ESCP-Europe
Paris, France

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016
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Last Updated 12 June 2015
Welcome

Congratulations on choosing to enhance your Wisconsin Experience by studying abroad through the Wisconsin School of Business! This program handbook is provided to you as a resource and reference as you are preparing to go abroad. You will also receive information from your host university. Be sure to thoroughly read and understand information sent to you by the host university, as the information provided in this handbook is subject to change.

Key Websites

International Programs Paris Program Website and Cost Estimate: [www.bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/paris](http://www.bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/paris)

ESCP-Europe Website: [www.escpeurope.eu/visitingstudents](http://www.escpeurope.eu/visitingstudents)

ACCENT Paris (Housing) Website: [www.accentintl.com/cities/paris](http://www.accentintl.com/cities/paris)

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs
smelin@bus.wisc.edu
Phone: +1 608-890-2035

Host Institution Contact Information

ESCP-Europe
Contact: Pierre-Andre Richer
pricher@escpeurope.eu
Phone: (011) +33 1.49.23.20.20

ACCENT (Housing and Student Services)

ACCENT
870 Market Street, Suite 1026
San Francisco, CA 94102
Phone: 800 869 9291
Email: info@accentintl.com

ACCENT Paris
89, rue du Faubourg Saint Antoine
75011 Paris
FRANCE
Phone: +33 01.53.02.01.30

Please review the partners’ websites carefully. If you have detailed questions that the websites do not answer, you may contact ESCP-Europe and ACCENT directly.
Program Dates

Spring 2016 semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart U.S.</td>
<td>January 6, 2016</td>
</tr>
<tr>
<td>Arrive Paris</td>
<td>January 7, 2016</td>
</tr>
<tr>
<td>ACCENT Orientation</td>
<td>TBA</td>
</tr>
<tr>
<td>ESCP Orientation</td>
<td>January 11, 2016 - January 15, 2016</td>
</tr>
<tr>
<td>ESCP Semester</td>
<td>January 18 - April 8, 2016</td>
</tr>
<tr>
<td>Mid-term Break</td>
<td>February 22, 2016 - February 28, 2016</td>
</tr>
<tr>
<td>Housing Ends/Depart Paris</td>
<td>April 16, 2016</td>
</tr>
</tbody>
</table>

ESCP dates are subject to change. ESCP will confirm dates with nominated students.

Application Process

The following information is provided to you as a guide and reference. As partner processes and procedures may change, always be sure to carefully review the information they will provide you.

Because you have been nominated by UW-Madison for the study abroad program, you should be admitted by ESCP-Europe as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit an application and supporting documents to ESCP-Europe in order to complete your enrollment. You are responsible for submitting forms and supporting materials to ESCP-Europe on time. Be sure to retain a copy for your files.

Application Deadlines

ESCP-Europe Application:

- Spring 2016: Complete applications should be submitted to 3290 Grainger Hall by noon on September 25, 2015.

ACCENT Housing Forms:

- Spring 2015: Complete ACCENT enrollment forms and final payments are due to ACCENT by October 16, 2015. Enrollment forms and payments will be facilitated through ACCENT’s online student account portal.

Application Procedure

ESCP-Europe Application:

Complete the ESCP-Europe application form (included in this handbook) and submit it along with the required supporting to 3290 Grainger Hall no later than noon on Friday, September 25, 2015. We will be send them to Paris on your behalf. As part of your application you will need to submit the following:

- The completed application form in English or in French
- One passport sized photo (you can get this at the WiscCard Office in Union South or at a Walgreen’s)
- Your resume in French or in English
- A cover letter indicating your motivation for studying at ESCP-Europe (in French or in English)
**Official transcripts** of all years of higher education (this can be ordered online at [http://ordertranscript.wisc.edu/](http://ordertranscript.wisc.edu/))

**Photocopy of passport** identity page

**ACCENT Registration Forms:**

You will receive ACCENT enrollment forms, access to the ACCENT handbook, and next step instructions in an email from ACCENT. This will message will include more information regarding the next steps you must take to complete your housing registration.

