



ACADEMIC MATTERS

FALL SEMESTER 2023-2024

EDHEC INTERNATIONAL BBA

Make an impact



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EDHEC GROUP



Make an impact

EDHEC GROUP

Key figures at EDHEC Business School



8600

ACADEMIC
STUDENTS



35%

INTERNATIONAL
STUDENTS



+110

NATIONALITIES



50 000

ALUMNI
(130 COUNTRIES)



175

PROFESSORS &
RESEARCHERS



294

EXCHANGE
PARTNERSHIPS
and 27 DOUBLE
DEGREES



660

INCOMING
EXCHANGE
STUDENTS

EDHEC GROUP

EDHEC campuses

London



Lille



Paris



Singapour



Nice



The EDHEC International BBA programme is offered on the Lille & Nice campuses: <https://bba.edhec.edu/en>

EDHEC GROUP

EDHEC Business School, organized around 3 units

Academic Programmes

- EDHEC International BBA
- EDHEC MiM
(11 Masters of Sciences)

EDHEC Executive

- 2 MBAs
- Advanced Management Programmes
- Tailored Programmes
- EDHEC Asset Management Education (EAME)
- PhD in Finance

Research & Development

- 6 research centres:
- Financial Analysis
 - Accounting
 - Economics
 - Marketing
 - Legal
 - Management

EDHEC GROUP

12 Masters of Sciences (MSc)

◆ Financial Economics track

Nice campus

- Finance
- Corporate Finance & Banking
- Financial Markets
- Climate change & Sustainable Finance
- International Accounting & Finance

◆ Business Management track

Lille campus

- Marketing Management
- LL.M. in Law and Tax Management
- Global Business & Sustainable Business
- Entrepreneurship & Innovation Management
- Management Studies
- Creative Business & Social Innovation
- Data Analytics & Artificial Intelligence
- Strategy, Consulting & Digital Transformation

For further information, check the EDHEC website: <https://www.edhec.edu/en>

EDHEC GROUP

3 main international accreditations

EDHEC is proud to be listed among the select institutions around the world who have received **the triple crown**.



For further information, check the EDHEC website: <https://www.edhec.edu/en/why-edhec>

EDHEC GROUP

EDHEC International BBA - Academic structure

<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
<p><u>1st semester:</u> Classes at EDHEC International BBA</p> <hr/>	<p><u>1st semester:</u> Classes at EDHEC International BBA</p> <hr/>	<p><u>1st semester:</u> Exchange abroad OR Classes at EDHEC International BBA</p> <hr/>	<p><u>1st semester:</u> Classes at EDHEC International BBA</p> <hr/>
<p><u>2nd semester :</u> Classes at EDHEC International BBA</p> <p>+ 1-month internship</p>	<p><u>2nd semester:</u> Classes at EDHEC International BBA OR Exchange abroad + 2-month internship</p>	<p><u>2nd semester:</u> Classes at EDHEC International BBA OR 6-month internship OR Exchange abroad</p>	<p><u>2nd semester:</u> 6-month internship => No classes at EDHEC International BBA</p>



KEY PEOPLE AT EDHEC



Make an impact

STUDY ABROAD OFFICE (SAO)

Team Management



- ◆ **Andrea BUTTERWECK**
International Relations Manager
EDHEC International BBA



STUDY ABROAD OFFICE (SAO)

Academic Matters



Course choice, Learning Agreement, arrival & departure certificates...



Hannah SZTUMPF

hannah.sztumpf@edhec.edu

Office 312A (3rd floor)



INTERNATIONAL STUDENTS OFFICE (ISO)

Practical (= daily life) Matters



Accommodation, health insurance, visa validation, residence permit, bank account, doctor's appointments...



Yasmine NICOLLE

yasmine.nicolle@edhec.edu

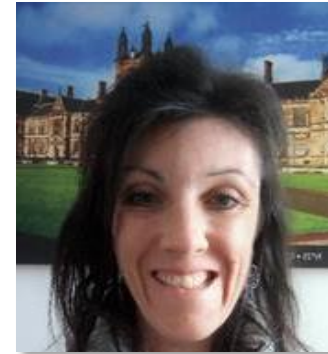
Office 512A



Leila RAHMEOVA

leila.rahmeova@edhec.edu

Office 514



Isabelle COSENTINO

isabelle.cosentino@edhec.edu

Office 512B




Palaman GBAMPOK

palaman.gbampok@edhec.edu

Office 514

Welcome.2NICE@edhec.edu

THE REGISTRAR (= HUB)

 The HUB front-office is located in office 004 on the ground floor near the René Cassin entrance.

