Number of compulsory ISUP courses to be taken after the ESSEC courses (some courses given in the 2nd semester of ISUP can be taken during the last year at ESSEC, since the main courses (M2 ISUP) take place in the 1st semester after ESSEC) .	10
<b>Total number of UV to validate the track</b>	<b>10 UV (ESSEC) + 10 UV (ISUP)</b>
<b>6 months of internship after ISUP courses</b> (in France or abroad). <b>Actuarial thesis</b> to be presented and validated by an <b>AI jury</b> in order to obtain the title of Actuary, in addition to the ESSEC diploma.	

For more details on the track and the partnership, please refer to <http://crear.essec.edu/actuary-track/description>

## Professional Master in Market Finance and Asset Management at CNAM

Referent at ESSEC: Jocelyn MARTEL, ESSEC Professor  
Program director: Alexis COLLOMB, CNAM Professor

Among all the careers in finance, institutional management or asset management will continue to grow strongly in the years to come. This activity gathers careers in asset management for institutional investors, whether UCITS, pension funds or pension institutions, associations, big firms or even financial institutions. Asset management differs from wealth management in the sense that it mainly deals with legal entities and with portfolios of minimum several million euros. Students who are interested in market finance and asset management can benefit from an agreement between ESSEC and the CNAM (Conservatoire National des Arts et Métiers). This agreement, which includes course and credit transfer, allows students to be awarded a second master degree at the end of their studies.

### The conditions are the following:

- ESSEC students in MiM2 or MiM3 may enroll in the Professional Master “*Finance de marché et gestion de capitaux*” of the CNAM, upon approval of the director of this professional master.
- The following courses successfully achieved at ESSEC (grade superior or equal to 12/20) will grant equivalencies for corresponding courses of the professional master:  
*IDSS31161 Introduction to Econometrics*

IDSS31267 *Financial Econometrics*  
 FINM31162 *International Finance*  
 or FINM31165 *Financial Markets*  
 or FINM32100 *Financial Markets*  
 FINM31260 *Portefeuille et investissements*  
 or FINM31261 *Portfolio and Investment*  
 or FINM32225 *Portfolio Theory and Investment Analysis*  
 FINM31270 *Options*  
 or FINM31271 *Options*

- ESSEC students who did an internship and wrote an internship report or who have been involved in an activity in a company linked to financial markets and/or asset management may have their experience validated and be exempted from the internship and/or the dissertation of the Professional Master.
- ESSEC will grant an equivalency of credits to students who successfully followed the courses of this Professional Master (1 ESSEC UV for 30 to 40 hours of class at CNAM; grade superior or equal to 12/20).
- ESSEC students are exempted from the tuition fees at CNAM.

## Consulting and Research Master in Marketing and Strategy at Paris Dauphine - PSL

Referent: Denis GUIOT, Professor – [denis.guiot@dauphine.psl.eu](mailto:denis.guiot@dauphine.psl.eu)

The pedagogical and professional objectives of the Consulting and Research Master in Marketing and Strategy of Paris-Dauphine University is to give students the possibility to do some research in marketing and strategy at an advanced level thanks to a training which is both theoretical and practical, to combine a solid handling of quantitative and qualitative techniques and methods with a very good knowledge of strategy and marketing concepts required to develop in a national and international environment, and to allow students to gain professional expertise focused on the corporate world (in particular in consulting and market research), academic research and teaching.

**The number of spots offered in this frame is limited to three students per year.**

This training is open to students enrolled in MiM2 who have met some academic requirements.

**Students who choose this program must:**

- Take the courses of the Consulting and Research Master in *Marketing and Strategy*, i.e. 12 UV including core courses in marketing and strategy, courses on methodology and research tools as well as seminars to choose;
- Write and defend a research dissertation on a specific topic, under the supervision of a professor.

Upon successful achievement of the courses and dissertation, students will obtain the Research Master in Marketing and Strategy, and will be granted **7 UV by credit transfer for their master at ESSEC.**

**For more information concerning:**

The content of the Research Master in Marketing and Strategy, consult the website

<https://dauphine.psl.eu/formations/masters/marketing-et-strategie/m2-conseil-et-recherche>

For the registration procedure, please contact Denis GUIOT.

## Exchange Programs

Exchange programs with *École du Louvre*, *l'Ecole des Ponts ParisTech*, IFP, CentraleSupélec and Institut Catholique de Paris do not involve any extra tuition fees.

### Exchange Program with *École du Louvre*

ESSEC signed a partnership with *École du Louvre* to allow ESSEC students to obtain a specialization in cultural management. *École du Louvre* is a highly renowned institution training students in archeology and history of art and civilizations with a strong focus on the study of material testimonies and on the techniques to protect, preserve and enhance the cultural heritage. The exchange takes place over **two consecutive academic years, in parallel with courses at ESSEC**. Students receive basic training in art history before continuing with a semester with a professional or research focus in the field of cultural management, to get prepared for a career in the field of cultural patronage, the art market, museum management, etc.

#### ■ Content of the program

Students take classes at ESSEC and at *École du Louvre* at the same time. At *École du Louvre*, the program includes 2 stages: the initial period and the specialization phase.

- **1<sup>st</sup> year: Initial period (prerequisites) at *École du Louvre***

In order to acquire basic knowledge in art history (from prehistory to these days), students selected for the exchange will take evening classes “Initiation à l’Histoire de l’Art” at *École du Louvre* (registration via ESSEC).

The course consists of 37 sessions of 1h15. It takes place in the evening from early September to mid-June at *École du Louvre*. Students also attend a cycle of tutorials (*Travaux Dirigés devant les Œuvres- TDO*) during which they learn to comment art pieces, session of 2 hours every Saturday. Attendance to all class sessions and tutorials is compulsory. Attendance to tutorial sessions is checked and student will have a continuous assessment grades (oral). A written exam is also organized by *École du Louvre* in April.

The course does not grant any UV, yet it must be validated to continue the exchange with the specialization phase.

- **2<sup>nd</sup> year: Specialization phase at *École du Louvre***

Students will choose 2 or 3 courses or seminars among the course offer of the master cycle of *École du Louvre* (1<sup>st</sup> and 2<sup>nd</sup> year) during the 1<sup>st</sup> and/or 2<sup>nd</sup> semester of the academic year.

**These courses will appear on the ESSEC transcript with the corresponding grade, whether students successfully pass the courses or not. They will be counted among the course registrations at ESSEC.**

Courses that are validated (minimum grade of 10/20) can grant credits (UV) at ESSEC according to a table of equivalence that is sent to all the students enrolled in the exchange. Students must also attend a cycle of tutorials (*TDO*) with 10 sessions of 2 hours. Those sessions take place in museums.

Note: the graduation of a student between the two years of the exchange automatically leads to the end of the exchange.

- **3 courses are recommended at ESSEC to complete the exchange:**

MGTM31234 Management culturel

MGTM31235 Art and Culture Management

## ■ Selection process

The exchange is open to students in MiM1 or MiM2 by the time of application. Students must apply in the spring to start the program the following September. The selection is based on the application file, which includes a CV, a motivation letter and the academic results.

### For more information:

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Ecole des Ponts ParisTech

ENPC is the oldest engineering school in France, at the cutting edge of innovation, with a focus on civil engineering, environmental engineering and mechanical engineering. It also offers many courses in fields as various as applied mathematics, economics and industrial engineering.

ESSEC students (in MiM2 and over) have the possibility to go on exchange to *École Nationale des Ponts et Chaussées* to take **2 courses during one semester** (1<sup>st</sup> semester from October to mid-February, or 2<sup>nd</sup> semester from mid-February to mid-June) **along with ESSEC courses**, in one of the following departments: industrial engineering; cities, environment and transport; civil and structural engineering; applied mathematics and computer science; mechanical engineering and materials science; economics, management and finance.

Information on courses can be consulted on the school's website: <http://gede.enpc.fr/Programme>

The courses selected by students must be approved by ESSEC and by an educational referent at ENPC, as some courses have prerequisites. **These courses will appear on the ESSEC transcript with the corresponding grade, whether students successfully pass the courses or not. They will be counted among the course registrations at ESSEC.**

Courses that are validated (minimum grade of 10/20) could grant credits (UV) at ESSEC according to their number of ECTS and contact hours.

## ■ Selection process

The exchange is open to students enrolled in MiM. It is necessary to have fully validated the Pre-Master year or the Refresher Courses to be eligible. Students have to apply online as soon as applications open, they should upload a CV and a cover letter. Academic result will also be taken into account for the selection.

### For more information:

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Exchange program at IFP School

ESSEC students can choose to do an exchange in the IFP School « Energy Technology Economics and Management » program (**full time**). The IFP School prepares engineers in the energy and transportation sectors to meet current industrial and societal needs, particularly in terms of sustainable development and technological innovation.

All courses are taught in English at the IFP School in Rueil-Malmaison. The list of courses and syllabi can be consulted on the IFP School website:



## ■ Content of the program

Students can choose among two terms to do the exchange. Each term has a specific focus:

- **Term 1 (Spring Term) of IFP School, from early January to early April:**

The main focus of this term at the IFP School is on **the upstream side of the Oil & Gas business** which deals with Exploration & Production of Hydrocarbons. Both technical & economic aspects will be analyzed. The students will also get an overview of the main geopolitical characteristics of the energy industry and its levers of decarbonisation.

Courses	UV of management ESSEC (equivalence)
<b>Energy</b>	
Business Accounting	1
Strategic Management & Marketing	1
Energy Geopolitics	1
PEM 4: Upstream Management	2
<b>Techniques</b>	
Petroleum Engineering : reservoir & production	0

- **Term 2 (Summer Term) of IFP School, from mid-April to mid-July:**

The main focus of this term is on **the downstream side of the Oil & Gas business** which deals with Refining, Petrochemicals, Natural Gas & Electricity sectors. Technical, economic, managerial and environmental aspects will be analyzed. In addition, the students will get an overview of the energy markets structures and the trading of energy commodities.

Courses	UV of management ESSEC (Equivalence)
<b>Energy</b>	
Downstream Management	2
CO2 Economics & Sustainable Energies	1
Electricity Management & digitalization	1
Energy Markets & Trading	1
<b>Techniques</b>	
Refining & process engineering	0

## ■ Selection process

The exchange is open to students enrolled in MiM2 and over. Students must apply online between early June and early September to participate in the exchange in either Term 1 or Term 2.

It is necessary to have fully validated the Pre-Master year or the Refresher Courses to be eligible.

Students should upload a CV and a cover letter. Academic results will be also taken into account in the selection.

The exchange program with the IFP School is compatible with an apprenticeship. In that case, the period of study at ESSEC should correspond to the exchange period at the IFP School.

## ■ Validation of the exchange Program

**In each term, all the courses listed are mandatory (classes and exams), including the technical courses** which do not grant credits but are a full component of the exchange program.

Each course grants credits (management electives) for the ESSEC degree (from 0 to 2 UV according to the course, as indicated previously). All the courses taken during the exchange will appear on the ESSEC transcript with the corresponding grade, whether they have been validated or not, and will be withdrawn from the 31 course registrations UV.

The exchange will be validated at the end of the term spent at the partner institution, upon receipt of the student's transcript.

Courses at the IFP School are taught in English and will count to validate partly the "minimum 6 management course followed in English (UV)" requirement of the ESSEC degree.

**Important: During the exchange term at the IFP School, students cannot take any course at ESSEC** (the number of contact hours at the IFP School is approximately 300 hours for Term 1 and 250 hours for Term 2).

**For more information:**

Consult the dedicated page on [MiM Program Center/Mobility programs/ French Partnerships](#)

Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## CentraleSupélec

Since 2019, ESSEC has broadened its partnership with CentraleSupélec to give Grande Ecole' students the opportunity to realize an exchange.

This exchange, of a 2 months' period, consists of following a CentraleSupélec' specific training between February and April.

