



GROUPE ESC TOULOUSE – MSC PROGRAM

International Relations Office
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INFORMATION FOR EXCHANGE STUDENTS

LIST OF CONTACTS (Inbound Students)

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her maternity leave)*

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International students who have been selected by their home university to study at ESC Toulouse can come as exchange students or dual degree students. Exchange students will get credit transfers for one or two semesters or for a number of courses for their degree at their home university. These students may come either during the Formation Approfondie (FA – Master 1 year) or the Formation Professionnalisante (FP – Master 2 year). Dual degree students must come to follow all classes of our final year the Formation Professionnalisante (FP – Master 2 year). Dual degree students will be granted our MSc degree in Management. There is no possibility of ‘mixing’ classes from different years. The details of course choices are to be found on pages 7 to 10 of this guide.



SEMESTER DATE (Academic Year 2011 – 2012)

Semester 3 (Fall Semester): Formation Approfondie (FA) – Master 1 year

↳ **Part I:** Beginning of October – Mid December 2011 – *orientation date TBC*

↳ **Part II:** Beginning of January 2012 – Mid February 2012

Semester 4 (Spring Semester): Formation Approfondie (FA) – Master 1 year

Mid February 2012 – Mid June 2012- *orientation date TBC*

Semester 5*(Fall Semester): Formation Professionnalisante (FP) – Master 2 year

Beginning of September 2011 – Mid December 2011 - *orientation date TBC*

Semester 6*: **Formation Professionnalisante (FP)** – Master 2 year

Management Internship: Beginning of January 2012 – End of June 2012

* **Dual Degree Option**

Holidays: 2 weeks at Christmas, 1 week in February, 1 week in the spring.

ORIENTATION DATES (Academic Year 2011– 2012)

An orientation meeting is organized by the International Relations office at the start of every semester. International students are required to attend the orientation meeting relevant to his/her period of studies at ESC Toulouse as vital information is given at that time.

Semester 3: orientation meeting to be held at **the beginning of October 2011 (exact date TBC)** followed by an Orientation Weekend organized by the Welcome Team (specific date to be confirmed closer to the time of orientation)

Semester 4: orientation meeting to be held on **mid February 2012 (exact date TBC)** (definite date might vary slightly) followed by an Orientation Weekend organized by the Welcome Team (specific date to be confirmed closer to the time of orientation)

Semester 5: orientation meeting to be held at **the beginning of September 2011 (exact date TBC)** followed by an Orientation Weekend organized by the Welcome Team (specific date to be confirmed closer to the time of orientation)

HOW TO APPLY FOR ESC TOULOUSE

Registration of nominated students is done through an online registration system and initiated by the International Office of our Partner Universities.

1. Nomination of Exchange students

Partner Universities after selecting their students will provide the list of nominated students with the following information:

- First Name
- Family Name
- Gender
- E-mail Address
- Date of Birth
- Nationality
- Type of Programme and Period of Nomination:
 - A. Semester of Study Exchange Programme: please specify semester of study
Semester 3 for Master 1 students or senior undergraduates
Semester 4 for Master 1 students or senior undergraduates
Semester 5 for Master or Master 2 students
 - B. Dual Degree Exchange Programme:
Semester 5 & Semester 6 for Master or Master 2 students

Partner Universities will send this information by email to the International Relations office at the following address: c.garcia@esc-toulouse.fr 2 weeks minimum prior to the opening of the online registration.

2. Online application for Exchange students:

Once we have received and processed this information, the International Office of ESC Toulouse will send all nominated exchange students by email a login and password to access the online application together with guideline information.

3. Deadlines for Nomination & Application (Academic Year 2011-2012)

Autumn Semesters (Semesters 3, Part 1 & 5) and **Dual Degree programme** (Semesters 5&6)

Deadline for Nomination of students: **March 31st 2011**

Deadline for Application for students: **May 3rd 2011**

Winter/Spring Semesters (Semester 3, Part 2 and Semester 4)

Deadline for Nomination of students: **September 30th 2011**

Deadline for Application for students: **November 2nd 2011**



4. The following information will have to be sent by post to the international relations office, MSc Programme, on completion of your online application.

- CV or resume
- 1 passport-sized photograph
- official grade report
- a certificate of language proficiency (English or French) for non native speakers
- A copy of your European Health Insurance Card for European students
- A copy of your Birth Certificate

Once you have completed your online registration and on receipt of the requested documents, you will receive a letter of admission from the international office of ESC Toulouse.

