



FACT SHEET 2013-2014

School's Name	TELECOM Ecole de Management / TELECOM Business School	
Website	http://www.telecom-em.eu/en	
Address	9, rue Charles Fourier - 91011 EVRY - France	
Fax	+33 1 60 76 42 42	
OFFICE FOR INTERNATIONAL DEVELOPMENT		
international@telecom-em.eu		
Contact Persons	Functions	Contact Data
Mr. Chris WERT	Associate Dean for International Development	+33 1 60 76 47 28 chris.wert@telecom-em.eu
Ms. Michelle MERLIER	Study Abroad Officer	+33 1 60 76 42 44 michelle.merlier@it-sudparis.eu
Ms. Isabelle ETIENNE-BUGNOT	Summer School Coordinator Deputy Study Abroad	+33 1 60 76 41 05 isabelle.etienne-bugnot@telecom-em.eu
Ms Pauline SONTRE	International Assistant	+33 1 60 76 43 31 Pauline.sontre@telecom-em.eu
Event / Programs	Autumn semester Sept. to Dec. 2013	Spring semester Jan. to June 2014
Deadline for sending applications	30 April 2013	31 October 2013
Orientation for French Track	Monday 2 September 2013 to Friday 9 September 2013	
L3 bachelor 3rd year- TEM1 taught in French	Tuesday 10 September 2013 to Friday 10 January 2014	Monday 13 January 2014 to Friday 6 June 2014
Arrival dates accommodation	Monday 9 and Tuesday 10 September 2013	Monday 20 and Tuesday 21 January 2014
Orientation	Wednesday 11 September 2013 to Friday 13 September 2013	Wednesday 22 January 2014 to Friday 24 January 2014
M1 (TEM2) taught in French	Monday 16 September 2013 to Friday 24 January 2014	Monday 27 January 2014 to Friday 13 June 2014
M1 (TEM2) English Track	Monday 16 September 2013 to Friday 20 December 2013	Monday 27 January 2014 to Friday 13 June 2014
M2 (TEM3) Major in French	Wednesday 18 September 2013 to Friday 17 January 2014	Tuesday 21 January 2014 to Friday 20 June 2014



MANAGING THROUGH TECHNOLOGY

Master of Science EM administrative orientation day	Friday 6 September 2013	Friday 17 January 2013
Master of Science EM French course	French as a Foreign Language September 9 to Sept. 27, 2013	n/a
Master of Sciences IM and ICTB	Monday 30 September 2013 to Friday 17 January 2014	Monday 20 January 2014 to Friday 20 June 2014
ACADEMIC COMMITTEES: Official transcripts of records are issued after meeting of Academic Committees – 3 rd week of March 2014 and first week July 2014		
SUMMER SCHOOL		
Summer Program 2014		Monday 16 June 2014 to Friday 11 July 2014
SCHOOL VACATIONS		
All Saints Day (except for MSc and 3 rd Year Major)	Monday 28 October to Friday 1 November 2013 included	
Christmas	Monday 23 December 2013 to Friday 3 January 2014 included	
Winter Break	Monday 17 February to Friday 21 February 2014 included	
Easter Monday	Monday 21 April 2014	
Spring Break	Monday 14 April to Friday 18 April 2014 included	
Extended week-end Labor Day	Thursday 1 st May and Friday 2 May 2014	
Extended week-end Veteran Day	Thursday 8 - Friday 9 May, 2014	
Extended week end -Feast of the Ascension	Thursday 29 and Friday 30 May 2014	
Monday Pentecost	Monday 9 June 2014	



MANAGING THROUGH TECHNOLOGY

APPLICATION PROCEDURE

After examination of the application file, a letter of invitation will be sent to your home university.

Application form	http://www.telecom-em.eu/en/content/applying-our-exchange-program-management	
Deadlines	APRIL 30 th for fall semester	OCTOBER 15th for spring semester
1	Application for Admission (online)	
2	Home University Letter or email by your coordinator	
3	Copy of Passport/ID Card for European citizens	
4	Resume in <i>English or French with one identity photo</i>	
5	Learning Agreement	
6	Transcripts of Records	
7	Proof of Health Insurance:	
8	<input type="checkbox"/> European Students should send copy of their European Social Security Card	
8 bis	<input type="checkbox"/> Non European students register on line at: http://www.assistance-etudiants.com/en by filling out the document, paying on line, you should use the address as below: Your Name and first name 9 rue Charles Fourier room DIR 120 - 91011 EVRY (after arrival you'll change your address) As soon as you are accepted (mail) please scan this document to international@telecom-em.eu You will receive official letter of invitation when international officer can acknowledge receipt of this insurance document.	
10	Note you will need a copy of birth certificate and its translation into French if you request financial aid for housing named as CAF (easier if you stay TWO semesters).	
Visa	Compulsory for non-European Union citizens	