What is a specific training (ST) :

It is a set of courses, focused on a particular engineering project, combining theoretical knowledge, methodological contributions and integration teaching (resolution of a real problem proposed by an industrial partner) on a specific subject.

### ■ Teaching Program

You will have to choose between the ST « **Circular Economy and Industrial Systems** » and the ST « **Optimization and Flux Management of Complex Systems** ». Syllabi are available on the dedicated page on the MiM Program Center website.

Courses are in French on the CentraleSupélec campus in Gif-Sur-Yvette.

### ■ Application Process

The exchange is open to students starting from MiM2 (the Pre-Master year or the Refresher courses must be validated). Students must apply online in September. They have to upload a CV and a cover letter. Academic results will be taken into account for the selection too.

Number of seats: 10.

### ■ Validation of the Exchange

The exchange, subject to validation, will award by equivalence 1 UV for specific courses and 2 UV for the project (electives management courses).

During ESSEC T2, students registered to the CentraleSupélec's exchange will not be able to follow courses at ESSEC, which means that **no point will be awarded to them**.

Students may, nevertheless, follow one intensive week at ESSEC, according to the calendar (number of points will be granted accordingly) or the Imagination Week for those who have not followed it yet.

**For further more information:**

Visit the dedicated page on the MiM Program Center/Mobility Programs/French partnership.  
Contact the program advisor: Chantal DEFAIX, [defaix@essec.edu](mailto:defaix@essec.edu) – Office F117

## Institut Catholique de Paris

ESSEC signed an exchange agreement with the Institut Catholique de Paris for the track “Philosophie et Stratégie pour l’innovation responsable”, which aims at training students to understand what innovation is in order to help the organizations survive and grow, taking into account the environmental, social, societal and philosophical challenges which are raised. The track combines innovation courses and courses focusing on ethics and responsibility.

**For more information:**

Consult the course catalog/Specialization or Contact the assistant of the track: Jennifer RODRIGUES DA SILVA ([rodriguesdasilva@essec.edu](mailto:rodriguesdasilva@essec.edu)).

## International partnerships

ESSEC has developed a **network of more than 100 partner universities around the world**, where students have the possibility to participate in an **exchange program from 2 to 6 months**. Those exchanges were signed with the best institutions in each country and allow students to take courses in the MBA or Master programs of our partners, including Chicago Booth, Kellogg, Tuck, Nanyang, Keio, FGV, Stellenbosch, Mannheim, etc.

Participating in an exchange program abroad is a unique opportunity to complete one’s curriculum with the specific expertise offered by each partner school, to enrich one’s professional project and to discover new cultures and work methods.

Students who are looking for a deeper and longer experience can also choose one of the **11 double degrees**: those one-year tracks replace one year of study at ESSEC and allow students to obtain at the same time the ESSEC degree and the degree of the partner institution, based on equivalencies.

Students can consult on the MSc Program Center the list of partner universities and their fields of expertise, the conditions to apply, the exchange reports, the statistics of previous years, as well as various practical information about GMAT, scholarships or insurance.

Find all  
the information  
MiM Program  
Center/Mobility  
programs

## European Management Track

The European Management Track is a new, innovative mobility program created from the alliance of 4 prestigious European institutions: Copenhagen Business School (Denmark), ESSEC Business School (France), The University of Mannheim (Germany) and Instituto de Empresa (Spain).

The program begins with a seminar on Europe in Brussels with all the cohort, and is followed by a trimester in one of the partner universities in order for students to specialize in a specific expertise field.

The program lasts 4 months (from end of August till mid-December) and will be proposed each year to a group of 80 students (20 selected students in each institution).

To be eligible to apply, students must have validated the full Pre-Master year (ASC students) or all the Refresher Courses (AST students), and have a GPA superior or equal to 12/20.

For detailed information on the eligibility requirements, please consult the dedicated page on the MiM Program Center.

## ■ Selection

There is one application period for the European Management Track in December of the previous year of the program. Students must apply online on the MiM Program Center before the application deadline. Each student can only make one university choice among the three available ones.

If the application file is eligible and meets all the requirements, the student will participate in the selection process based on the following two criteria: academic results and letter of recommendation.

## ■ Credits

Students obtain 4 to 6 credits (UV) for the trimester spent abroad if they successfully pass, at the partner institution, the exams corresponding to the following number of class hours:

from 20 to 30 ECTS credits of management courses in European countries;

from 100 to 150 hours of management courses in non-European countries.

When management courses have been taken in English in partner institutions abroad, the ESSEC UV obtained by equivalency will count toward the "6 management UV followed in English" required for the degree.

No core course required at ESSEC can be validated by equivalency during the mobility program.

No online course or undergraduate course can be validated during the mobility program.

No language course taken abroad will be validated at ESSEC.

Exchange programs also award UVEI according to the exact dates of the mobility and the calendar of the host university.

## ■ Financing

The mobility program are run on the basis of reciprocity with the partner universities. Students are therefore exempted from tuition fees at the partner school for the length of the program. Some additional fees may however be requested by some universities (insurance of the university, pedagogical material, student club fee, etc.)

Students who are participating in the European Management Track can be granted, under certain criteria, the Erasmus scholarship.

The files are managed by the Office of the Registrar.

## ■ Cancellation

The following penalty will apply to students who withdraw from the mobility program for which they have been selected:

Cancellation of the mobility within one week after the selection results have been released and the student has been allocated an exchange spot: 1 UV penalty (1 UV will be withdrawn from the 31 UV course registration package).

Cancellation of the mobility more than 1 week after the selection results have been released and the student has been allocated an exchange spot: 4 UV penalty (4 UV will be withdrawn from the 31 UV

course registrations package).  
This rule applies to all mobility programs.

For detailed information please consult the [MiM Program Center/Mobility programs](#)  
Contact : Stéphanie CARDORELLE, Tel : 01 34 43 37 63 – [cardorelle@essec.edu](mailto:cardorelle@essec.edu) – Office F116

## Exchange Programs

**Contact : Stéphanie CARDORELLE**  
**Phone : 01 34 43 37 63 – [cardorelle@essec.edu](mailto:cardorelle@essec.edu) – Office F116**

### ■ General Information and Conditions

Exchange programs are offered in more than 30 different countries. An exchange allows students to validate management courses (UV) and to complete part of the international experience required for the degree.

Each year, over 250 ESSEC students, previously selected, will have the opportunity to study abroad in the MBA or Master program of one of the partner universities. The exchange period is set according to the calendar of the host institution.

To be eligible to apply, students must have validated the full Pre-Master year (ASC students) or all the Refresher Courses (AST students), and have a GPA superior or equal to 12/20. Some professional experience is also required: a minimum of 6 months to apply to exchanges in Master programs, and a minimum of 12 months in MBA programs.

For detailed information on the eligibility requirements, please consult the MiM Program Center/Mobility.in France and abroad.

### ■ Selection

**There are two application periods per year for exchange programs:**

- **In January** for students willing to go on exchange in the following Summer or T1.
- **In May** for students willing to go on exchange in the following T2 or T3.

Students must apply online on the MiM Program Center before the application deadline.  
Students can make up to five choices of university, ranked in order of preference.

If the application file is eligible and meets all the requirements, the student will participate in the selection process.

A ranking is established according to the following two criteria: academic results and GMAT score. ESSEC selects the candidates on behalf of the academic partners, except for the double degree programs where ESSEC only makes a pre-selection which must then be confirmed by the partner institutions.

**The following penalty will apply to students who withdraw from an exchange program for which they have been selected:**

- Cancellation of the exchange within one week after the selection results have been released and the student has been allocated an exchange spot: 1 UV penalty (1 UV will be withdrawn from the 31 UV course registration package).
- Cancellation of the exchange more than 1 week after the selection results have been released and the student has been allocated an exchange spot: 4 UV penalty (4 UV will be withdrawn from the 31 UV package).

This rule applies to all exchanges programs.

## ■ Credits

**Students obtain 4 to 6 credits (UV)** for the trimester or semester spent abroad if they successfully pass, at the partner institution, the exams corresponding to the following number of class hours:

- from 20 to 30 ECTS credits of management courses in European countries;
- from 100 to 150 hours of management courses in non-European countries.

When **management courses** have been taken **in English** in partner institutions abroad, the ESSEC UV obtained by equivalency will count toward the "6 management UV followed in English" required for the degree.

**No core course required at ESSEC can be validated by equivalency** during an exchange or a double degree program.

**No online course or undergraduate course** can be validated during the exchange program.

**No language course taken abroad will be validated at ESSEC**, except for Chinese courses at Beijing International Studies University.

Exchange programs also award **UVEI** according to the exact dates of the exchange and the calendar of the host university.

## ■ Financing

Exchange programs are run on the basis of reciprocity with the partner universities. Students are therefore exempted from tuition fees at the partner school for the length of the program. Some additional fees may however be requested by some universities (insurance of the university, pedagogical material, student club fee, ...)

Students who are going to universities in the European Union participating in the Erasmus program can be granted, under certain criteria, the Erasmus scholarship. The files are managed by the Office of the Registrar.



## Partner Universities

<i>Country</i>	<i>University</i>	<i>City</i>
<b>NORTH AMERICA</b>		
<b>Canada</b>	Haskayne School of Business, University of Calgary	Calgary
	Queen's School of Business	Kingston
	John Molson School of Business, Concordia University	Montreal
	Desautels School of Management, McGill University	Montreal
	University of Ottawa	Ottawa
	Schulich School of Business, York University	Toronto
	Rotman School of Management, University of Toronto	Toronto
<b>USA</b>	Sauder School of Business, Univ. of British Columbia	Vancouver
	Ross School of Business, The University of Michigan	Ann Arbor, MI
	McCombs School of Business, UT Austin	Austin, TX
	Haas School of Business, University of California	Berkeley, CA
	Kelley School of Business, Indiana University	Bloomington, IN
	Brandeis International Business School	Boston, MA
	Kenan Flagler Business School, U.N.C	Chapel Hill, NC
	Booth School of Business, University of Chicago	Chicago, IL
	Fuqua School of Business, Duke University	Durham, NC
	Kellogg Graduate School Mgt, Northwestern University	Evanston, IL
	Tuck School of Business, Dartmouth College	Hanover, NH
	Graduate School of Management, University of California	Irvine, CA
	Johnson Graduate School of Mgt, Cornell University	Ithaca, NY
	Graziadio School of Business and Mgt, Pepperdine Univ.	Malibu, CA
	A.B. Freeman School of Business, Tulane University	New Orleans, LO
	Owen Graduate School of Mgt, Vanderbilt University	Nashville, TN
	George Washington University School of Business	Washington, DC
<b>LATIN AMERICA</b>		
<b>Argentina</b>	Escuela de Direccion de Empresas, U.A.D.E.	Buenos Aires
	Universidad del CEMA	Buenos Aires
	Universidad Torcuato di Tella	Buenos Aires
	Universidad Nacional de Cordoba	Cordoba
<b>Brazil</b>	EBAPE, Fundação Getulio Vargas	Rio de Janeiro
	Graduate School of Business Administration, COPPEAD	Rio de Janeiro
	P.U.C	Rio de Janeiro
	EAESP, Fundação Getulio Vargas	São Paulo
<b>Chile</b>	School of Economics, Business and Accounting, U.S.P.	São Paulo
	School of Business and Economics, Universidad de Chile	Santiago
<b>Colombia</b>	Universidad de Los Andes	Bogota
<b>Mexico</b>	EGADE, I.T.E.S.M.	Monterrey
	I.T.A.M	Mexico City
	IPADE	Mexico City
<b>Peru</b>	Pontificia Universidad Católica del Perú	Lima
<b>Uruguay</b>	Universidad ORT	Montevideo



