

Where
business
meets
creativity



**Paris
School of
Business**

2023 - 2024

Partner Fact Sheet

Dean: Mr. Philippe JAMET, Ph.D
Erasmus Code: FPARIS 256
Code OID: E10156126





Paris School of Business address	59 rue Nationale 75013, Paris France	
Dean of International Relations	Rabih HADDAD, Ph.D Phone: +33 (0)6 09 78 15 79 E-mail: r.haddad@psbedu.paris	
Head of International Relations	Simon CHARRIER Phone: +33 (0)1 53 36 44 35 E-mail: s.charrier@psbedu.paris	
Contact person for outgoing and incoming students	Chaymaa NEDDAD <i>International Relations Coordinator</i> Outgoing (Free Movers - Outside Europe) Tel: +33 (0)1 55 25 69 56 c.neddad@psbedu.paris	Tanita GUTIERREZ STREET <i>International Relations Coordinator</i> Outgoing (Exchange) Tel : +33 (0)1 55 25 69 63 t.gutierrez@psbedu.paris
	Mariela AOUN <i>International Relations Coordinator</i> Outgoing (Free Movers - Europe) Tel : +33 (0)1 53 02 02 29 m.aoun@psbedu.paris	Anna SERAN <i>International Relations Coordinator</i> Incoming (Exchange and Free Movers) Tel: +33 (0)1 55 28 95 88 a.seran@psbedu.paris
Relevant websites	General information for Exchange students: https://www.psb.edu.paris/en/admission/exchange-program General information for Free Mover students: https://www.psb.edu.paris/en/admissions/free-movers-program Paris School of Business website: https://www.psb.edu.paris/en/	



Dates for academic year 2023/2024	Fall semester: Orientation Day: To be confirmed Dates: Mid-September to mid-December 2023
	Spring semester: Orientation Day: To be confirmed Dates: Early-January to mid-April 2024
IMPORTANT: 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.	

Application and nomination deadlines	Nomination (partners) <i>Full Academic Year and Fall Semester:</i> 15 th May 2023 <i>Spring Semester:</i> 15 th October 2023	Application (students) <i>Full Academic Year and Fall Semester:</i> 31 st May 2023 <i>Spring Semester:</i> 31 st October 2023
---	---	--

Application procedure	<p>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 receive mails with further information regarding the acceptance letter, accommodation, modules etc.</p> <p>Partners, please find the link to the nomination form here.</p>
------------------------------	---

Language requirements	<p>All on-native students (regardless their nationality) must satisfy language proficiency and submit an official test in English (IELTS 6.0, TOEFL iBT 80, Cambridge 170 or Duolingo 100 minimum) or in French (Level DELF B2 minimum) depending on the program they wish to follow. These are the only tests that we accept.</p> <p>For students who have been enrolled in 100% English programs for at least two years at their respective home universities, we accept an official letter from the university stating their English level and that they are enrolled in full English programs as proof.</p> <p>French as a Foreign Language course is available to exchange students as a module only in the BBA program.</p>
------------------------------	--

Academic requirements	<p>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.</p>
------------------------------	---



Required documents for application	<ul style="list-style-type: none">• Passport copy (attention to the expiry date!)• Most recent transcript of records of the home university• Proof of English or French proficiency• A passport size coloured photo
Insurance requirements for incoming exchange students	<p>Before arrival, students must purchase a full health cover for the length of their stay.</p> <ul style="list-style-type: none">• EU citizens do not need to purchase the health cover but must provide a copy of their European Health Insurance Card (EHIC).• Non-EU citizens must purchase private insurance covering their whole period of stay in France.• Students will have to submit a copy of their International Health Insurance to PSB IO before start of classes
Courses and ECTS	<p>The course 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 courses is subject to academic prerequisites, timetabling constraints and number of students enrolled.</p> <p>The first week of lecture is the “add & drop period” during which any changes have to be reported and approved by the PSB IO and the Academic Department. After that, courses cannot be changed or removed and will later appear on the transcript.</p> <p>Around 20% of the courses will be online, and 80% on campus.</p>
Visa process	<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 and the closest Campus France agency in their home country.</p>
Accommodation	<p>Paris School of Business does not provide on-campus accommodation and students must look for housing independently.</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>
Approximate cost of living per month	<p>Cost depends on each student, but we consider between 1200.00 and 1500.00 euros per month to live in Paris.</p>



<p>Orientation Day</p>	<p>Usually held at the beginning of the semester, PSB IO offers an “Orientation Day”, where we provide useful information concerning the study program: we will show students Paris School of Business’ campus, our extranet and PSB Learn 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>
<p>Transcripts</p>	<p>A soft copy of the transcript of records will be sent via e-mail to the home university and to the student. This can take around 10 weeks after the final exam period.</p>

Please find below the suggested equivalence for French grades:

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
10	E	Passing grade – Very average, barely satisfactory	C/2
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	