NOMINATION DEADLINES

Semester 3:

By March 31st for Part I

By September 30th for Part II

Semester 4:

By September 30th

Semesters 5&6:

By March 31st

APPLICATION DEADLINES 2010

Semester 3:

From April 20th to May 3rd 2011 for Part I

From October 19th to November 2nd for Part II

Semester 4:

From October 19th to November 2nd 2011

Semester 5 or Dual Degree:

From April 20th to May 3rd 2011

APPROXIMATE COST OF LIVING IN TOULOUSE

	MONTHLY COST
RENT	350 € to 550 €
FOOD	300 €
HEATING ELECTRICITY	60 €
PUBLIC TRANSPORT**	10 €
MISCELLANEOUS (LEISURE, CLOTHING, ...)	120€
TELEPHONE	35 €
TOTAL *	887 to 1075 Euros



* Generally a 2 month rent deposit is to be paid on arrival together with the first month rent. Rent is due at the start of the month. Some estate agencies also charge agency fees which amount to 150 – 200 euros approximately (the deposit is due to be paid back to the tenant at the end of his/her stay)

** Price based on the **Carte Jeune Tisséo (bus plus subway): for young people aged 16-25 years old.**

HOW TO FIND ACCOMMODATION IN TOULOUSE

Finding accommodation in Toulouse may be challenging. That's why we advise all our exchange students to start looking for accommodation as early as possible. Please refer to our brochure 'Passport pour l'ESC Toulouse' which gives useful information and addresses. The international office will try and help you find appropriate housing. Should you want us to help you please complete the information regarding accommodation on our online application by the relevant date.

Useful website addresses:

www.lamyresidences.com

www.estudines.com

www.colocation.fr

www.crous-toulouse.fr

www.crij.org

www.publi.fr

www.pole-tlse.fr

www.accommodation-for-student.com

www.toulouse.escimmo.com

www.toulouse.seloger.com

www.kel-koloc.com

www.e-cogis.com

www.appartager.com

The CROUS or CRIJ provide lists of available accommodation free of charge (please refer to their website which address is listed above). While looking for permanent accommodation you can stay at budget hotels in Toulouse.

The following hotels are located near the school:

Hôtel Anatole-France

46 place Anatole France

31000 Toulouse

Tel : 05 61 23 19 96

B&B Hôtel

77 boulevard de l'embouchure

31000 TOULOUSE

Tel : +33 (0) 892 788 102

Fax : +33 (5) 534 40 19 00

Cost : from 39 to 65 €/night

54 to 71 € for a single or double room

RESIDENCE PERMIT / CARTE DE SEJOUR PROCEDURE

Once you have been officially accepted in our exchange programme you need to contact the French Embassy or Consulate in your home country for relevant information regarding visa application.

On arrival non European citizens might be required to apply for a residence permit ('carte de séjour') depending on the type of visa issued by the French authorities. Short-term exchange students are exempt from obtaining a 'carte de séjour'. The International Office along with the welcome team at ESC Toulouse will help you with the relevant paperwork.



Long-term exchange students (staying for six months or a full academic year) holding a 'long stay' visa ('visa de long séjour') stating that an application for a residence permit has to be submitted will have to initiate the application process upon arrival in France.

Important: The following documents must be brought with you:

1. Passport with a long stay visa ('visa de long séjour')
2. Financial guarantee of a minimum monthly revenue of 450 euros (from your bank or your parents)
3. Birth certificate translated into French
4. Vaccination records

MEDICAL INSURANCE AND HEALTH CARE IN FRANCE

During your stay in France, you are entitled to the Student Health Care System like any French student and you will be required to pay 200 euros for the year (based on the 2010/2011 rate). This is mandatory whether you are insured by your National Health Insurance in your home country or you have taken out private insurance except if you are:

- An EU student holder of the European Health Insurance Card who has taken out a private insurance policy
- a student from Quebec holder of 401 Q 102 bis forms
- over 28 years old

ORIENTATION PERIOD

An orientation meeting is organised by the international office at the beginning of each semester period. Once we know your exact date of arrival you will be assigned to a specific group at a particular date and time. This is an information meeting where we'll discuss general topics such as accommodation, residence permit, health insurance, etc and more specific questions regarding courses at ESC Toulouse as well as your life as an exchange student in Toulouse.

WELCOME TEAM

Each year, we recruit a group of ESC students whose mission is to welcome our International exchange students and help them settle in Toulouse. They organise an orientation weekend for all our international exchange students. Please refer to Orientation Dates on page 2 for specific dates. They can also be contacted by email at the following address:

esct.welcome.team@gmail.com

On completion of your online registration you will be directly contacted by a student member of the Welcome Team to organise your arrival. Should this not be the case please contact the International Relations office of ESC Toulouse.

FRENCH CLASSES

French classes are organized for our exchange students in semesters 3 and 4. Depending on the semester, we offer a 15 hour module course which runs over a 12 week period and a 15 hour crash course which runs over a 2 week period. The type of course depends on the level of the student and his/her requirements.



ACADEMIC INFORMATION

Formation Approfondie - SEMESTER 3 (English Track)

AREAS OF CONCENTRATION	MODULES	CONTACT HOURS	ECTS
Strategy	Strategic Management (1)	30	4
Economics & Finance	Corporate Finance (1)	30	4
Management Control Accounting & Auditing	Management Control (1)	30	4
Human Resources	Human Resource Management (2)	30	4
Marketing & Sales	Applying Marketing Strategies (1)	30	4
	International Development (1)	30	4
	Mondial Manager (1)		
Management of Information	Business Information System (2)	15	2
	Data Analysis (2)	15	2
Law	Lobbying in Brussels (1) / European Competition Law (1)	30	4
Logistics & Organization	Operations Management (2)	15	2
Languages & International Communication	English (1)	15	2
Languages & International Communication	French as a Foreign Language (1)	15	2
Languages & International Communication	Other Languages (1) Spanish, German, Italian, Arabic <i>For non-beginner students only</i>	15	2

(1) = Semester 3, Part I, before Christmas (2) = Semester 3, Part II, after Christmas

Semester 3 is made up of a range of core courses grouped under concentration areas. Normally, a full-time student will follow all credits. Exchange students may be exempt from certain classes with the approval of their home university. French students as well as exchanges students may follow the classes either in French or in English. It is not possible to mix the French and English tracks.