<i>Country</i>	<i>University</i>	<i>City</i>
<b>AFRICA</b>		
<b>South Africa</b>	University of Stellenbosch Business School	Bellville
	Graduate School of Business, Univ. of Cape Town	Cape Town
<b>ASIA</b>		
<b>China</b>	Guanghua School of Management, Peking University	Beijing
	School of Economics and Mgt, Tsinghua University	Beijing
	Beijing International Studies University	Beijing
	Chinese University of Hong Kong	Hong Kong
	Hong Kong University of Science & Technology	Hong Kong
	School of Economics and Mgt, Tongji University	Shanghai
<b>India</b>	School of Management, Fudan University	Shanghai
	I.I.M. Ahmedabad	Ahmedabad
	I.I.M. Bangalore	Bangalore
	I.I.M. Calcutta	Calcutta
<b>Japan</b>	I.I.M. Lucknow	Lucknow
	Keio University	Tokyo
	Keio Business School	Tokyo
	Graduate School of Commerce, Waseda University	Tokyo
<b>Singapore</b>	Graduate School of Economics, Osaka University	Osaka
	Nanyang Business School, Nanyang Technological Univ.	Singapore
	NUS Business School, National University of Singapore	Singapore
<b>South Korea</b>	Graduate School of Business, Seoul National University	Seoul
	Grad. Sch. of International Studies, Seoul National Univ.	Seoul
	Korea University Business School	Seoul
	Yonsei University	Seoul
<b>Taiwan</b>	KDI School of Public Policy and Management	Sejong
	College of Management, National Taiwan University	Taipei
<b>Thailand</b>	Sasin Grad. Inst. of Business Adm., Chulalongkorn Univ.	Bangkok
<b>EUROPE</b>		
<b>Austria</b>	W.U. Wien	Vienne
<b>Belgium</b>	Solvay Business School	Bruxelles
	Katholieke Universiteit Leuven	Louvain
<b>Czech Republic</b>	University of Economics, Prague	Prague
<b>Danemark</b>	Copenhagen Business School	Copenhagen
<b>Finland</b>	Aalto University School of Economics	Helsinki
<b>Germany</b>	Ludwig-Maximilians Universität	Munich
	Universität Mannheim	Mannheim
	WHU - Otto Beisheim G.S.M.	Coblence
<b>Italy</b>	Universita Luigi Bocconi	Milan
	SDA Bocconi	Milan
	Luiss Guido Carli	Rome
	Luiss MBA	Rome
<b>Netherlands</b>	Rotterdam School of Management, Erasmus University	Rotterdam
<b>Norway</b>	Norwegian School of Economics and Business Admin.	Bergen
	BI - Norwegian Business School	Oslo
<i>Country</i>	<i>University</i>	<i>City</i>

<b>Portugal</b>	Universidade Nova de Lisboa	Lisbonne
<b>Russia</b>	Plekhanov Russian Economic University	Moscou
	Higher School of Economics, National Research University	Moscou
<b>Spain</b>	ICADE, Universidad Pontificia Comillas	Madrid
	Instituto de Empresa	Madrid
	Universitat Pompeu Fabra	Barcelone
<b>Sweden</b>	Göteborg Universiteit	Göteborg
	Stockholm School of Economics	Stockholm
<b>Switzerland</b>	University of St Gallen	St Gallen
<b>Turkey</b>	Bogaziçi University	Istanbul
<b>UK</b>	Imperial College	London
	London Business School	London
	University College London	London
	University of Edinburgh Management School	Edimbourg
<b>MIDDLE-EAST</b>		
<b>Israel</b>	The Leon Recanati Graduate School of Business Admin.	Tel Aviv
<b>OCEANIA</b>		
<b>Australia</b>	UQ Business School, University of Queensland	Brisbane
	Melbourne Business School, University of Melbourne	Melbourne
	Macquarie Graduate School of Mgt, Macquarie University	Sydney
	University of New South Wales	Sydney

## Double Degree Programs

**Contact : Véronique FÉRÉ**

**Phone : 01 34 43 37 98 – [fere@essec.edu](mailto:fere@essec.edu) – Office F115**

### ■ General Information and Conditions

11 international double degree programs are offered in the ESSEC Master in Management, allowing students to benefit from a long immersion in a partner university and to obtain a second degree at the Master or MBA level, without extending the duration of studies. The credits earned during a double degree are transferred to grant UV and UVEI for the ESSEC degree.

To be eligible to apply, students must have validated the full Pre-Master year (ASC students) or all the Refresher Courses (AST students), and have a GPA superior or equal to 12/20. Some professional experience is also required to apply: a minimum of 6 months for the double degrees in Master programs, and a minimum of 12 to 18 months for the double degrees in MBA programs.

**For detailed information** on the eligibility requirements, please consult the MiM Program Center/ Mobility programs/International Partnerships.

### ■ Selection

**There are some application periods per year to apply for a double degree:**

- **In November** for all double degrees except the Bocconi double degree;
- **In March** for the SNU-GSB double degree (double degree from January to June of the following academic year).
- **In June** at the end of the pre-Master year (for ASC students) or in **September** of the 1<sup>st</sup> year of Master (for AST students) for the Bocconi double degree.

Students must apply online on the MiM Program Center before the application deadline. Students can make up to two choices of university, ranked in order of preference. If the application file is eligible and meets all the requirements, the student will participate in the selection process.

A ranking is established according to the following criteria: academic results (GPA), interview grade and GMAT score if required (only for the MBA programs and the IIMA double degree). ESSEC will make a pre-selection which must then be confirmed by the partner institution.

International double degrees webpage: MiM Program Center/Mobility programs/ International Partnerships.

## ■ List of Double Degrees

### AMERICA

#### ■ Canada - Double Degree with Queen's University – Master of International Business (MIB)

Thanks to this double degree, ESSEC students will have the opportunity to study during one year in North America at the Smith School of Business, Queen's University, ranked among the top institutions in the world. The school is particularly renowned for its pedagogical approach based on team projects and experiential learning.

Students will join the Master of International Business (MIB), which offers specializations in negotiation, finance, international project management and sales management. Furthermore, all students take part in a team consulting project which lasts throughout the program. This double degree is a unique opportunity to spend one year in North America, to benefit from the school's network in the region and to obtain the degree of the partner university.

#### ■ Mexico - Double Degree with EGADE – Tec de Monterrey – Master of Business Management (MBM)

Mexico is the second economy of Latin America. Strategically located between the North and South American markets, Mexico is a key player on the continent.

Tec de Monterrey is a prestigious institution which has acquired international recognition and is ranked among the best in Latin America. The double degree agreement with EGADE (Escuela de Graduados en Administración y Dirección de Empresas) was signed in 2004 and completes the 30 years of collaboration with the exchange of students. The double degree participants can choose to study on the campus of Monterrey, Mexico City or Guadalajara. At the end of their studies, they receive the MBM degree of EGADE and the ESSEC Master degree.

This program is especially aimed at students interested in a career on the Latin American market, who will find here the opportunity to deepen their knowledge on the issues specific to that region.

### ASIA

#### ■ China - Double Degree with Beijing University – Master of Business Administration (MBA)

With the highest growth rate in the world over the past ten years and an increasing development in many sectors, China is a fascinating country for students willing to discover from the inside a country undergoing profound changes with wide opportunities and assets but also numerous challenges.

Beijing University (Beijing Daxue or Beida) is one of the best Chinese universities. This institution has trained generations of leaders in the social, economic and political spheres and

remains today one of the best references of higher education in China.

The Guanghua School of Management offers an MBA program of high quality which attracts the best Chinese students. The double degree students attend courses at Beida during one academic year and must write a thesis. The program is taught in English.

This double degree is for ESSEC students a great opportunity to discover the Chinese culture and economy and to prepare themselves for a career in relation with the country.

#### ■ **India - Double Degree with the Indian Institute of Management Ahmedabad - Post-Graduate Diploma in Management (PGDM)**

Among the top world economies, India is a land of contrasts with an accelerated economic growth bringing numerous opportunities on the one side, and a social context with major challenges on the other side. The dynamism of the Indian service industry offers in particular a wide range of career opportunities.

The Indian Institute of Management of Ahmedabad is the most renowned and selective management institution in India. In 2005, ESSEC signed a partnership of strategic cooperation with this institution, thus strengthening a fruitful collaboration which started 30 years earlier with the student exchange program. The studies of double degree students last one year. The double degree allows students to gain real expertise and a complementary vision of management methods in Europe and in India, giving substantial added value to those willing to work on projects between these two regions.

#### ■ **Japan - Double Degree with Keio Business School – Master of Business Administration (MBA)**

Japan is the third economy in the world and is widely known for its capacity to innovate.

In the context of Asia undergoing major evolutions, it maintains an essential place on the regional and international scene.

The University of Keio is the oldest and one of the most prestigious institutions of higher education in Japan. In 2008, ESSEC signed a double degree agreement with Keio Business School, giving students the possibility to obtain in the same course of studies the ESSEC degree and the MBA of Keio. This agreement concludes over 25 years of cooperation between both institutions. ESSEC students spend three trimesters of courses at Keio and write a thesis. A good level of the Japanese language (reading, writing and speaking) is required for this double degree.

Given the specific aspects of the Japanese culture and management codes, a double training of high quality combined with a long immersion in the country are extremely valued by companies.

#### ■ **Singapore - Double Degree with Nanyang Technological University – Master of Business Administration (MBA)**

At the heart of South-East Asia, Singapore has a strategic position which allows students to acquire a global vision of the economic context of the region. The city-state is a hub for regional trade and hosts one of the largest harbors in the world.

Nanyang Technological University has a great reputation in Asia and internationally. The double degree partnership with the MBA of Nanyang Business School allows ESSEC students to spend one year in Singapore to receive complementary teachings to those given at ESSEC. A minimum of 18 months of professional experience is required for this double degree.

By the end of the program, students will have gained a deep understanding of the specific features of each geographical area and their methods of management, an undeniable asset for students willing to work in Singapore and in Asia.

### ■ South Korea - Double Degree with the Graduate School of International Studies – GSIS-Seoul National University – Master of International Studies (MIS)

In the frame of the double degree with the Graduate School of International Studies (GSIS), students will attend the Master of International Studies, which offers several specializations: International trade, International cooperation, Regional studies. This program gives the opportunity to students who are interested in international relations and in Asia to obtain a degree complementary to the ESSEC degree for a better understanding of contemporary issues at a regional and international scale. The GSIS is a school of reference in South Korea, where numerous leaders, professors but also renowned artists and scientists currently working in high positions have been trained.

### ■ South Korea - Double Degree with the Graduate School of Business-GSB, Seoul National University – Master of Business Administration (MBA)

South Korea has experienced an impressive growth over the past 30 years and is ranked 12<sup>th</sup> in the world economies. It is located in a highly strategic and dynamic region, surrounded by its neighbors China and Japan.

Students seeking the MBA degree at the Graduate School of Business attend courses in the program during 6 months, from January to June, followed by a compulsory three-month internship in Korea. Seoul National University is the best Korean university and is regularly ranked among the best in Asia. Obtaining a degree from SNU in addition to the ESSEC degree is therefore a real asset for students willing to work on the Asian market.

## EUROPE

### • Germany - Double Degree with the University of Mannheim – Master of Science in Management (MSc in Management)

As the largest economy of Europe, Germany plays a role of leader in Europe and offers many opportunities to students willing to start their career in the country.

The University of Mannheim is the best institution in Germany in the field of management.

ESSEC students generally leave during the second or third year of the Master program. They spend two semesters in Mannheim where they can follow the entire track in English or in German, write a thesis and finish with a three-month compulsory internship in a Germany-speaking country. Upon their return, the modules validated at Mannheim are converted in UV for the ESSEC degree. This agreement allows students from each school to obtain simultaneously the degree of both institutions.

The Mannheim Master in Management is a privileged medium to reach important positions in German companies. Together with the ESSEC degree, it is an excellent European passport in the business world.