**Housing & Student Services**

Reasonable housing is difficult to find in Paris. This is not surprising given the age and relative shortage of housing in central Paris. This is why accommodation for the semester in Paris program is arranged by the ACCENT. Additionally, ACCENT will provide students with a variety of other services and excursions. Students are required to participate in the ACCENT housing and student services.

**Program Housing**

ACCENT will provide program housing in apartments across Paris. You will select from one of the following housing options:

- Double occupancy room in a shared student apartment (must be shared with another double request of the same gender and may be shared with participants from other university programs)
- Single occupancy room in a homestay with breakfast daily and one dinner per week (dinner not included during Mid-term Break)
- Single occupancy room in a homestay with breakfast daily and four dinners per week (dinner not included during Mid-term Break)

For participants housed in apartments, apartments are within a forty-five minute commute of the ACCENT Study Center by bus or metro. Double occupancy rooms in apartments have two beds in each room in apartments housing two to six participants. Apartments with more than five participants will include two bathrooms. Apartments will be furnished with amenities including an outfitted kitchen, bed linens, pillows, towels, washing machine, and high-speed wireless Internet access. Each participant will be provided with a key to their housing.

For participants housed in homestays, homestays are within a forty-five minute commute of the ACCENT Study Center by bus or metro. Single occupancy rooms in homestays will include private rooms for participant use only. Single occupancy rooms in homestays will be furnished with amenities including bed linens, pillows, towels, and high-speed wireless Internet access. Each participant will be provided with a key to their housing.

**Excursions and Programming**

To acquaint participants with the cultural aspects of life in Paris, ACCENT will plan a series of cultural programs and excursions. A Seine River Boat tour will be included in the orientation activities. There will be an additional series of optional free or inexpensive activities that vary, but often include lectures on local customs, sports events, walking tours, and dinners.
Additional Services

ACCENT will provide each participant with a starter Paris transit pass, valid on bus and metro for the first few days of the program.

Extensive practical and cultural information is available at the ACCENT Paris Study Center allowing participants to take full advantage of their time in Paris: travel guides and information, a library, and listings of practical locations of banks, doctors, etc. ACCENT will also provide a Student ID card allowing free entry to most National museums in Paris.

The ACCENT Paris Study Center will be open from 9:00 a.m. to 5:00 p.m. weekdays to participants for the duration of the program (closed weekends and French national holidays). ACCENT will provide participants with a list of emergency telephone numbers at the overseas orientation. During the program, an ACCENT staff member will be reasonably accessible by telephone 24 hours a day/7 days a week in the case of a serious emergency.

ACCENT has its own policies for participants regarding standards of behavior which are outlined in ACCENT’s enrollment materials. UW-Madison’s disciplinary process is outlined in the Wisconsin Administrative Code Chapters 14, 17, and 18. If a participant violates ACCENT’s policies related to standards of behavior or Chapter 14, 17, or 18, UW-Madison and ACCENT will endeavor to follow UW-Madison’s behavioral policies to the maximum extent possible, communicating with UW-Madison via telephone and/or email. If a student’s behavior is deemed by ACCENT (in consultation with UW-Madison) to pose a health and/or safety emergency, the student may be required to return to the U.S. for disciplinary proceedings. Travel costs related to returning the U.S. for disciplinary proceedings and/or returning to France for continued studies shall be the responsibility of the participant.

ACCENT recommends students to purchase private property insurance to cover laptops, cameras, cell phones, and/or other costly valuables to compensate them for any losses, whether due to theft, damage, breakage, or other causes.

ACCENT Enrollment Forms and Fees

ACCENT Enrollment Forms and final payments are due by October 16, 2015.

