

# EDHEC INTERNATIONAL BBA EXCHANGE PROGRAMMES

FACTSHEET 2024 - 2025  
LILLE & NICE CAMPUSES



*Make an impact*

# EDHEC INTERNATIONAL CONTACTS

## ◆ INSTITUTIONAL CONTACTS

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<b>Ms Sophie SIMARD</b> Head of International Development, Partnerships & Agreements <a href="mailto:sophie.simard@edhec.edu">sophie.simard@edhec.edu</a>	<b>Ms Andrea BUTTERWECK</b> Manager of Study Abroad Office, EDHEC International BBA <a href="mailto:andrea.butterweck@edhec.edu">andrea.butterweck@edhec.edu</a>

## ◆ STUDY ABROAD OFFICE (SAO)

Academic Matters (Courses, Learning Agreement, Application process...) – Incoming & Outgoing students  
<https://www.edhec.edu/en/student-experience/international-experience/studying-abroad>

<b>Ms Andrea BUTTERWECK</b> Manager of Study Abroad Office, Existing partnership agreements, Student Mobility Incoming & Outgoing, Double Degree   <a href="mailto:andrea.butterweck@edhec.edu">andrea.butterweck@edhec.edu</a>	
<b>OUTGOING</b> <b>Ms Ludivine TOLLITTE</b> Study Abroad Office Coordinator, outside Europe and Double Degree (academic matters) <a href="mailto:ludivine.tollitte@edhec.edu">ludivine.tollitte@edhec.edu</a>	<b>INCOMING</b> <b>Ms Hannah SZTUMPF</b> Study Abroad Office Coordinator, Nice campus Incoming and Double Degree (academic matters) <a href="mailto:hannah.sztumpf@edhec.edu">hannah.sztumpf@edhec.edu</a>
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## ◆ INTERNATIONAL STUDENTS OFFICE (ISO)

Practical Matters (Accommodation, visa...) – Incoming students  
[www.edhec.edu/en/iso/international-student-office](http://www.edhec.edu/en/iso/international-student-office)

<b>Ms Céline MARSY</b> Manager of International Students Office   <a href="mailto:edhecwelcome2lille@edhec.edu">edhecwelcome2lille@edhec.edu</a>	
<b>Ms Palaman GBAMPOK</b> International Students Office Coordinator <a href="mailto:welcome.2nice@edhec.edu">welcome.2nice@edhec.edu</a>	<b>Ms Citlally MEJIA</b> International Student Advisor <a href="mailto:edhecwelcome2lille@edhec.edu">edhecwelcome2lille@edhec.edu</a>



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CS 50411  
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**110+**  
nationalities  
on campus

**162**  
partner  
universities

**8,600**  
students



ERASMUS CODE: F LILLE 15  
INSTITUTION WEBSITE: [WWW.EDHEC.EDU](http://WWW.EDHEC.EDU)

# PROGRAMME ACADEMIC MATTERS

The EDHEC International BBA Business Management programme is divided into two 2-year cycles, over a four-year period. The first period focuses on adaptability and includes courses on general culture, company practices and learning about business basics. The second period concentrates on training the students to rapidly become operational managers. Specialisations in the third and fourth years explore five basic business sectors in-depth: Finance, Marketing, Human Resources Management, Entrepreneurship and Audit.

## ◆ FALL SEMESTER\*

### Tracks taught in English

- EDHEC International BBA 2<sup>nd</sup> year Business Fundamentals – Lille campus [course list](#)
- EDHEC International BBA International Business Track (IBT) – upper undergraduate level – Nice & Lille campus [course list](#)

### Track taught in French\*\*

- EDHEC International BBA 2<sup>nd</sup> year Business Fundamentals – Nice & Lille campus\*\*\* [course list](#)  
Please note, the full year French-taught programme is available on the Nice campus only.

\* The course offer may be subject to change.

\*\* Students will be in class with (and graded the same as) native French speakers.