### • Italy - Double Degree with Bocconi University – Master of Science in Management (MSc in Management)

ESSEC and Università Commerciale Luigi Bocconi have created a unique double degree program based on an original format, with courses offered on the 4 campuses of the 2 institutions: in Cergy, Milan, Singapore and Mumbai. This program is open to first-year students, either *admis sur concours* ASC (who must apply at the end of their pre-Master year) or *admis sur titre* AST (who must apply at the start of the academic year).

The double degree provides a rich academic offer which combines courses, internships, international experience and a professional thesis. It is articulated as follows:

- The 1<sup>st</sup> year is spent at ESSEC with a first trimester of refresher courses followed by two trimesters on the Singapore campus where students choose to attend the Business Management in Asia track or the Entrepreneurship Innovation and Sustainability track (including the 9 core course).
- The 2nd year is spent at Bocconi University on Milan campus: elective courses and work on the thesis.
- During their 3rd year, students comply with the remaining requirements for the ESSEC degree in terms of courses (possibility to apply to chairs and tracks) and professional experience.

Upon successful completion of the double degree, students will obtain the ESSEC degree and the MSc in Management of Bocconi University.

## OCEANIA

### • Australia - Double Degree with UQ Business School, University of Queensland – Master of Global Management (MGM)

In 2014, ESSEC signed a double degree agreement with UQ Business School, University of Queensland, member of the prestigious *Group of Eight* which gathers the best Australian universities.

Students selected for the program will attend one year of courses in the Master of Global Management at UQ Business School, where they will choose one of the following specializations:

- International Economics and Finance;
- Managing the International Enterprise;
- International Tourism;
- International Research.

This program will allow students to obtain a second degree complementary to the ESSEC degree with a strong international component and to deepen their understanding of the Asia-Pacific region while studying in an anglo-saxon environment.

## International experience

A minimum of 6 months' international experience is required to obtain the degree.

This experience is validated in the form of **UVEI** (international experience UVs), where one UVEI corresponds to a month of foreign academic or work experience. In order to qualify for UVEIs, the international experience must be obtained in a country other than that of the student's nationality and his or her studies before entering ESSEC.

## Different types of international experience

International experience can be validated as follows:

- A period of study at a partner institution abroad with an exchange or double degree program;
- A period of study on the ESSEC Asia Pacific campus in Singapore or on the ESSEC Africa Atlantic campus in Rabat with the different programs offered;
- Professional experience in a company or in an association abroad;
- An associative, cultural or personal mission abroad;
- Former international experience acquired during higher education before admission at ESSEC (under certain conditions).

#### ■ **Period of study at a partner institution abroad (exchange or double degree program)**

The period of study at a partner institution abroad, in the frame of an exchange or double degree agreement, enables students to complete part or all of their international experience requirements, **as long as all the academic requirements for this international experience have been met.**

For more information on the exchange and double degree programs, please consult the chapter “international partnerships” beforehand. AST students who did an international exchange or a double degree program during their previous higher education studies, before their enrollment at ESSEC, may be granted UVEI for this study abroad experience. UVEI credits related to academic stays abroad are validated by the Student Mobility Office.

#### ■ **Period of study on the ESSEC Asia Pacific campus (Singapore) and the ESSEC Africa Atlantic campus (Morocco)**

Depending on its actual length and whether UVs were obtained, any period of study on the Singapore and Rabat campuses can be used to validate UVEIs. The respective campuses are responsible for allocating the UVEIs.

Furthermore, they are not validated for experience in any country of which the student is a national or in which he or she was trained prior to entering ESSEC.

#### ■ **Professional or associative experience abroad**

International work experience can take the form of either a company internship, an associative assignment or a secondment to a subsidiary in the form of an apprenticeship. Corporate work experience must be validated by the Career Services department, while associative experience is assessed by the Director of General Services and Student Life in the case of ESSEC associations and by Career Services for non-ESSEC associations. A UVEI corresponds to the full-time equivalent of a month's experience obtained abroad. UVEIs are recorded by Career Services at the end of each work experience, provided that the student has fulfilled his or her obligations in accordance with the UVEP (work experience UV) allocation process described in the next section.

UVEIs are validated for any destination outside **mainland France** so long as the student is not from that country.

Furthermore, they are not validated for experience in any country of which the student is a national or in which he or she was trained prior to entering ESSEC.

#### ■ **International experience in the form of a personal project**

The planned assignment must be carried out during the student's studies at ESSEC and be linked with his or her academic and work curriculum. The project must first be submitted to the Student Mobility department for approval (contact: Cécile Bruneau, [bruneauc@essec.edu](mailto:bruneauc@essec.edu)). An assignment report and appropriate supporting documents (attestation from the employer or host institution if applicable, along with any proof of the stay such as plane tickets, etc.) must be submitted for the UVEIs to be validated and recorded. Personal projects carried out abroad before entering ESSEC will not be considered.

#### ■ **International experience completed before entering ESSEC**

International experience completed before entering ESSEC may be validated under certain conditions, subject to presenting the appropriate supporting documents:

- to the Student Mobility department, in the case of academic experience, an exchange or a double degree ([inigo@essec.edu](mailto:inigo@essec.edu)), or
- to the Career Services department at [exppro-gemim@essec.edu](mailto:exppro-gemim@essec.edu), in the case of work or associative experience, following the validation application process for prior work experience.

In addition, international experience may be validated for students who have lived outside the country of which they are a national and outside the country in which they obtained their previous diploma for longer than a year since obtaining their baccalaureate degree (or equivalent diploma). However, with the exception of students who enter ESSEC through the international admission process, for whom validation is automatically recorded, these students must submit this experience themselves and provide the appropriate supporting documents.

## Professional experience

Professional experience in the Master program is meant to allow students to learn in concrete terms about the life and functions of companies and to make them aware of the complexity of economic and human problems. It aims at preparing the students to start their careers.

The work experience provided in the Masters cycle is intended to provide concrete teaching of corporate life and functions and enables students to develop their skills and refine their career plans in order to prepare them.

ESSEC students are required to have **12 months of validated professional experience** (full-time equivalent) by the time of graduation, which correspond to **4/6 professional experience credits (UVEP) (according to the integration year)**. **One professional experience credit (UVEP) corresponds to a three-month professional experience (full-time equivalent)** whose content has been approved by the Career Services.

A UVEP cannot be substituted by a management credit (UV) nor a language credit nor an international experience credit (UVEI), and vice versa.

Please note that **students cannot do more than six months' work experience under an internship agreement in a given company during an academic year (each academic year begins on 1 October and ends on 30 September) and must attend at least 200 hours of tuition in the academic year in which the internship takes place, in accordance with current legislation.**

Moreover, it is reminded that it is not possible to carry out more than 6 months of professional experience under an internship agreement in the same company, per academic year and that it is imperative to follow at least 200 hours of courses in the academic year concerned by the internship period, in accordance with the legislation in effect.

## Types of professional experience

Several types of professional experience can be validated:

- Internship in companies;
- A fixed-term contract or unlimited-term contract, according to certain conditions;
- Apprenticeship contract;
- VIE;
- Civic service;
- Creation of a company;
- A professional mission within an association officially recognized by the School;
- All or part of the professional experience completed before admission may be validated, only for AST students.



## ■ Full-time and part-time internships

The professional experiences can be realized under an internship agreement.

The mission have to be validated by the Career Services.

It is also possible to complete a part-time internship throughout the year, the content of which must be accepted by the Career Services and the duration of which must be a minimum of 3 months full-time equivalent (or a multiple of 3) in order to be awarded a UVEP.

From now, all the months of professional experience validated, in the form of UVEP with decimals, (for the experiences declared on MyNextMoov from May 10, 2022) appear on the transcripts of marks according to the following conversion table:

1 month	0,33 UVEP
2 months	0,66 UVEP
3 months	1 UVEP
4 months	1,33 UVEP
5 months	1,66 UVEP
6 months	2 UVEP

The roundings currently in force continue to apply.

Internships are under the control of the school. An internship agreement is issued between the school, the student and the company.

Students must refer to exact Master academic trimester dates to start and finish a professional experience.

After having completed the 12 months of professional experience required for the degree, ESSEC can award an internship agreement for a contract ending on September 30<sup>th</sup> of the year of graduation and for a maximum total duration of 27 months, in compliance with the “equal opportunity law”. Students must have earned or be in the process of earning at least 3 management courses (electives and/or core courses) before starting an internship.

## ■ Apprenticeship contract

MiM students can opt for an apprenticeship system. The apprenticeship contract is a limited-term contract concluded between an employer and an employee, enabling them to alternate evenly between study periods (a minimum of 2) and work periods (a minimum of 2) as a company employee. The apprenticeship consists of a **fixed-term contract** organized around a weekly, quarterly or half-yearly study-work basis.

The ESSEC CFA (Apprenticeship Training Center) manages the learning system of apprenticeship that is governed by the French Labor Code and its decrees.

Students who choose the apprenticeship option follow the same courses as other students and must meet the same academic requirements to obtain their degree **in addition to those of the apprenticeship**. Every student-apprentice is deemed to know and accept the apprenticeship rules listed below. Any breach exposes the student-apprentice to sanctions that may go as far as exclusion from the CFA.

**Important:** the rules governing apprenticeship are subject to change during the year depending on the regulations in force.

- **What are the eligibility criteria for signing an apprenticeship contract for students of the Grande École program:**

- Be **less than 30 years of age on the date at which the contract begins** (except in case of derogation)
- Be registered in the **Master's program** of the Grande École at ESSEC.
- AST students must have validated all refreshers courses before the start of the apprenticeship contract
- ASC students must have validated all pre-master cycle conditions before the start of the apprenticeship contract
- The start date of the apprenticeship contract will be no later **than October 10th of the 2nd year of the Master's program** and the end date, no later than September 30th of the 4th year of the Master's program.
- **You must have earned or be in the process of earning at least 3 management course credits** (elective and/or core courses).
- **International students (except EU residents)** must hold a long-stay visa equivalent to a student residence permit (VLS-TS) or a student residence permit.

- **Applying for an apprenticeship**

Every apprenticeship candidate must attend one of the apprenticeship informational sessions. These sessions are compulsory.

Dates for informational sessions on apprenticeship:

- AST: before the end of November in the year of admission to program
- ASC: before the end of February during first year of Master's program

For students based in Singapore, the CFA will organize videoconferences before the aforementioned dates.

Only students who had attended one of the sessions will be allowed to register on the apprenticeship-dedicated portal. To register, every apprenticeship candidate must create an online application by explaining his personal and professional project, i.e. explaining which job the candidate wants to learn and his own motivations in pursuing an apprenticeship during the course of his studies in a document available online. The CFA will not accept any incomplete file.

- **Finding your apprenticeship**

Before searching for a position, the first step is to design your personal and professional project and **engage yourself by choice**.

Students of ESSEC's Grande École program are responsible for finding an apprenticeship. Many companies posted apprenticeship job offers online directly on the Career Center website. Please note that most of these offers require a good level in French.

Any employer registered in France in the private sector, including associations, but also the non-industrial and commercial public sector can hire an apprentice if the employer declares to take the necessary measures to organize the apprenticeship and accepts the financial conditions.

The CFA at ESSEC is at your disposal if you need help in designing your project and in your apprenticeship search efforts. You can request an appointment online on <https://essec.jobteaser.com/en/v2/appointments>.

- **Duration of the contract**

The apprenticeship contract length in the MiM program is in principle equal to 24 months.

By way of derogation, this length may however be adjusted, before the start of the contract, if the apprentice can validate all requirements for graduation in less than 2 years. The minimum contract duration is 12 months.

In this case, before the start of the contract, the CFA studies the individual situation of the student and validates the specific duration of the contract. In addition, a tripartite special agreement fixes the duration of the contract; the CFA, the employer and the apprentice sign it. This special agreement is attached to the apprenticeship contract.