The exact cost of housing will be included in the ACCENT Enrollment Forms. Estimated costs for the semester are:

<table>
<thead>
<tr>
<th>Spring 2016</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program Price Per Participant</td>
<td></td>
</tr>
<tr>
<td>Double/triple occupancy room in a shared student apartment</td>
<td>$4,650</td>
</tr>
<tr>
<td>Single occupancy room in a homestay with breakfast daily and one dinner per week</td>
<td>$4,700</td>
</tr>
<tr>
<td>Single occupancy room in a homestay with breakfast daily and four dinners per week</td>
<td>$5,350</td>
</tr>
<tr>
<td>Refundable security deposit</td>
<td>$200</td>
</tr>
</tbody>
</table>

Visa & Entry Requirements

The following visa guidelines are meant to help you as you determine what steps you need to take to enter your host country for an extended period of study. The following information can change, so be sure to visit Travel.State.Gov and carefully review guidelines of the host country’s embassy or consulate.
for information concerning specific requirements. We do not always know when they make changes and this section serves only as an initial guide. While the International Programs office is willing to help with travel documents, it is the student’s responsibility to obtain the appropriate immigration documents.

To enter Paris as an exchange student in France, you will need:

1. A **passport** is necessary to enter a foreign country. Passport information and application forms for U.S. citizens can be found on the U.S. State Department website. Your passport should be valid at least six (6) months beyond the end date of your program. If your passport will expire before then, you should apply to renew your passport.

2. A **long stay visa** is required of all U.S. citizens prior to departure (E.U. and E.E.C. passport holders may be exempt from this requirement).

Applying for a visa to study in France can, at times, be a challenging process. While we are not equipped to give official visa advice, our office is willing to help in any way that we can. There is a multi-step process that you will need to follow:

1. Submit a CampusFrance application to create a PASTEL account. NOTE: In order to begin this process you will need:
   a. Scanned copy of your acceptance letter (Our office will provide you with this.)
   b. Résumé
   c. Passport number
   d. Passport-type photo (jpeg format)

2. Validate your PASTEL account. NOTE: In order to do this you will need to submit:
   a. Copy of acceptance letter you uploaded
   b. $100 USD money order
   c. Photocopy of your money order

3. Request a student visa application at your assigned French Consulate. This involves an in-person appointment at the consulate. Historically, students who are studying in Wisconsin are eligible to request the visa from the French Consulate in Chicago, and all students needed to provide:
   a. Original Passport
   b. Valid U.S. Permanent residence card or valid U.S. Visa (for students who are not U.S. citizens)
   c. Proof of residence in the geographic area for which the consulate is responsible
   d. Processing fee
   e. Completed application form
   f. ID photo
   g. “Attestation” from CampusFrance
   h. Receipt for payment issued by CampusFrance
   i. Proof of registration in France
   j. Financial guarantee
   k. French immigration forms
   l. Airline reservation
   m. Self-addressed prepaid USPS Express Mail Envelope

4. Register with the local immigration office once arrived in France.

The above information is summarized and subject to change. Over the past few years, the process has changed a number of times. So, for the most up-to-date and accurate information, visit the following pages:

- CampusFrance USA: [www.usa.campusfrance.org/en](http://www.usa.campusfrance.org/en)
  - For information on the CampusFrance application process, look under Application > Students already accepted into a Program > Study abroad students
For information on applying for a visa, look under Visas > Applying for a visa

- Consulate General of France in Chicago: [www.consufrance-chicago.org](http://www.consufrance-chicago.org)
  - Look under: Visas for France > Long stay visa > Long stay visa for studies

**Finances**

As this is an exchange program, the Bursar’s Office will send you a tuition bill as usual, based on your residency. You will pay the tuition bill in the same manner as though you were on campus. This payment will cover tuition only. You will be responsible for covering other expenses such as housing, travel, and meals.

Payments for housing and additional student services will be made by the student directly to ACCENT. Review the ACCENT enrollment forms and handbooks for more information related to housing payments.

If you will be receiving financial aid, ACCENT can defer a portion of the ACCENT fees. The balance will be due by the published deadline, and the remaining portion can be paid upon your financial aid disbursement date. To learn more about this process, you can reach out to your study abroad advisor who will connect you with the appropriate staff at ACCENT.
International Programs will invoice you and collect your payment for the mandatory CISI insurance. CISI insurance costs around $35/month and provides comprehensive health insurance coverage.

Most financial aid and scholarships that you already have may be applied to your term abroad. There may be additional scholarship opportunities specifically for studying abroad. Review our Scholarships and Financial Aid page for more details.