ACADEMICS

Level / Courses/Programs: European Bologna System

TEM1	Licence – Bachelor 3 rd year	Only in French
TEM2	Graduate /Master's degree M1	In French or in English (English track)
TEM3 major	Graduate /Master's degree M2	In French
Master of Sciences	http://www.telecom-em.eu/en/msc	In English
To receive an acceptance letter for graduate/MSc exchange, or Master 2 the students should send his/her photocopy of bachelor degree since only students that completed their Bachelor program are allowed to participate in MSc courses of our faculty.		
Ph D 3 years	http://www.telecom-em.eu/en/content/doctorates-program	
Course Information/Syllabus	http://www.telecom-em.eu/en/content/exchange-student	
Course Load per semester	30 ECTS credits per semester (International students have to take at least 20 ECTS)	



ACCOMMODATION

On-Campus: all exchange students are accommodated at the MAISEL on CAMPUS or IN TOWN
: <http://maisel.it-sudparis.eu/en/>

Contact Person	Application form to be emailed to the International Office
-----------------------	--

(Prices as of 2012, revised every year in July) -Approximate cost in € for accommodation per month
A room at the MAISEL on campus or in town costs between € 400 and 600 per month depending on square meters)
 - 500 € deposit reimbursed if no damage at the end of the stay
 - 80 € registration fee (non-refundable)
 - 15 € for a full set of bedding (pillow, pillow case, sheets and blanket)
 - **400 € monthly rent**
 - 10 € monthly management fees to be added to the rent - non refundable fee
 - 6 € per month rental and liability insurance
 - Internet in your room: € 60 per year or € 8 a month for shorter stays (free access at school)
 - 4 € per meal

The lease includes both the first and last day of the academic semester and is rounded off to the 1st or 15th of the month.

Special lease clauses affecting students on a one semester exchange

If you arrive before the semester begins:

If the student arrives within the **seven** days before the semester begins, s/he will pay the per night fee established by the MAISEL. If the student arrives **eight to fifteen** days before the semester begins, s/he will pay a full fortnight and **any time beyond 15 days** before the semester begins the MAISEL will bill in fortnights.

If you leave after the semester ends:

If the student leaves within **seven** days after the semester ends, s/he will pay the per night fee established by the MAISEL. If the student leaves **eight to fifteen** days after the semester ends, s/he will pay a full fortnight and **any time thereafter** the MAISEL will bill in fortnights.

The per night rate for the academic year 2013/2014 is 25€.

ARRIVAL INFORMATION

➤ Pick-up Assistance	Students from the "WELCOM" association www.welcom-evry.com
----------------------	---



CAMPUS FACILITIES	
	<p>Wireless connection on the university premises</p> <p>Multimedia library: http://www.it-sudparis.eu/biblio/en/</p> <p>Restaurant and cafeteria on campus</p> <p>Sports facilities: French medical certificate and insurance required</p>

ADMINISTRATIVE FORMALITIES UPON ARRIVAL	
➤ Health insurance	<p><input checked="" type="checkbox"/> Proof of Health Insurance: compulsory</p> <ul style="list-style-type: none"> - European Students should bring updated copy European Social Security Card - Non European students please check above
➤ Personal liability insurance	<input checked="" type="checkbox"/> Compulsory
➤ Bank account	<input checked="" type="checkbox"/> Optional (possibility to open an account in our partner bank in Evry), but compulsory if you claim for CAF (financial aid for housing)
➤ Residence permit	<p><input checked="" type="checkbox"/> Non-European Students: long-stay visa during the first year</p> <p><input checked="" type="checkbox"/> Residence permit during the second year</p>
<p>Long-stay visa during the first year procedure</p> <p>Exchange students please contact international staff the first days of your arrival.</p>	<p>This procedure applies for all students holding a new visa: the OFII certificate request form (given to you by the consulate), which is signed by the diplomatic or consular authority, after filling in the sections concerning your visa number, the date you entered France or the Schengen area and your address in France</p> <ul style="list-style-type: none"> - your passport and the copy of the pages in your passport with your identity information, the passport's validity, the visa and the border control stamp with the date you entered France - a valid passport photo (from the front, head uncovered) - proof of residence in Evry (Maisel) or department 91 <p>One month to 6 weeks later : appointment at the OFII for medical visit</p> <p>The day of your appointment, you should bring the following documents:</p> <ul style="list-style-type: none"> - your passport with the appropriate visa - proof of residence in France - a valid passport photo (from the front, head uncovered) - a stamp note and an OMI or ANAEM stamp worth €58