**Important:**

- It is not possible to sign 2 one-year apprenticeship contracts to validate the professional experience for graduation
- In case of early termination of a first apprenticeship contract, the CFA will not automatically allow the student to sign another contract.

● **Apprenticeship roll-out and calendar**

Having entered an apprenticeship contract, the student has to respect the rules and regulations governing his time management. **Before the edition of the contract**, the company and the CFA must validate the calendar. During the contract, the calendar may be changed under the agreement of the company and the CFA.

An apprentice must either be:

- on 'school time': that is to say in class, or,
- on 'company time': in the company or on paid leave

Within the framework of the Grande École program, apprenticeships at ESSEC provide greater flexibility than most other apprenticeship programs proposed in France. It is possible for students to choose an apprenticeship organized around a weekly, quarterly or half-yearly study-work basis and even combine these formats.

The apprenticeship calendar must be considered in the following terms:

- Apprenticeship consists in alternating study periods and work periods during a 24-month fixed-term contract. During the contract, the apprentice must spend a minimum of 12 months (full-time equivalent) in the company and enough time at school to validate at least 16 academic credits
- All school holiday periods are considered 'company time' (the student is either working for the company or on paid leave).
- It is not acceptable to spend more than 2 consecutive quarters in company full time or more than 2 consecutive quarters at ESSEC full time.
- The time spent in class is remunerated in the same way as the time spent in company, the "ESSEC time" can only be used to validate academic requirements for MiM degree.

The number of courses required per trimester according to the apprenticeship roll out:

Company time / ESSEC	Minimum numbers of courses	Maximum numbers of courses / number of points	Maximum number of courses + blocked week* / number of points
4 days / 1 day	1	2 courses = 65 pts	2 + 1 = 85 pts
3 days / 2 days	2	3 courses = 85 pts	3 + 1 = 100 pts
2 days / 3 days	3	5 courses = 115 pts	5 + 1 = 125 pts
0 day / 5 days	4	7 courses = 140 pts	7 + 1 = 140 pts

Concerning apprenticeships organized on a weekly basis: if a student chooses this option over 24 months, the time spent in-company and at ESSEC can be divided as follows: 3 days / 2 days or 2 days / 3 days during the trimesters when the student is taking courses in Cergy and full time in company or in international academic exchange over the holiday period.

It is not possible to envisage up to 2 trimesters whereby 4 days are spent in-company and 1 day at school provided that this is compensated for by spending 1 full trimester under school time.

A blocked week is only possible in addition to the maximum number of courses required per trimester. Students whose apprenticeships are organized on a weekly basis or in full time in company and who wish to register for a blocked week course must make the request to the Office of Academic Affairs (etudes@essec.edu) 2 weeks before the opening of the first round of registration by attaching a letter of authorization by the company.

#### **Important:**

- No special authorization of absence from the company is allowed as part of exam revisions
- Apprentices have to inform the CFA of any change in their academic path during the contract, such as change in calendar and rhythm or a change in the international experience.
- During the contract, apprentices are not allowed to exceed 31 registrations to courses during the Master cycle.
- 

- **Apprenticeships & double degrees**

Given the timetabling constraints of these two options, only the double degrees that run for one year at partner universities are compatible with an apprenticeship. It is then necessary to select a calendar that is compatible with this option **before the start of the apprenticeship contract.**

- **Apprenticeship & international experience**

When the calendar is drawn up, the apprenticeship Academic Referent and the company must approve any exchange program with a partner university or an ESSEC campus abroad, and the CFA must validate it, before the signing of the contract.

The 3 possible types of international experience compatible with an apprenticeship are:

- **Exchanges with partner universities** are compatible with an apprenticeship provided the apprenticeship calendar is validated with the company when the signing of the contract allows this option.
- **Following the academic programs on the campuses of Rabat and Singapore** is also a possibility provided that the apprenticeship eligibility requirements are fulfilled and any calendar constraints are respected.
- **Professional experience in a company abroad**, in a country other than the country of the nationality of the apprentice.

If the apprentice is not selected to the international exchange, he has to inform his employer and the ESSEC CFA and change his calendar.

**No other types of international experience, such as language courses taken abroad or summer schools or individual projects abroad or personal research projects, are possible during an apprenticeship contract.**

It is not allowed to accept and sign an internship agreement, in France or abroad, during an apprenticeship contract.

**Important:** Starting January 1st 2020, the duration of the international experience determines 2 different legal status for the apprentice.

**1. If the duration of the international mobility is less than 4 weeks**, the apprentice keeps his status and the student and the company must sign an assignment agreement to the apprenticeship contract.

This assignment agreement must be signed before leaving abroad and sent to the OPCO - the official body which regulates the apprenticeship training system - of the French employer.

**2. If the duration of the international mobility is more than 4 weeks**, a special agreement must be edited between all signatories (CFA, employers in France, apprentice, foreign host company or university) before leaving abroad and sent to the OPCO of the French employer. The apprenticeship contract is suspended, the French employer's responsibility and the salary are interrupted.

- In case of professional experience in a company abroad, apprentices will be subject to the regulations in force in the country and will be under the responsibility of the host company, which can pay a salary without this being an obligation.
- In exchange with partner universities or campuses of Rabat and Singapore, the ESSEC CFA and the host academic structure jointly assume responsibility for the apprentice. The apprentice no longer receives any salary during the period of international mobility.

The ESSEC CFA will send the employer's OPCO a request for reimbursement of mobility expenses for each apprentice. Each OPCO is independent in this procedure.

Those who are going to Europe can request for an Erasmus grant:

<https://ernest.essec.edu/support/solutions/articles/7000035565--mobilit e- change-ou-stage-dans-un-pays-de-l-union-europ e%3%A9enne-ue-les-aides- change-ou-interns>

As soon as the apprentice returns to French territory, the French employer guarantees the same conditions as before the departure for international mobility.

### ● The 'Tutorat' System

Within the apprenticeship system framework, the student benefits from a double support, from the company 'ma tre d'apprentissage' and from their ESSEC Academic Referent. The Academic Referent is the apprentice's main contact person and represents the CFA. Academic Referent is considered by ESSEC as a strong source of support and guidance when the apprentice has to face difficulties and issues. Besides, the decisions taken by the student, which require the agreement of the CFA or ESSEC, must first be discussed with the Academic Referent.

**Selecting one's Academic Referent:** Academic Essec Referents are faculty professors, other members of the teaching staff, regular visiting and/or external lecturers and executive administrative staff of ESSEC (CFA team, Career Centre, Office of Academic Affairs, etc.). You have to obtain the agreement of the Academic Referent before giving the name to the ESSEC CFA.

To facilitate the apprentices' follow-up, the ESSEC CFA develops a new App named COSS - Certificate of Soft Skills. The validation of the apprenticeship experience cannot be done without this App.

### ● Apprentice's responsibilities & Financing

An apprenticeship contract is an agreement between ESSEC CFA, the company and the apprentice. The apprentice commits to undertaking a double training process - academic and professional - with ESSEC and with the company in exchange for the financing of this training by the employer. This **training funding agreement** must be confirmed in a specific agreement the company must sign and send to the ESSEC CFA before the edition of the contract.

The apprentice earns a monthly salary, which remunerates for the time-spent in-company as well as for the time spent in academic training. It is therefore the student's responsibility to carry out these two missions with the same degree of commitment and seriousness. The time spent in class is remunerated in the same way as the time spent in company. Any unjustified absence, whether in class or in company, can lead to a salary deduction.

## ● Graduation – the apprentice’s obligations

In accordance with the rules and regulations of the ESSEC CFA, the signature of an apprenticeship contract commits the student to the following:

- **Validate one of the following** courses MGTP31206/207 Profils personnels et carrière or MGTP31208 Travail, individu et société. The student must fulfill the requirements of this course as outlined in the course description defined by each professor and in particular, submit the final course assignment no later than 3 months following the end of the contract when no specific deadline has been set. Failure to submit the written report to the professor will lead to the attribution of a grade of 0 by the Office of Academic Affairs.
- **Validate a minimum of 16 UV (academic credits) during the 24 months** of apprenticeship. The student has to obtain the number of courses required by the bidding registration system.
- **Organize 3 tripartite meetings** between the ‘maître d’apprentissage’, the Academic Referent and the apprentice. The objective of each meeting is the validation of progress and professional development of the apprentice.
  1. the apprentice organizes the 1st meeting just before the end of the trial period (which lasts 45 working days),
  2. the apprentice organizes the second meeting at mid-term of the contract,
  3. the apprentice organizes the third meeting at the end of the 2nd in-company period.

After each of the 3 meetings, the Academic Referent writes the report within the 3-month period following the date of the meetings. If those 3 documents are not sent, the apprenticeship period will not be validated by the CFA.

- **write up an assessment of the apprenticeship period** and send it to the CFA within the 3-month period (maximum) after the end of the apprenticeship contract and before the Committee Board.

The apprentice’s conditions to validate the apprenticeship experience are adapted by the ESSEC CFA if the contract is shorter and is an adapted-term contract.

The validation of the professional experience completed during an apprenticeship contract is the responsibility of the CFA. The 4 UVEP and possibly UVEI are calculated and recorded at the end of the contract, provided that the apprentice has fulfilled his obligations.

**Important:** In the event that the apprenticeship is not validated by the CFA, the 4 UVEP (credits) cannot be delivered to the student and no other work experience (which took place in the academic framework of ESSEC or prior to ESSEC) can replace it.

### For more information

All information about apprenticeship at Essec Grande Ecole program is in the Career Center website: <https://essec.jobteaser.com/en/handbook/articles/13813>

If needed, feel free to contact the CFA team: [cfapprentissage@essec.edu](mailto:cfapprentissage@essec.edu)

## ■ Creation of a company

It is possible to validate the creation of a company, whether it is within the framework of ESSEC Ventures or not.

In all cases it is strongly recommended that students follow the courses offered in the ESSEC Entrepreneurship track (cf. the *Course catalog*). A maximum of 4 UVEP can be awarded for the creation of a company throughout the entire ESSEC curriculum.

The allocation of these UVEP will, in certain cases, be progressive and distributed across the curriculum in line with the progress of the company creation project and the results achieved.

In order to validate this professional experience, please send a presentation of your project, the achievements and **your business plan**. It will be evaluated and the UVEP will be awarded accordingly.

### ■ **Process for experience in associations**

This process concerns field projects carried out, either in France or abroad, within an association, which may or may not be ESSEC-created.

For the “field” missions within the ESSEC associations validation requests must necessarily be submitted to the director for facilities management, who will evaluate the file with the Head Office of the program and decide accordingly to validate or not the field project.

The field project can be validated only at the end of the mission and after submitting a report of activities written by the president and by the student with an attestation of the association, for the associations outside ESSEC.

For the “support” missions with the associations outside ESSEC, validation requests must necessarily be submitted to the Career Services, which will evaluate the file with the Head Office of the program and decide accordingly to validate or not the field project.

The field project can be validated only at the end of the mission and after submitting a report of activities written by the student.

The field project is not validated according to the time spent on the field, but according to the welcome structure, the position that is filled, the project that is carried out and the evaluation made by the manager. The number of UVEI is, however, proportional to the time spent in the field abroad.

**Please note: it is not possible to validate more than 6 months of professional experience under this form**

Desk-bound assignments which are carried out within an association in a field defined by the Career Services (marketing, economic studies, finance, etc.) will be considered as an internship in a company and will be submitted to the internship validation process.

Assignments carried out within an association’s support functions (marketing, economic studies, finance, etc.) are considered as a company internship and subject to the internship validation process.

The peer-tutors of the "A Top Business School: Why Not Me? " program and of the PHARE program can validate his/her annual field project up to a maximum of 1-month full-time on the Master program, on the condition that they receive the commitments of the program.