Formation Approfondie - SEMESTER 4 :

COURSES		CONTACT HOURS	ECTS CREDITS
OAP Major Academic Option	Core Course	75	10
	Course Major	60	8
OAC Complementary Academic Option		60	8
Mirage		32	4
RAS (Strategic Analysis Report)			4

Semester 4 is made up of a number of academic modules:

A. Major Academic Options (OAP: Options Académiques Principales) in the following areas:

1. Management et Organisation
2. **Marketing – Commerce** (two courses: one in English and one in French)
3. Finance
4. Compta-Contrôle
5. **IMO, International Management Option (English Course)**

These options are broken down as follows:

1. Période Transversale: Multi-approach core course (75 hours)
2. Dominante: Course Major (60 hours)

B. Complementary Academic Options (OAC: Options Académiques Complémentaires) (60 hours) in the following areas:

1. Intercultural Management
2. Strategy
3. Logistics and Organisation
4. Human Resources
5. Information Management
6. Company Law
7. Marketing-Sales
8. Economics – Finance
9. Accounting and Control

Students need to choose **one OAP** and **one OAC**. Furthermore, within the OAP students may have to choose a 'Dominante' (Course Major). Please note, *there is no choice of course major in the International Management Option (IMO)*. We offer a certain number of OACs in English. Full detail will be available with syllabus at the time of registering online.

Besides the chosen options there are compulsory courses that exchange students may follow:

C. MIRAGE:

This is a strategic management simulation organised in small work groups. The objective is to be able to take appropriate strategic decisions and to implement them for the success of a company. This simulation gives a complete overview of strategic leadership approaches.

D. RAS (Strategic Analysis Report):

The Strategic Analysis Report is a rewarding exercise in terms of the acquisition of strategic analysis skills and team work. Working in groups of 5, students choose an existing company and undertake a fully-documented and rigorous analysis of its strategy. The choice of the company must be approved by the strategy lecturer in charge of the group who will then supervise the drafting of the report.

Formation Professionnalisante - SEMESTERS 5 & 6 :

ACTIVITES PEDAGOGIQUES	CONTACT HOURS	ECTS CREDITS
Professional Option	150	20
Sésame (Company-related strategic consultancy project)	45	5
Grand Ecrit (Strategy Examination)	15	5
Research Project* (Written Assignment)	-	15
Management Internship* Undertaken in the sector of the chosen Professional Option	-	15

* Dual Degree Option Only

The full year (Formation Professionnalisante) is divided into two semesters. The first semester, Semester 5, offers the following classes which must be taken by all students.



A. OP – Professional Option (150 contact hours).

Each year we offer a choice of around 19 Professional Options. Exchange students must choose one Professional Option. As there are quotas for the most popular options students need to supply the school with 5 choices ranked in order of preference.

Please note all the Professional Options are offered in French except 4 OP courses in English: Aerospace Management, Banking and Corporate Finance, International Business: Going to Asia and Middle East, Sustainable Business.

B. A group of strategy credits comprising:

✓ **A SESAME project:** A company-related strategic consulting project organised in working groups of 10 students.

The SESAME is offered in French and in English.

✓ **A 15 hour strategy** class leading to a compulsory final Strategy Examination (Grand Ecrit). Both the class and examination are offered in French and in English.

D. ✓ **A Research Project*:** A written assignment linked with the OP course offered in semester 5.

* For Dual Degree students only.

The second semester, Semester 6, is entirely dedicated to the completion of a 6 month compulsory internship in a company operating in the sector covered by the Professional Option. Both the company and the placement duties must be approved by the School. The placement will be evaluated by the Company and will also generate an academic dissertation establishing links between the placement activities and the discipline's conceptual research frameworks.

▶ IMPORTANT NOTICE!

Information regarding course contents will be made available online at the time of registration. Students will be asked to pre-register for courses prior to their arrival in Toulouse. For Semester 3, definite registration for courses will be done upon the students' arrival in Toulouse.

When students are asked to choose elective courses (OAP & OAC courses in Semester 4 and OP courses in Semester 5) definite course choices will be sent to the students prior to their arrival in Toulouse.

GRADING SYSTEM

	ESC Toulouse	ECTS grades
Très Bien / Degree of Excellence	20	A
	19	
	18	
	17	
	16	
Bien / Very good	15	B
	14	
Assez Bien / Good	13	C
	12	
Passable / Average	11	D
	10	
Acceptable	9	E
	8	
Insuffisant / Degree of weakness	7	F/FX
	6	
	5	
	4	
	3	
	2	
	1	
0		