Email: hub.front.nice@edhec.edu

The HUB is your first point of contact for all queries relating to your studies during the semester:

- ◆ School certificates
- ◆ Timetables and schedules
- ◆ Course logistics
- ◆ Exams
- ◆ Transcripts
- ◆ Grades
- ◆ Groups
- ◆ Absences
- ◆ To hand in medical certificates (to excuse an absence)
- ◆ To get in contact with a professor



ADDITIONAL CONTACTS

Language Department (3rd floor)

- ◆ Head of Department:
Elizabeth DICKSON
- ◆ Department Assistant:
Valérie BONELLI
(office 314)
- ◆ French course academic matters:
Marylin TOUFLET
(marylin.touflet@edhec.edu)
- ◆ The Language Resource Center offers language resources to improve students' level in French, English and other languages:
 - Language conversation (individual or small groups)
 - Grammar and vocabulary
 - Advice and help for learning and practicing French
 - Cultural events and more!



YOUR STUDIES AT EDHEC



Make an impact

STUDY PROGRAMMES

- ◆ English-taught programmes:

- 4th year programme: EDHEC International BBA - IBT (International Business Track)
- 4th year programme: EDHEC International BBA – Hospitality and Event Management

- ◆ French-taught programmes:

- 2nd year programme: EDHEC International BBA - Business Fundamentals
- 3rd year programme: EDHEC International BBA – Finance or Marketing Specialization

YOUR DOCUMENTS

Important documents for your stay:

1. Learning Agreement
2. EDHEC International BBA e-mail address, usernames & passwords for MyEDHEC (the intranet, Blackboard, etc.)
3. EDHEC International BBA Academic Calendar
4. Exchange Student Contract **to be signed and returned to** hannah.sztumpf@edhec.edu



Documents you might need to get signed for your home university:

- Arrival certificates* (Erasmus or other mobility grants)
- Home university and/or Erasmus Learning Agreement

Send to:

Hannah SZTUMPF (hannah.sztumpf@edhec.edu)

- Office 312A

*Please note, arrival certificates can only be signed on or after the first day of the semester.



ACADEMIC RULES



Make an impact

ACADEMIC RULES

Academic obligations

- ◆ Exchange students' academic obligations:
 - According to your home university's requirement
 - The copy of your "Learning Agreement" = final course choice

- ◆ **No more changes – you can no longer add or drop any course!**
 - 1 student = 1 study programme
 - **No fixed timetable**
 - Not possible to take courses from different study programmes due to scheduling and exams clashes

- ◆ Please refer to the « Programme Rules » document you must sign on MyEDHEC

ACADEMIC RULES

Academic obligations

- Your attendance to all your chosen courses is **compulsory!**
- Your presence at each online class will automatically be registered
- To **register your presence for classes on campus**, scan your student ID card / « **badge in** » at the entrance of the classroom

ELECTRONIC ROLL-CALL

In order to register you have to keep your student card with you



Every classroom is equipped with an electronic device



Register by swiping your card



Please remember to scan your ID card at the entrance of the classroom to register your presence. All absences are registered on MyEDHEC. For any queries relating to your absences, please contact **the HUB**: hub.front.nice@edhec.edu.

ACADEMIC RULES

Academic obligations

◆ Absences

All absences need to be justified (and this includes online classes).

- Please notify us of any absence by sending an email (on the 1st day of your absence) to **the HUB**: hub.front.nice@edhec.edu

Students may be absent from class only in the following instances:

Medical reason

A **medical certificate** must be handed in within **48 hours** following your return to school to:
the HUB

Force Majeure / Act of God

Supporting original evidence must be handed to
the HUB
and an email must be sent to Hannah SZTUMPF
hannah.sztumpf@edhec.edu

Other types of absence during the semester **will not be excused** (personal travel, family events, home university resits or commitments, etc.). Any travel or planned absences would need to take place during official holiday periods (if applicable to your programme), or at the end of the semester after the official examination period has ended!