## ◆ SPRING SEMESTER\*

### Tracks taught in English

- EDHEC International BBA 2<sup>nd</sup> year Business Fundamentals – Lille campus [course list](#)
- EDHEC International BBA International Business Track (IBT) – upper undergraduate level – Nice & Lille campus [course list](#)
- EDHEC International BBA 3<sup>rd</sup> year Academic specialization: Finance or Marketing – Lille campus [course list](#)

### Track taught in French\*\*

- EDHEC International BBA 2<sup>nd</sup> year Business Fundamentals – Nice campus [course list](#)

## ◆ FRENCH LANGUAGE COURSES

EDHEC offers French language courses to visiting students free of charge available on both Lille and Nice campuses.

- Regular term courses (Fall and Spring semester)
- Several levels will be offered (beginner, intermediate, advanced/Business French).
- French courses should be considered as a regular course, each French course is awarded 5 ECTS for simple exchange students and class attendance is mandatory.



# ACADEMIC CALENDAR

## ◆ FALL SEMESTER AND FULL YEAR

APR 03	Online nomination deadline for partner institutions
APR 25	Online application deadline for incoming students (including course choice)
29 AUG	Mandatory Welcome session
EARLY SEPT	Beginning of classes
20 DEC	End of classes (including exams)

We advise Non-European students to start working on their applications early! The sooner they apply, the sooner they will get their acceptance letter to start their visa procedure.

## ◆ SPRING SEMESTER AND FULL YEAR

LATE SEPT	Online nomination deadline for partner institutions
MID OCT	Online application deadline and course choice for incoming students
03 JAN	Mandatory Welcome Session 2 <sup>nd</sup> year programmes
EARLY JAN	Beginning of classes 2 <sup>nd</sup> year programmes
31 JAN	Mandatory Welcome Session IBT programme / 3 <sup>rd</sup> Year programme
EARLY FEB	Beginning of classes IBT programme / 3 <sup>rd</sup> Year programme
MID-LATE MAY	End of classes for all programmes (including exams)

## ◆ EXPECTED ARRIVAL DATE

We suggest arriving about two or three days prior to the Welcome Session to have time to settle in. A mandatory international student Welcome Session will be planned a day or two before the start of each programme. Details will be announced upon acceptance. Late arrival is not accepted.

## ◆ NOMINATION PROCEDURE FOR PARTNER INSTITUTIONS

Partner institutions will be asked to register the nominated students online and to select their campus and programme. Each institution will receive an email from EDHEC International BBA with the necessary information (URL, username, password, etc.). A confirmation email will then be sent to each institution.

## ◆ ONLINE APPLICATION & COURSE REGISTRATION PROCESS

After nomination by the home institution, students will be asked to follow an online application procedure. Information on how to register will be sent directly to students via email. Exchange students must fill out their details online and upload the following documents:

- EDHEC International BBA Learning Agreement (or OLA for EU partners) duly signed and stamped by home university (PDF)
- 1 recent headshot photo (JPEG/PDF format)
- Copy of official transcript(s) of grades (in English) (PDF)
- Copy of passport or national identity card for European students (PDF)

Double degree students need take the courses agreed in the framework of the double degree agreement.



# PRACTICAL MATTERS

## ◆ PREPARE YOUR ARRIVAL IN FRANCE

Please check the EDHEC International Student Office's website: <https://www.edhec.edu/en/iso/international-student-office>

## ◆ ACCOMMODATION

Once accepted in the EDHEC exchange programme, the International Students Office will contact students directly to inform about available accommodation options for both Lille and Nice campuses. These options are on a **first come, first served** basis so it is best to reserve early as student housing is in high demand.

### LILLE CAMPUS

An exceptional site of 21 acres, the Lille campus is located in the heart of the Greater Lille metropolis, a few minutes away from Lille's 2 train stations, the campus has been designated to meet the highest international standards.

#### Accommodation: on-campus

An on-campus accommodation is available in the EDHEC residence. 2 options are: kots and private studios. We suggest other off-campus options when offers are made available to us.



### NICE CAMPUS

EDHEC Business School's Nice Campus is located in an elegant and modern complex overlooking the Mediterranean Sea in the vicinity of the Nice Côte d'Azur International Airport. Inaugurated in 2013, the upgraded campus offers an excellent environment for learning and research, with completely renovated lecture theatres, conference rooms, classrooms.

#### Accommodation: off-campus

Only off-campus accommodation is available.