### ■ **Full-time or part-time fixed-term or open-ended work contracts and VIE**

The content has to be validated by Career Services and the student has to send a copy of the contract. With an open-ended work contract, it is possible to validate a maximum of 6 months full-time under this legal form (corresponding to the trial period of a manager)

### ■ **Civic service**

A Civic service mission can be considered as a professional experience. To do so, you need to constitute a file, describing the mission, the organization in which you will carry out the mission, the motivation, as well as the personal and professional benefits, once the mission is complete.

### ■ **Equivalence for Previous Professional Experience**

For students admitted on the basis of a previous degree, all of the mandatory professional experiences completed within the framework of the previous course are validated; all other professional experiences are submitted for the approval of the Career Services.

The Career Services will establish the extent to which this experience can be taken into account with regards to the 12/18 months (full-time equivalent) which are required in order to obtain the ESSEC diploma, and will award the corresponding UVEP and UVEI accordingly.

These equivalences are attributed on the basis of an application file and an interview.

## Validation of professional experience

Each professional experience must be declared on MyNextMoov.

The duration of the internship must be a minimum of 3-month full-time experience (or a multiple of 3) so that the corresponding UVEP can be allocated.

Internships begin at the start of each calendar quarter - beginning of January, beginning of April, beginning of July and beginning of October each year.

**The student must have taken at least 3 MiM management courses (core and/or electives courses) before starting an internship.**

**In order to do a professional experience, students must have completed a minimum of three management UVs (elective and/or core) in the Master's cycle, validated the refreshers required and participated in Imagination Week.**

Validation of the professional experience is the responsibility of Career Services, except for apprenticeship contract type of professional experience which is validated by the CFA.

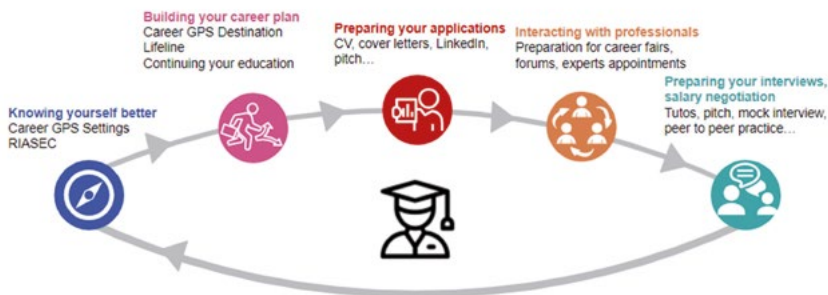
The UVEP and possibly UVEI are calculated and recorded at the end of each experiment, provided that the student has fulfilled his obligations according to the UVEP allocation process described below:

At the end of his / her experience, the student must request a debriefing interview with his / her supervisor, during which the managerial skills mobilized and the skills acquired are discussed. This interview gives rise to a report (template available on Career Center) from the student, validated by his/ her supervisor and uploaded on MyNextMoov.



## Personal and Professional Development: The Career Services

The Career Services is a service that helps to empower each student in the definition, the redefinition, and the implementation of a unique professional project.



The main missions of the Career Services are to:

- Communicate and generate interest and desire to discover trades and new sectors;
- Enable each student to discover his or her deepest aspirations;
- Support the development of a professional plan based on the unique skills of each student;
- Create, monitor and validate learning by doing projects with organizations;
- Create connections and job opportunities with our partner companies in France and abroad.

**The service offers three main activities to the students structured as follows:**

- Career Guidance;
- Communication of Recruitment Events in France and Abroad;
- Learning by Doing Projects;

A specific referent to each unit insures the assistance to the students with regard to their needs. Career consultants organize the animation throughout the year, on the campuses of Cergy, Rabat and Singapore, a tool to reveal the potential of each student and allow them to find their way.

## The Career Services guides the students in their professional plan

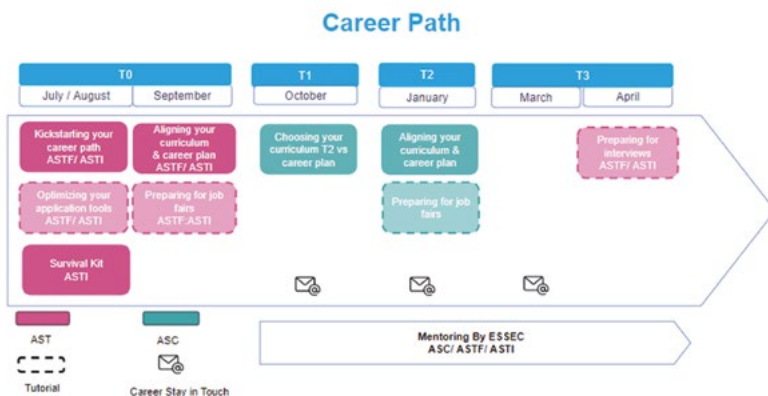
The Career Guidance unit offers to the students a managerial, personal and professional development process (self-knowledge / career building / professionalization) aim for developing a dynamics allowing throughout their life to:

- Capitalize on their experiences and skills;
  - Build a singular professional project in tune with the needs of the world;
  - Develop their agility and reflexivity in order to adapt and grow throughout their professional career.
- Career Consultants coach students on topics ranging from self-assessment to designing Personal and Professional plans. They can assist the students on:
- Personalized advice on the development of their professional plan and how to organize their curriculum in order to achieve it;

- Advice on the building blocks of their career path: choice of internship, apprenticeship, employment;
- Advice on methodology and job search techniques;
- Preparation for their job interviews and salary negotiations;
- Any orientation question or help to make the right choices.

Additional career information and resources are available online via myessec "Career Center" including:

- Practical advice (CV, letter, interviewing...);
- Information on the proposed workshops;
- A space to book an appointment with a Career Advisor;
- Internship / job offers.



## The Career Services set up events tailored to connect students with companies

The Recrut'events section of ESSEC's Career Services creates, organizes and announces business networking events enabling the school's students to discover sectors, fields and professions unknown to them and grow their contact network in France and abroad, with the aim of creating recruitment opportunities that match student needs.

In 2021/2022, more than 375 companies participated in ESSEC Career Services events. These events attracted 11,000 student attendances.

The biggest event of the year, Talent Days, is held at the end of January and enables students to talk to a hundred companies over the course of two days.

ESSEC Career Services also organizes Consulting and Finance job forums at the end of September/beginning of October. It organizes another job forum on the Legal Professions at the end of November/beginning of December. A Startups forum for students wanting to create their own business is organized in early spring.

Throughout the year, Career Services alternates week-long events for working in French companies and "Working Abroad" weeks for international companies.

The events proposing work in French companies are organized into weeks based on the type of contract students are seeking: apprenticeships, and the Graduate Program. Special events are also held to present companies, case studies "Crack the case", speed recruiting, etc.

"Working Abroad" weeks present a global picture of a country, enabling students to understand what it is like to work and live there (company presentations, Alumni testimonials, administrative information, coaching workshops, etc.). 11 regions are open worldwide.

Comprehensive event information is available in the Career Success Center. Students can register to receive the weekly newsletter. Information and job offers can also be viewed on the ESSEC Career Services Instagram page.

Throughout the academic year, the Recruit'events team organizes recruitment fairs and events with companies in order that students discover sectors, industries, positions that they might not know about, and grow their own network, with the aim of creating matching recruitment opportunities.

It sets on average two individual events weekly – Company presentation, Crack the case, etc.– as well as about ten job fairs year-round. The largest one is the ESSEC Talent Days, which gathers 120 companies together, during two days on late January. Sector-specific job fairs (Finance fair, Consulting fair, Law fair, Hospitality fair, Start-Ups & Innovative companies fair, etc.) and fairs dedicated to certain students (China, day, etc.) are amongst what's organized.

Thus, the Recruit'events team organizes on campus about one hundred events with partner companies, as well as any company that might represent an interest for ESSEC students.

To promote these Career Services events and activities amongst all students, each event is published on the Career Center, sent with the weekly Career newsletter and by mail, put up on the campus walls, broadcasted on the campus screens and published on our Facebook page and dedicated tool « *Career Services on Messenger* ».

## MENTORING

This program jointly managed by ESSEC Alumni and the Career Services enables students to the opportunity of having support in challenging their professional and personal development through a mentoring relationship with a professional ESSEC Alumni.

The objective of the program is for student (the Mentee) to gain insights and information to make sure his/her career plan is sound. The Mentor uses his/her experience to enlighten and help sharing her/his experience, (s)he provides some ideas that will enable the student to challenge her/his career choices and apply the right decisions in her/his career plan.

### **The Mentor has:**

- A professional activity with at least 5 years of experience;
- An appetite for listening, sharing of experience and support;
- An Availability of a total 3 to 4 interactions within a period of 9 to 12 months;
- A fluency of English to mentor international students.

### **That the Mentor does not do:**

- Coaching;
- Accompany the Mentee in his job / internship search;
- Dictate and suggest the procedure to follow (whether in the form of an action plan or in the form of classes to choose);
- Refer the Mentee to his network of contacts.

**The Mentee is:**

- A student of GE in Master cycle with a basic career plan;
- A student not benefiting from an apprenticeship contract.

The student and the Mentor connected through the platform.

From regular formal and informal exchanges during the year (between 3 to 4 interactions within 9 to 12 months), the student will benefit from a structured interpersonal relationship of exchange and sharing, with her/his Mentor.

This program is based on a voluntary commitment of the participants. It aims to bring together, the community of alumni and students, to create make an inter-generational bridge supportive and dynamic.

## Students commitments and responsibilities

Each ESSEC student must read the required commitments and responsibilities (text below) and will have to sign the presented document.

### ■ Principles

The **value** of the school and diploma is directly linked to a sense of **mutual trust**.

It is based upon academic excellence, creativity, hard work and shared experience.

This value is nurtured from day to day, via the constant interaction of students, faculty and staff.

It is not only the knowledge that you acquire but also the behavior you display that are appreciated, both on and off the school premises (including whilst on internships in companies, apprenticeships, exchanges, and the various missions and activities in which you will be involved). Wherever you go, you remain an **ESSEC ambassador**.

ESSEC must also be an **enriching and convivial** place with a **spirit of cooperation** between students, faculty and staff. Living and promoting these values signifies:

- Respecting people and their work;
- Supporting and promoting the reputation of the School;
- Demonstrating intellectual and moral honesty in all circumstances;
- Being polite and courteous to all: students, faculty, staff and any other person in interaction with ESSEC;
- Respecting the living and working environment of the campus and its premises.

### ■ Commitments and responsibilities to oneself and the reputation of the school

Students must show a positive spirit in their various activities on campus, in team works, towards their classmates, professors, external lecturers and administrative staff of ESSEC Business School, and must take an active part in the preparation and smooth running of these activities.

**Dedication** to one's work is one of the defining values of ESSEC and a necessary condition for the success of its teaching.

Every student accepts **complete responsibility** for the content and integrity of the work he/she hands in to professors, including reports, case studies and tests (made individually or in group).

In the event of a student having to re-use for a course a piece of work previously produced for another course, he/she must inform the professor in advance of the submission date.

The following situations are considered **fraudulent**:

- Crediting the work of another person as one's own or attaching one's name to a group project in which one has not participated.

- Intentionally passing an assessed personal or group project onto other students on the same course.
- Receiving unauthorized assistance: in particular, during an exam, using explicitly unauthorized documents or materials or communicating in any shape or form with another candidate; in addition, it is the responsibility of all students to have on their desk no unauthorized document or material and to hand in his/her paper at the end of the exam. Failure to do so may be held as proof of cheating. The use of mobile phones is strictly prohibited.
- **Plagiarism** is defined as passing off the author's information as one's own by copying or using part or all of a text, idea or existing model without quoting the source i.e. name of author and the complete references of the original text (Name and number of the newspaper, website, title of the book or the article, the pages, year, etc.) or giving incorrect information. The lack of quotation marks showing the quoted text is also part of plagiarism. The references must be explicitly related to the quotations. Paraphrasing and copying all or part of a source or its ideas, by quoting or not the source, in such a way the student's personal work is insufficient are also considered as plagiarism. **In case of plagiarism in a team work, the responsibility will be collective and each member of the team will be punished. Therefore, the Head of Academic Affairs and/or teachers could use anti-plagiarism software.**
- Signing the attendance sheet handed out during the course on behalf of a student who is absent or asking a student to one's behalf. Both students, the student who is absent and the student who has signed, will be held responsible.
- Signing the attendance sheet with a cross or any other symbol.
- Deliver a forged document to justify an absence.