For full details, including information on how this could impact your grades, please refer to the “Programme Rules” document you must sign on MyEDHEC.

ACADEMIC RULES

Academic obligations

◆ Exams

- On campus (unless communicated otherwise)
- You are required to stay until the end of exam sessions (and official end of semester date): **20th December**
- Make sure your name and student number are on all papers you turn in
- The use of a paper dictionary (mother tongue – French / French – mother tongue) is allowed during final exams only for students enrolled in the French-taught Programmes. Please note that only paper dictionaries are allowed, electronic dictionaries will not be accepted.

◆ Evaluation

- Each class is evaluated differently. Your **final class grade** will be determined by the guidelines announced by the teacher at the beginning of the semester (e.g.: 20% in-class assignments, 40% group work, 40% final exam).
- Grading system: 0-20
Passing grade = obtention of ECTS = 10/20 (final class grade)
- Any final class grade below 10/20 = no ECTS obtained for that course
- If you get below 10/20 for an evaluation it is still possible pass the class if your other grades are high enough and bring your final class grade up to 10/20 or higher.
- ECTS are obtained per course – there is no overall average
- In the event of a dispute of your grade, an appeal must be sent immediately after receiving your transcripts by email to the HUB (hub.front.nice@edhec.edu).

ACADEMIC RULES

Academic obligations

◆ Resit exams

- On campus (unless communicated otherwise)
 - Resit exams for Fall **and** Spring semesters will take place **late June** (see Academic Calendar)
 - No exceptions will be made!
-
- Please refer to the “Programme Rules” document on MyEDHEC for general information on resits.
 - Final grades are not negotiable. Indulgences for visiting students can only be granted by the home university in accordance with their own evaluation standards and practices.
 - The schedule for resit exams will be communicated by the beginning of the resit week. The resit exam schedule is subject to changes and modifications. Students registered for the resits should make flexible travel arrangements and be available throughout the whole resit week.



MYEDHEC



Make an impact

MYEDHEC

Sources of information & class schedule

◆ MyEDHEC: Student Web Portal

On MyEDHEC (some teachers may still refer to this as WebAurion), students will be able to access:

- all in-house platforms (such as Blackboard listed below)
- the main contacts and services at EDHEC
- all information relating to their studies including their schedule, grades, transcripts and a record of their absences.
Transcripts will be available from February (for the Fall) and from June onwards (for the Spring).

<https://my.edhec.edu>

use your [@edhec](#) email & password

For all queries and technical issues with your access to MyEDHEC, please contact helpdesk@edhec.edu.

◆ Your course schedule

Your individual schedule will be accessible via MyEDHEC at the beginning of the semester. It is each student's responsibility to check their online schedule to make sure that all chosen courses (courses listed on their Learning Agreement) are visible and have been recorded successfully.

If any courses are missing from a student's schedule, the student must contact the SAO and the HUB immediately.

Courses are not held every week for each subject. The timetable is not fixed and is updated regularly. Students must **check their schedule every day** for any changes or modifications to the timetable. Changes can be made at the last minute.

You will also be able to view your exam results, your absences, and download your final transcript of grades as soon as it is available, directly from your MyEDHEC account.

MYEDHEC

Sources of information & class schedule

> Logout

ACADEMIC LIFE

- Schedule
- Learning Platform
- Attendance
- Course Evaluations
- Distance learning Exams Guide
- Grades
- Transcripts
- Academic Rules & regulation
- Academic Calendar
- Library
- Library
- SISE Survey
- Study Abroad
- Thesis Subject
- MSc Choice for BBA 4A
- Choice of Academic Programme
- Financial Economics Track
- Choice of Academic Programme
- Business Management Track

STUDENT LIFE

- Administrative documents
- Financial Aid for studies
- Financial Aid for studies
- Sports @ EDHEC Lille
- Sports @ EDHEC Nice
- International Student Office
- Health & Safety
- Health & Safety
- Housing
- Housing
- Housing
- Room Booking Lille

FAQ ACADEMIC YEAR 2020/21


FAQ ACADEMIC YEAR 2020/21

Access your online courses and course material on Blackboard


DISTANCE LEARNING SUPPORT

SUGGESTION BOX


Quick Access




Schedule



Learning Platform



Attendance




Course Evaluations



Internship Agreement




Library




Library



Study Abroad



Office 365



IT Discount

Find information about:

- How To Connect Blackboard
- How to submit an assignment
- How to take a test
- How to use Collaborate

MYEDHEC

Blackboard tool

- ◆ “Learning Platform” accessible via student portal “MyEDHEC” (using your @edhec email & password)

- ◆ **Personal view**
 - About your courses (assignments, reading materials, etc.)
 - You may find courses you didn’t sign up for
 - The quantity of information available on Blackboard may vary according to the course and teacher
 - Not all teachers use this platform to communicate or upload course material. Please check with your professor at the beginning of class on how to access the course material if necessary.

