



<b>Paris School of Business address</b>	59 rue Nationale 75013, Paris France	
<b>Head of International Relations</b>	<b>Clémence MACHEREZ</b> Phone: +33 (0)1 55 28 94 72 E-mail: c.macherez@psbedu.paris	
<b>Contact person for outgoing and incoming students</b>	<b>Corine DIEPPOIS</b> <i>International Relations Coordinator - Outgoing (Exchange)</i>  Tel: +33 (0)1 55 25 69 63 c.dieppois@psbedu.paris	<b>Melissa LÓPEZ CASTAÑEDA</b> <i>International Relations Coordinator – Incoming (Exchange and Fee Paying)</i>  Tel: +33 (0)1 55 28 95 88 m.lopezcastaneda@psbedu.paris
	<b>Chaymaa NEDDAD</b> <i>International Relations Coordinator – Outgoing (Fee Paying – Outside Europe)</i>  Tel: +33 (0)1 55 25 69 56 c.neddad@psbedu.paris	<b>Simon CHARRIER</b> <i>International Relations Coordinator - Outgoing (Fee Paying – Europe)</i>  Tel: +33 (0)1 53 36 44 35 s.charrier@psbedu.paris
<b>Relevant websites</b>	General information for exchange students: <a href="https://www.psbedu.paris/en/admission/exchange-program">https://www.psbedu.paris/en/admission/exchange-program</a>  General information for Free Mover/Study Abroad students: <a href="https://www.psbedu.paris/en/admissions/free-movers-program">https://www.psbedu.paris/en/admissions/free-movers-program</a>  Paris School of Business website: <a href="https://www.psbedu.paris/en/">https://www.psbedu.paris/en/</a>	
<b>Dates for academic year 2021/2022</b>	<b>Fall semester:</b> Orientation Day: To be confirmed Dates: September to December 2021 *For BBA program, please read the disclaimer below.  <b>Spring semester:</b> Orientation Day: To be confirmed Dates: January to late-April 2022	
	<b>IMPORTANT:</b> Exact dates can vary and depend on the program and track chosen by each student. Please refer to the course catalogue to have the exact dates for each program. <b>For the Fall 21 term, the BBA program will take place from October 2021 to mid-January 2022.</b>	



<b>Application and nomination deadlines</b>	<b>Nomination (partners)</b>  <i>Full Academic Year and Fall Semester:</i> May 15th, 2021  <i>Spring Semester:</i> October 15th, 2021	<b>Application (students)</b>  <i>Full Academic Year and Fall Semester:</i> May 30th, 2021  <i>Spring Semester:</i> October 30th, 2021
<b>Application procedure</b>	<b><u>Exchange students:</u></b> Nomination as an exchange student at Paris School of Business takes place before the above mentioned dates by the home university. Nominations are to be sent via our nomination link. We do not accept nominations via email. Once the student has been officially nominated, they will receive e-mail with an application link. Once the student has completed their application and has been accepted to the program, they will be e-mailed with further information regarding the acceptance letter, accommodation, modules etc. Partners, please find the link to the nomination form in the body of the received email.  <b><u>Free Mover/Study Abroad students:</u></b> Students apply directly through our online application system. Once the student contacts the PSB International Office, we will send the application link so the student can register. Once the student has completed the application and has been accepted to the program, they will be e-mailed with further information regarding the acceptance letter, accommodation, modules etc.  Applications will not be accepted after the deadline.	
<b>Language requirements</b>	Non-native students must satisfy language proficiency and submit an official test in English (IELTS 6.0 or TOEFL 80 or equivalent) or in French (Level DELF B2). A Letter of Recommendation from the respective language teacher will also be accepted for students who have been enrolled in English Business programs for at least two years at their respective home universities. French as a Foreign Language course is available to exchange students as a module	
<b>Academic requirements</b>	Students should have studied for at least one year in a business or economics related with an average grade of 2.3/4 of the GPA system to enrol in our international programs.	
<b>Required documents for application</b>	<ul style="list-style-type: none"><li>• Passport copy (attention to the expiry date!)</li><li>• Most recent transcript of Records of the home university</li><li>• Proof of English or French proficiency</li><li>• A passport size coloured photo</li></ul>	



<b>Insurance requirements for incoming exchange students</b>	<p>Before arrival, students must purchase a full health cover for the length of their stay.</p> <ul style="list-style-type: none"><li>• EEA students do not need to purchase the health cover but must provide a copy of their European Health Insurance Card (EHIC).</li><li>• Non EEA students must purchase private insurance covering their whole period of stay in France.</li><li>• Students will have to submit a copy of their International Health Insurance to PSB IO before start of classes</li></ul>
<b>Modules and ECTS</b>	<p>The module selection is done once the student is accepted to the program.</p> <p>Students can take a workload from 6 ECTS and up to 30 ECTS per semester (1 course minimum and up to 5 maxima per semester).</p> <p>Acceptance on these modules is subject to academic prerequisites, timetabling constraints and number of students enrolled.</p> <p>The first week of lecture is the “add &amp; drop period” during which any changes have to be reported and approved by the PSB IO and the Academic Department. After that, modules cannot be changed or removed and will later appear on the transcript.</p>
<b>Immigration</b>	<p>All non-EU students coming to Paris School of Business for an exchange program must have a student visa (for stays longer than 90 days). VISA applications should be made through the French Embassy in the home country.</p>
<b>Accommodation</b>	<p>Paris School of Business does not provide accommodation service directly.</p> <p>We send to all accepted students before the start of the semester our Accommodation Guide, where you will find all the necessary information to find accommodation in Paris, as well as the list of our housing partners.</p>
<b>Approximate cost of living per month</b>	<p>Cost depends on each student, but we consider between 1200.00 and 1500.00 euros per month to live in Paris.</p>
<b>Orientation Days</b>	<p>Usually held at the beginning of the semester, PSB IO offers an “International Student Orientation”, where we provide useful information concerning the study program: we will show students Paris School of Business’ campus, our extranet and PSB earn systems and other important things you need to know while studying in France.</p> <p>Please take into account that the orientation is mandatory for all International students.</p>



## Transcripts

The Transcript of Records will only be sent to the International Office of the home university up to 6 weeks after final exams. A copy can be sent to the student by email upon request

Both French System and letter grades (USA) will appear on the Transcript of Records:

French System	ECTS Grade	Comments	Letter Grade (US)/GPA
19-20	A	Perfection	A+/4
17-18		Exceptional	A/4
16		Excellent	A-/3.7
15	B	Very good	B+/3.3
14		Good	B/3.0
12-13	C	Solid, Above expectations	B-/2.7
11	D	Acceptable	C+/2.7
<b>10</b>	<b>E</b>	<b>Passing grade – Very average, barely satisfactory</b>	<b>C/2</b>
9	FX	Unsatisfactory	C-/1.7
8		Lacks basic knowledge	D+/1.7
6-7	F	Poor	D/1.3
5		Very poor	D-/1
3-4		Little, if any knowledge	F/0
0-2		No knowledge	