## ◆ VISA & RESIDENT PERMIT

Prior to your departure, please check on the **French Ministry of Foreign Affairs** website whether you are required to apply for a visa or not. If you do not have a European passport, you must have a visa to study in France (even if you have a residence permit from a European country).

Exchange students are requested to provide the International Students Office with all official mandatory documents on the day of the Welcome Session (Please refer to your e-mails). Students who do not provide these documents cannot be accepted.

## ◆ HEALTH / MEDICAL SERVICES

### EU students

A European Health Insurance Card (EHIC) valid for the whole duration of your stay is required.

If you do not have an EHIC, you must purchase private Insurance covering you for the whole duration of your stay.

The International Students Office will provide you with more details upon your arrival.

### Non-EU students

If you are staying at EDHEC for one semester, you have to purchase private insurance covering you for the whole duration of your stay.

If you are staying at EDHEC for two semesters, you should apply for French social security.

# FREQUENTLY ASKED QUESTIONS

## WHAT KIND OF ORIENTATION, IF ANY, DO YOU PROVIDE?

The International Students Office offers an Orientation session which includes social activities and informational meetings. (Residence permit, medical coverage/care in France, academic information, etc.).

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## WHAT TEACHING METHODS ARE USED?

Tutorials, lectures, workshops, seminars. Please consult the courses syllabus.

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## WHAT IS THE REGULAR WORKLOAD?

30 ECTS is the regular (and maximum) workload per semester for EDHEC students. We have no rules for visiting students concerning the number of courses or credits that must be taken. The home university decides what the requirements are for their students (unless it is a Double Degree seeking student in which case students have to take all courses in their study programme, according to the Double Degree exchange agreement). However, we strongly recommend a workload of 30 ECTS for Exchange students.



## CAN I CHANGE MY COURSE CHOICE AFTER THE BEGINNING OF CLASSES?

Once the Learning Agreement is signed and approved by your home institution, changes to your course choice are not allowed. We strongly advise students to carefully review the syllabus of each course before choosing it, and to consult with their home university coordinator before confirming and submitting their course choices.

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## IS CLASS ATTENDANCE MANDATORY?

Yes, class attendance is mandatory for exchange students. Absences and leaving early is not allowed during the exchange period, and sick leave must be justified by a medical certificate in order to be excused. In certain cases, students may be refused permission to sit their final exams due to absences. Attendance in classes is vital as it is not only in the best interests of the student to attend classes regularly, but it also guarantees that groups function properly.

## IS MY SCHEDULE DEFINITE?

Your timetable is flexible and could be subject to modifications, so we advise you to check it on a daily basis. Please note that **you are expected to stay until the last day of the semester, exams included.**

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## WHAT EQUIPMENT IS REQUIRED?

A laptop is required at EDHEC, students will have to use it for group work and for courses. **Tablets, iPads and Chromebooks are not compatible with the software used for exams.**

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## WHAT IS THE GRADING SYSTEM USED?

Scale from 0 to 20. 10 is a passing grade = you obtain credits. Below 10 is a fail = no credits awarded.

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## DO YOU OFFER RESIT EXAMS?

Yes, resit exams are offered in June. Resit exams cannot be taken outside of the EDHEC Lille or Nice Campus.

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## WHEN DO STUDENTS RECEIVE THEIR TRANSCRIPTS?

Students have access to their grades and official transcripts via their MyEDHEC account. For Fall semester: in February. For Spring semester: in June.

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## WHAT ARE THE FACILITIES/SERVICES AVAILABLE TO STUDENTS?

- Computers and wireless internet access
  - On-campus library
  - Photocopy machines and printers
  - On-campus cafeteria in Nice
  - 3 on-campus restauration options in Lille
  - Sports facilities
  - Each exchange student is given an email account upon arrival.
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## DO EXCHANGE STUDENTS HAVE ACCESS TO OUR CAREER CENTER?

Exchange students have access to the EDHEC database, however EDHEC cannot sign any placement contracts for exchange students and French companies. Students must make arrangements with their home university. Students must also verify visa requirements and procedures with the French Embassy in their home country for and during the internship period if necessary.

For further information, please contact the Study Abroad Office for academic matters and the International Students Office for practical matters.