- ◆ For all technical issues with BLACKBOARD please contact: stephane.defrenne@edhec.edu



Your class schedule (timetable)

Le calendrier académique

Mon planning

Salles disponibles dans la journée

Gestionnaire laura.clark@edhec.edu, vous êtes connecté au compte de : TOHEEB ADISA

Mon planning

ATTENTION : le planning peut être modifié jusqu'à 24h avant l'intervention. Consultez-le régulièrement.

TOHEEB ADISA

17 — 23 Septembre 2018					
Lun 17/09		Mar 18/09		Mer 19/09	
08					
09	De 09:00 à 12:00 - 408 - Info - VAGUE Pierre-Marie - IBT4 - EUROPEAN BUSINESS LAW - Cours magistral -			De 09:00 à 12:00 - 504 - BORREDON Elizabeth - IBT4 - LEADERSHIP - Travaux dirigés -	
10					
11					
12					
13	De 13:00 à 16:00 - 404 - WALAS Aurélie - IBT4 - FIN - CORPORATE GOVERNANCE - Cours magistral -		De 13:00 à 16:00 - 702 - STEPANYAN Gobar - IBT4 - FIN - MULTINATIONAL FINANCIAL MANAGEMENT - Cours magistral -	De 13:00 à 16:00 - 504 - BORREDON Elizabeth - IBT4 - LEADERSHIP - Travaux dirigés -	
14					
15					
16		De 16:00 à 19:00 - 404 - KACENELNBOGEN Edwige - IBT4 - FIN - EMERGING MARKETS - Cours magistral -	De 16:00 à 19:00 - 702 - VAGUE Pierre-Marie - IBT4 - EUROPEAN BUSINESS LAW - Cours magistral -	De 16:00 à 17:30 - 0002 - Amphi - - - Réservation de salle - BUDDY SYSTEM Welcome Coffee	De 16:00 à 19:00 - 302A - WALAS Aurélie - IBT4 - FIN - CORPORATE GOVERNANCE - Cours magistral -
17					
18					
19					

MYEDHEC

Learning platforms (Collaborate & Blackboard)

◆ Collaborate - Preparing for your online courses

Students will have a technical test on Collaborate to ensure you can join a virtual class without any issues.

Details of the time and date will be sent in due course.

For this test:

- ✓ Please do not use Internet Explorer, choose Chrome or Firefox
- ✓ Use your computer instead of a tablet or your smartphone
- ✓ Prepare earphones and a webcam (if you don't have a webcam, do not worry about that)

◆ Blackboard

In August, you will have access to “Discover your EDHEC digital learning environment” on MyEDHEC, in the Learning Platform section.

This is a **mandatory** self-paced tutorial on how to use **Blackboard**.

MYEDHEC

Online timetable

- ◆ Check your schedule online on MyEDHEC for the complete semester period
- ◆ Check if you can find all courses you are enrolled in (compare with your Learning Agreement)
 - Technical problem? > HelpDesk@edhec.edu
 - Missing course? > hub.front.nice@edhec.edu



ACADEMIC CALENDAR



Make an impact

ACADEMIC CALENDAR 2023-2024

ACADEMIC CALENDAR 2023-2024 – EDHEC INTERNATIONAL BBA NICE CAMPUS*

*The academic calendar is subject to changes and modifications.