**All incidents of cheating will be punished**, at the very least by a mark of zero for the course and recorded in the student's report.

An especially serious transgression will result in the student being summoned to a disciplinary hearing, the jurisdiction, composition and organization of which are laid out in the Teaching Regulations. Possible punishment can range from a reprimand to temporary or permanent exclusion from the School. Professors reserve the right to make additions to the rules listed above, in respect of the regulations established by the Dean and Deputy Heads of the School. Professors agree to communicate clearly any such additions to students in the course syllabus.

All students are expected to have familiarized themselves with **the regulations for studies**, in particular those concerning:

- conditions for acceptance onto the Master program (admission based on competitive exams);
- conditions of validation of Refresher courses (admission based on previous degrees);
- conditions for the awarding of the diploma;
- Similarly, due attention must be paid to all messages and post from the Office of Academic Affairs, in particular:
- decisions taken by the jury concerning acceptance onto the Master program (admission based on competitive exams);
- information concerning re-sits (for competitive exams) or the possibility of retaking Refresher Courses (admission based upon previous degrees);
- decisions taken by the diploma jury.

On a more general level, students are **in charge of all follow-up and tracking of their marks and progress**. Students know the registration rules and respect the 30 or 31 enrollment course limit, according to his/her intake year. Students are aware that they will be charged for any additional registration.

All students are expected to have familiarized themselves with the rules of examinations.

All students are expected to have read the examination regulations and the rules of eligibility for exchange programs and apprenticeship.

#### ■ Commitments towards Professors and courtesy rules

Certain rules of behavior towards professors and fellow students in class must be respected. These concern:

- Attendance – a guarantee of the success of the teaching offered and the excellence of the diploma being prepared;
- Courtesy and respect – ensuring professors and students have a certain level of comfort in which they can listen and concentrate.

All students are expected to have familiarized themselves with the **Attendance rules**. **Attendance rules** and the consequences of prolonged absence will be laid out in the course guide.

Students must **arrive on time** for classes so that they may start as planned and not be disturbed by late arrivals. Repeated lateness for class may be punished by the professor.

Mobile phones must **be turned off** during all classes. Each professor may decide whether laptops or tablets are allowed or not in the classroom; its use may be prohibited. Eating, talking and any behavior likely to disturb classes are also strictly prohibited; students must have a studious attitude in line with the values of ESSEC.

**Course assessment** is necessary in order to further the standard of teaching at the School. ESSEC holds the firm belief that the quality and success of its courses are a result of the shared responsibility of all those involved, professors and students alike. Students agree, at the end of every session, to assess the courses by completing an official course assessment form.

In addition, students are invited to communicate their impressions and possible suggestions directly to their professors at the end of the course, in the spirit of a constructive dialogue of exchange. The Dean and Deputy Heads of the School agree to incorporate these assessments into the continual evaluation and design of the program in question.

Professors agree to apply the assessment criteria and methodology, as laid out in the course guide.

#### ■ Commitments concerning other students

The ESSEC campus is a place where a variety of cultures and nationalities meet. Students from different social backgrounds and continents come together, offering a genuine opportunity for all to benefit from an enriching exposure to the rest of the world. It is vital that students share not only their professional experiences with one another but also life on campus.

Teamwork and sharing experience are essential factors behind the ESSEC teaching approach. Students constitute a **learning community**. Consequently, they agree to make an active contribution to all the classes and groups in which they participate, regardless of the type of work in question: case studies, class presentations, project work, field reports, or internships reports.

Every professor defines the terms for group work. In most cases, the grade is shared. However, individual grades may be applied in the event of a lack of participation from one or more members of the group.

On the majority of occasions, group work occurs with all members present. However, organization of the academic syllabus can make specially adapted group sessions difficult to set up. In this event, ways of **working at distance** must be employed.

## ■ Commitments regarding tutoring/mentoring

Every student has the opportunity to choose mentor at the beginning of his/her studies and must choose an academic referent in case of apprenticeship.

During an apprenticeship, tutoring is an indispensable element for teaching students professional skills. It is a privilege link between the experience acquired in a company and the lessons learned at school. Tutoring also offers students special conditions

in which to plan a student's personal and professional project, an essential opportunity to have their professional experience accredited and to benefit from expert feedback.

This process implies reciprocal commitments: students agree to respect the structure and organization of the tutoring scheme. This commitment has for main objective to help student in his/her studies at ESSEC.

In return, academic referents/mentors agree to carry out all the functions of tutoring to which they are committed, and to keep informed the school and in particular the CFA.

It is the commitment of students to request them for meeting.

If the student chooses to participate in the mentoring program, he or she must follow the terms and conditions agreed.

## ■ Commitments regarding companies

ESSEC offers its students a number of different ways in which to gain experience and put into practice the knowledge they acquire in class, via internships, apprenticeships, professional missions and corporate inter-disciplinary projects. ESSEC also encourages students to take part in the social life on campus.

Companies are important places of learning for students, offering an experience that enables them to:

- Face the reality of the economic world;
- Put to use knowledge and ideas acquired in class;
- Adopt new ways of working;
- Contribute to the production of added value within the company, by showing initiative.
- The behavior of students whilst on internships, professional missions or apprenticeships contributes significantly to the building of ESSEC's image and reputation. Therefore, all students must:
- Show personal dedication to their mission
- Assume a professional attitude, especially:
  - Respect of rules pertaining to life within a company (working hours, appearance, absence, time off).
  - Respect towards one's colleagues, juniors and superiors.
  - Respect of one's obligations to the company (especially in the event of a premature end to an internship or a disagreement over the nature of the mission).
  - Respect for the confidentiality of data and information concerning the company.

In order to gain maximum benefit from a professional experience placement and to receive accreditation, it is essential that students perform a full appraisal of their placement with the person in charge of the internship or apprenticeship, as well as the relevant ESSEC tutor.

**NB:** The internship research and recruitment interviews must be done outside the framework of the course.

## ■ Commitments regarding administrative requirements

Students must comply with all the administrative requirements (Office of Student Affairs, Alegessec, office of Academic Affairs) during the whole length of their studies until graduation. Students must also ensure to respond promptly to requests coming from administrative services.

# Guide to course registrations

## Part 1: Terms of access and registration rules

### ■ Accessing the registration system

Access to the registration system for the Master program is granted to students whose academic situation is deemed stable (notably, successful completion of the Pre-Master year for students admitted via competitive exam) and whose administrative records are in order (tuition obligations and fees up to date, re-registration application duly returned, etc.).

In the event of access being denied, confirmation of the reason (blockage or "Hold") can be consulted via MyESSEC (see part 2, Practical Information for Registration).

Please consult the communication on [MiM Program Center/Course registration](#)

### ■ Registration rule

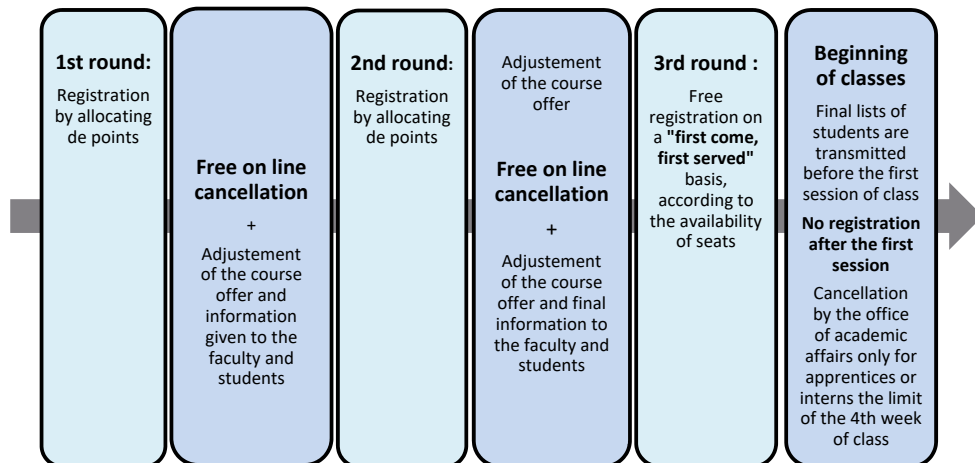
During the Master, students may register for 31 UV course registrations of 25 hours each (excluding Refresher Courses) in order to obtain the required 24/25 course credits. **Registration for in excess of 31 courses will be invoiced according to a scale that can be consulted via the Student Accounting Office.**

Master students may register for a maximum of seven courses, including a maximum of two different language courses, per trimester. **Registration for a course is a mandatory condition for obtaining the corresponding course credit. Course credits are never awarded should registration not have been duly completed.**

### ■ Registration rounds and course cancellation

Registration for Master courses takes place over three rounds while cancelling courses is possible during two intermediate phases.

#### Registration process





The three rounds take place before the beginning of the trimester. The first and second registration rounds are each followed by a phase of possible cancellation. This phase usually takes place one or two weeks after the registration round and lasts for two days.

The exact dates of each registration round are indicated at the beginning of the year and appear on the website MiM Program Center.

## ■ Allocation of points

During the first and second rounds, registration for Master courses operates by the allocation of points. Master program students are attributed 140 points per trimester, although some exceptions do exist. Apprentices alternating work and study within the same week have a lower point total that is calculated in relation to the amount of time they actually spend at the school. Failure to do so will prevent them from being able to register. Students on full-time placements in companies, internships or apprenticeships cannot register for courses and, therefore, are not attributed points.

Students of the MBA in Hospitality Management or other programs permitted to register for certain Master courses are attributed a certain number of points to be decided by the heads of the Master program subject to an agreement with the relevant programs. They may also be subject to specific rules and regulations.

Master students may register for MBA of Hospitality Management courses, without using points, subject to authorization by the MBA Head of Academic Affairs.

## ■ Prerequisites

Some courses carry particular requirements (cf. Course catalog and chapter “core courses” of this guide). Registration for such courses pre-supposes the successful acquisition of course credits for the prerequired courses. Students may register for a course if they are currently following the prerequisite course(s). Nevertheless, a student, who is registered in a course for which he/she could not validate the mandatory prerequisite course(s), will be automatically unregistered from the course during the third week of classes, at the latest. Then, the student will no longer be able to register to an additional course for the term.

## ■ Equivalent courses

For certain courses, an equivalent course exists. The code is different but the content is either identical or very similar (e.g. two courses with similar content, one taught in French and the other in English). Equivalent courses are indicated in the *Course Catalog* (“Equivalent” section in the tables). The registration system automatically blocks an attempt to sign up for a course if registration for the equivalent course has already been carried out (“Academic History”).

PLEASE NOTE: the registration system does not block registration to an equivalent course if the score for the first of the two courses has yet to have been confirmed or if it has not been transferred into a student’s “Academic History”. It is generally unadvisable for students to register for two equivalent courses. In the event of a student succeeding in both, only one course credit will be awarded. The 0/20 grade will be attributed to the second course registration. Beware, 2 credits will be deducted from the 31 allowed course registrations.

## ■ Re-registering for a course

It is possible for students to re-register for a course that they have already taken but for which they failed to obtain the course credit.