FALL SEMESTER 2023	BBA 2 nd YEAR STUDENTS French taught programme	BBA 3 rd YEAR STUDENTS French taught programme	BBA 4 th YEAR STUDENTS English taught programmes
Welcome session for incoming students > mandatory <	August 29 th	August 29 th	August 29 th
Mid-term exams	October 27 th – 27 th	Exact dates will be announced by end Sept	Exact dates will be announced by end Sept
All Saints' Holiday	October 29 th – November 6 th Courses restart on November 7 th	-	-
Fall semester exams	December 14 th – December 20 th Official End of Semester Date: December 20 th	November 30 th & December 14 th – December 20 th Official End of Semester Date: December 20 th	December 11 th – December 20 th Official End of Semester Date: December 20 th
Christmas Holiday	December 21 st – January 3 rd	December 21 st - January 28 th	December 21 st - January 28 th
SPRING SEMESTER 2024	BBA 2 nd YEAR STUDENTS French taught programme	BBA 3 rd YEAR STUDENTS English taught programme	The BBA 4 th Year Programmes are not available during the Spring Semester
Welcome session for incoming students > mandatory <	January 4 th	January 29 th	
Winter break	March 2 nd to March 10 th Courses restart on March 11 th	-	
Mid-term exams	March 19 th	Throughout the semester	
Spring break	April 20 th – April 28 th Courses restart on April 29 th	April 20 th – April 28 th Courses restart on April 29 th	
Spring semester exams	March 29 th & May 13 th – May 17 th	May 13 th – May 17 th	
Resit exams	June 24 th – June 28 th	June 24 th – June 28 th	



STUDENT SUPPORT



Make an impact

DISABILITY STATUS: WHAT IS IT AND HOW CAN I GET SOME HELP?

As a reminder, here is the definition of disability from:

- ◆ The WHO: Any person whose physical or mental integrity is temporarily or permanently impaired is disabled (etc).
- ◆ French Law: any limitation of activity or restriction lasting or permanent impairment of one or more physical, sensory, mental, cognitive or psychic functions, a multiple disability or a disabling health disorder.”

Examples:

- ◆ Visually impaired, dyslexia, dysorthography, ADHD etc.
- ◆ Any chronicle disease; diabetes, epilepsy, severe asthma, arthritis, depression, migraines etc.
- ◆ Accidents; arm in plaster, surgery, emergency etc.

Please go to MyEdhec – on the Disability page, to find the information to make a request for help (class or/and exams). We need medical documentation. Some situations cannot be taken care of or given access to assistance).

Any questions or doubts? Your contact is:

Ségolène BINET (segolene.binet@edhec.edu)





BEHAVIOUR



Make an impact

BEHAVIOUR

On campus

- ◆ Drinks & snacks are forbidden in classrooms, exam rooms and the library.
- ◆ Mobile phones must be switched off during classes and exams.
- ◆ No smoking in buildings.
- ◆ You must have your student card in your possession at all times on campus.
- ◆ Students must return any borrowed items to the library on time, and before they leave at the end of the semester. EDHEC International BBA reserves the right to withhold the transcript from any student who fails to return library items before their departure.



SECURITY RECOMMENDATIONS



Make an impact

SECURITY RECOMMENDATIONS

On-campus

- ◆ EDHEC campus in Nice has fully implemented, since November 2015, the national “ State of Emergency” safety and security procedures.
- ◆ We continuously examine and update our safety and security procedures with the local authorities, which are already at an extremely robust level and we can report that EDHEC Business School has never experienced a serious security issue on any campus in France (Lille, Nice, Paris).
- ◆ Please adopt the following recommendations:
 - Carry your student card at all times when you're on campus.
 - Be vigilant and aware of your surroundings.
 - Keep your bags and belongings with you at all times.
 - Do not leave your belongings unattended in classrooms or in public places.
 - Report any concerns to a member of staff or security.

SECURITY RECOMMENDATIONS

Off-campus

Nice is the 5th city in France and like in all other large cities there is a risk of theft and a certain degree of insecurity. Please bear in mind the following recommendations:



- ✓ Do not go back home alone at night.
- ✓ If you have a car, do not leave any belongings inside which can be seen from the outside.
- ✓ Be aware of pickpockets especially in touristy places such as “Boulevard Jean Medecin”, “Cours Saleya” and “Promenade des Anglais”, as well as on public transport.





REMINDER



Make an impact

TO DO EVERY DAY



- ◆ **EVERY DAY**

Check your EDHEC email account and delete unnecessary messages

- ◆ **EVERY EVENING**

Check your timetable on MyEDHEC for any changes to your schedule



WISHING YOU AN EXCELLENT EXPERIENCE AT EDHEC BUSINESS SCHOOL!



Make an impact