It is necessary to make a specific request to the Office of Academic Affairs using the appropriate form “permit” available on the MiM Program Center for these cases:

- You have already taken a theme of Department Seminar, and you want to pursue another theme of the same Department Seminar;
- You want to retake a language course which is not validated;

- You want to retake a course for which grade is pending.

**PLEASE NOTE: It is not possible to register for a course already validated with a grade equal or superior 10/20**

The registration system does not block re-registration for a course if, during re-registration, the score from the first time round is yet to have been confirmed or if it has not been transferred into a student's Academic History. Students must try to avoid this situation when they have already obtained the course credit. In the event of students successfully completing the course on both occasions, only one course credit is awarded. Beware, two credits will be deducted from the 31 allowed UV course registrations.

■ **Registration and course cancellation procedure**

Except in certain circumstances, participation in the first registration period is mandatory. Students are free to submit their application for the courses available for the trimester in question, by allocating their points to the courses of their choice. For as long as the first registration round remains open, they may change their selection and allocation of points as they wish. The results will be official only when the students received the mail of the Office of Academic Affairs.

**At the end of the first round**, the students registered per course are sorted according to the number of points allocated. In the event of the number of available places being higher than the number of students registered, all applications are accepted. In the event of the number of applications exceeding the number of available places, the applicants having allocated the highest number of points are accepted. In this instance, applicants who are rejected are given back their points and they may re-apply in the second registration round.

**A first cancellation phase** follows the first round and allows students to cancel their registration for one or several courses they would have obtained at the end of the first round. For each cancellation, the student is given back the points he/she has allocated for the course during the first round.

**The second round** (optional) enables students to complete their course registration in the event of certain applications having not been successful during the first round. The sections filled during the first round are no longer available. Students may apply to sections where available places remain by allocating their remaining points or those that were given back to them. For as long as the registration round is open, students may change their selection or the number of points allocated but they may not cancel their registration to courses that they joined during the first round nor modify the number of points allocated during that round. **The results are final only when the students receive an email from the office of the academic affairs**

**A second cancellation phase** follows the second round, like for the first phase, and allows again students to cancel their registration for one or several courses they would have obtained at the end of the first and second registration rounds. During this second phase, the student is not given back the allocated points (they are not useful for the third round).

**During the third round**, students register without allocating points to the sections where available seats remain. They register on a "first come, first served" basis. No cancellation is possible. At the end of the third round, the final lists of students are transmitted to the academic departments and faculty, before the beginning of classes. No registration or cancellation will be allowed, except for specific cases (if a student goes on internship or apprenticeship, for which formal justification will be required and in the limit of the 4<sup>th</sup> week of class). Under these latter conditions, if the cancellation is not carried out in due time or in the event of a student giving up the course, the student will be considered as having taken the course and the course will be duly deducted from the total of 31 allowed UV course registrations. The students must not contact the professors about the registrations courses.

**Registrations exceeding the norm are not possible.**

If a student signed an internship or apprenticeship contract, the academic affairs department will unregister classes, subject to submission of proof until the 4th session of the course included.

**Dropping courses is not allowed except in the cases listed below:**

- Signing an internship or apprenticeship contract beyond the first 4 classes. (Subject to formal justification)
  - Validation of a core course taken in the previous quarter that caused a re-enrollment in this course in the current quarter
  - "Cas de force majeure" duly justified at the discretion of the Office of Academic Affairs
- In all situations, each AB mention (for abandon) will be deducted from the 31 allowed UV course registrations.

The student must contact the Office of Academic Affairs which will validate or not the dropping course.

## Part 2: Practical information for registration

Please refer to the third registration course tutorial available on the MiM Program Center.

Open a web session with the following address: <http://myessec.com>

Enter your student username and password

Select **MiM Program Center** then **My Learning Path, Course registration**.

Click on the link **Banner Course Registration Module** then [Add/Drop classes](#)

Select in the drop-down menu the relevant term

and confirm by clicking on **Submit Changes**.

The screen displayed will enable you to enter your choice of courses with the number of points you decide to allocate. The following useful information appears on the screen:

- Current registration round (Round);
- Period (P/Term);
- Deadline for registration per round and registration cancellation phases;
- Maximum number of points (Max Points);
- Maximum number of courses per day (Max Courses per Day);
- Available remaining points (Points available).

### ■ First round

For each course chosen, you must indicate the CRN (Course Reference Number) and the number of points allocated (PNTS). Save your request by clicking on **Submit Changes**.

If you do not know the Course Reference Number, click on [Class Search](#) or select **Moteur de recherche** in the «Course registration» menu and enter the subject (e.g. FINM Market Finance, DEVN Negotiation Workshop, etc.) and the digit code (e.g. 31124, 31155, etc.) relating to the course of interest.

**IMPORTANT: the same course may contain several open sections, each one having a different Course Reference Number.**

Only registration to Master-related courses requires the allocation of points (courses with a xxxxx31xxx code). For courses relating to other institutions, registration (when possible) is accepted or refused directly on the basis of the number of available places.

This operation (CRN/PNTS + submit changes) can be carried out a number of times. If no error message is displayed, then your request has been registered (at this stage, this does not mean that your request has been accepted). The list of courses and the points allocated is now displayed. In the event of an

error, the registration request is refused. The list of courses concerned is displayed with a message indicating the reason for each refusal.

**See the alphabetical list of error messages for an explanation.**

ALPHABETICAL LIST OF ERROR MESSAGES AND EXPLANATIONS	
<b>CLASS RESTRICTION</b>	Section only offered to a category of students to which you do not belong
<b>CLOSED SECTION</b>	You have allocated points to a section that is closed (maximum number of places taken or closed for administrative reasons)
<b>COURSES PER DAY EXCEEDED</b>	You have exceeded the maximum number of courses per day
<b>CREDITS EXCEEDED</b>	You have exceeded the maximum number of courses per trimester
<b>DUPL CRSE WITH SEC-XXXX</b>	You have tried to register for two equivalent courses
<b>DUPLICATE CRN</b>	You have tried to register for two sections of the same course
<b>LANGUAGE COURSES EXCEEDED</b>	You have exceeded the maximum number of authorized courses in the same language for the trimester
<b>LANGUAGE LEVEL REQUIREMENT IS NOT MET</b>	You do not possess the required linguistic level to take this course
<b>LEVEL RESTRICTION</b>	Section only offered to a category of students to which you do not belong
<b>MAJOR RESTRICTION</b>	Section only offered to a category of students to which you do not belong
<b>NOT A POINT COURSE</b>	You do not have to allocate points for this section
<b>POINTS COURSE, MUST ENTER POINTS</b>	You have to allocate points for this section
<b>POINTS EXCEEDED</b>	You have allocated more points than you have remaining
<b>PREQ and TEST SCORE-ERROR</b>	You have not taken the pre-required courses
<b>REPEAT COUNT EXCEEDS 0</b>	You have tried to register for a course for which you have already registered earlier in your studies (0 re-registration authorized)
<b>TIME CONFLICT WITH XXXXX</b>	You have tried to register for a section timetabled at the same time as section XXXXX
<b>TIME TICKET</b>	You do not select the right trimester (enter the next trimester)

When an error is displayed but can be rectified (e.g. by avoiding going over the number of points that remain available), you can continue the registration process by making the required selection. Check your registrations very carefully (course, day, timetable slot) so as to avoid any mistakes when entering information.

**PLEASE NOTE:** When you have completed your registrations, log off if you are using a self-service computer ([exit](#) button top-right) in order to ensure that no-one else can access your personal information.

If you change your mind concerning a request that you have already entered into the system (for example, you no longer wish to register for a course or wish to change the number of points allocated),

select **Abandon** in the **Action** box located next to the Course Reference Number. Save the change(s) with **Submit Changes** and, if necessary, select another option.

For the entire duration of the first round, you may log on several times in order to change your registration requests. Once the round is closed, your requests can no longer be changed.

### ■ **At the end of the first round**

You may log on, but access to the registration system is closed. During the first few days, certain data and operations are being finalized, meaning that no information will be accessible.

After this, once the office of academic affairs announces it, you will be able to consult the list of sections for which your registration has been accepted by selecting [Myessec.com/MiM Program Center](https://myessec.com/MiM).

### ■ **First registration cancellation phase**

Firstly check the status of your registrations from the first round (which of your requests have been accepted or refused, and in relation to the number of points allocated?). Then, if you wish so, you may decide to cancel your registration for some courses in order to re-organize your timetable. For this, select [Myessec.com/MiM Program Center/My Learning Path/Course Registration](https://myessec.com/MiM), then select in the menu "Abandon web" for the course(s) you wish to cancel.

### ■ **Second round**

During the second round, if you wish so, you may complete the registration process by selecting sections that remain open (the list can be consulted on [myessec.com](https://myessec.com)). Enter the Course Reference Number and the number of points you wish to allocate, or use **Class Search** or **Moteur de recherche**, as during the first round. Registration requests during the second round can be changed up to the end of the same round.

### ■ **Second registration cancellation phase.**

The same restrictions and possibilities apply as for the period between the first and second rounds. You may cancel your registration for the courses you have been registered in.

### ■ **Third round**

Firstly, check the status of your registration requests and then, if necessary, complete them by selecting sections that are still open. Follow the same procedure as for previous rounds but without allocating points. Registrations are accepted or refused immediately, by order of arrival, and in relation to the number of available places remaining.

However, at this stage you will not be able to cancel your registrations from previous rounds in any other way.

### ■ **At the end of the third round and in mid-trimester**

You may consult the list of courses for which you have successfully registered via the appropriate menu.

# Your contacts at ESSEC Grande École

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### Alumni Association

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## Campus resources

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### Student housing

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Tél: 33 (0) 1 34 43 60 00  
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## ESSEC decision-making bodies and students participation to the school's life

### ■ Steering Committee

The Steering Committee comprises the Dean of Graduate Programs, the Associate Dean for Academic Affairs, the Academic Affairs Manager, The admissions Manager, the International Relations Manager, the Consultant Team Manager (Career Services) and the Communication Manager.

It is, under the responsibility of the Dean of Graduate Programs, the executive body of the school.

### ■ The "CP" (Educational Committee)

The committee gathers, in addition to the members of the Steering Committee, the Academic Affairs Manager, the Professors representing each of the eight academic departments and the Director of the Language & Cultures department.

It handles, with the Dean, the educational evolutions of the MiM program (creation of new courses, development of English courses, improvement of the MiM program...).

### ■ The "CE" (Teaching Committee)

The Teaching Committee includes the members of the Educational Committee

- Elected students (representing the Pre-Master cycle, students admitted to the MiM program with French and International degree),
- The BDE president
- The BDS president
- And the ESSEClive president.

The elected students

- Pass on information to the Educational Committee on the program evolution (innovation suggestions, questions on/about student life, courses follow-up...),
- Broadcast to all students the information passed on during the CE particularly thanks to the website ESSEClive,
- Contribute towards communication and exchanges between students and the steering committee.

ESSEC strongly encourages students to volunteer as student representative at the beginning of the school year as to participate at the school's life and to be an actor in the improvement of the program.

### ■ The "CVE" (Student Life Council)

The Student Life Council is led by the President, and is constituted by the following persons: the Director for Facilities Management, the Dean of the Faculty, the Deans of the programs (global BBA, Master in Management, Advanced Masters), Career Center representative, and the Presidents of the main student clubs.

It deals with the following issues:

- The improvement of the student's study and life conditions on the campus
- Citizenship and student's commitment
- The steering of student life on the campus.

At the moment of printing this volume,  
all precautions have been taken to be as precise as possible.

However ESSEC reserves the right to make any change deemed necessary  
and on short notice, concerning regulations, enrollment conditions,  
courses or any other elements about the life within the school.

The list is not exhaustive.

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ESSEC | CPE Registration number 200511927D  
Period of registration: 30 June 2017 - 29 June 2023  
Committee of Private Education (CPE) is part of SkillsFuture Singapore (SSG)



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