**Academics**

ESCP-Europe will email you a timetable and pre-enrollment instructions in late spring (fall participants) or November (spring participants). Changing courses after the initial enrollment period can be difficult, so it is important to pay close attention to the enrollment instructions and to double check course equivalencies.

Business program students will attend courses at the ESCP-Europe, generally worth 3 UW-Madison credits. There are some 1 UW-Madison credit courses offered (2.5 ECTS), including French for Foreigners. Only 5 ECTS credit courses will earn 3 UW-Madison credits.

While there may be less day-to-day work at ESCP-Europe than at UW-Madison, students are still expected to work independently and are responsible for learning a great deal of material. Some students have reported that they may not have worked as hard as they should have during the semester, and as such, were underprepared for final exams.

Students may consider taking courses in French. We recommend that students have completed the equivalent of five semesters of college-level French. If you have questions about taking courses in French, consult with International Programs and the International Office at ESCP-Europe.

ESCP-Europe is exclusively a business school; non-business courses are typically not available.

Due to the upper-level nature of ESCP-Europe courses, many require pre-requisites to have been taken already at UW-Madison. You are responsible to ensure that you have met the pre-requisites for the ESCP-Europe courses. Below is a chart that indicates required pre-requisites for some common Finance courses at ESCP-Europe. This chart is updated as of May 2015; course equivalencies can change if the course content changes significantly. To verify the UW course equivalency, visit the [Course Equivalency website](#), which is the most up-to-date source of equivalency information.

<table>
<thead>
<tr>
<th>To take ESCP Course:</th>
<th>Which is equivalent to UW Course:</th>
<th>You must have completed UW Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC02-A7: International Capital Markets</td>
<td>FIN 330 Derivative Securities</td>
<td>FIN 325 Corporation Finance</td>
</tr>
<tr>
<td>FA0C-A7: Emerging Markets Finance</td>
<td>IB 615 Business in Emerging Markets</td>
<td>FIN 325 Corporation Finance</td>
</tr>
<tr>
<td>FA0D-A7: Commodity Risk Management</td>
<td>FIN 365 Contemporary Topics</td>
<td>FIN 325 Corporation Finance</td>
</tr>
<tr>
<td>FA14-A7: Valuation</td>
<td>FIN 365 Contemporary Topics</td>
<td>FIN 325 Corporation Finance</td>
</tr>
<tr>
<td>FB03-A7: Financial Analysis &amp; Strategy of Firms</td>
<td>FIN 365 Contemporary Topics</td>
<td>FIN 325 Corporation Finance</td>
</tr>
<tr>
<td>FD01-A7: Financial Analysis &amp; Strategy of Firms</td>
<td>FIN 365 Contemporary Topics</td>
<td>FIN 325 Corporation Finance</td>
</tr>
</tbody>
</table>
The International Programs course equivalency database shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies.

Grade and Credit Conversion Scale

International Programs has established grade and credit conversions. Review the tables below to see how the grades and credits you earn abroad will appear on your UW-Madison transcript.

<table>
<thead>
<tr>
<th>ESCP Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.0-20.0</td>
<td>A</td>
</tr>
<tr>
<td>13.0-14.9</td>
<td>AB</td>
</tr>
<tr>
<td>12.0-12.9</td>
<td>B</td>
</tr>
<tr>
<td>10.0-11.9</td>
<td>BC</td>
</tr>
<tr>
<td>8.0-9.9</td>
<td>C</td>
</tr>
<tr>
<td>7.0-7.9</td>
<td>D</td>
</tr>
<tr>
<td>0.0-6.9</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESCP ECTS Credits</th>
<th>UW Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2.5</td>
<td>1</td>
</tr>
<tr>
<td>4 or 5</td>
<td>3</td>
</tr>
</tbody>
</table>

Life Abroad

Cultural and Program Excursions
To acquaint participants with the cultural aspects of life in Paris, ACCENT will plan a series of optional free or inexpensive activities which varies but often includes lectures on local customs and contemporary issues, sports events, walking tours and dinners. Additionally, ACCENT organizes optional one and two day excursions for a small fee to various locations in France.

Wisconsin Alumni Association - France Chapter
There is an active network of Badgers in Paris. Check out the website of the Wisconsin Alumni Association France Chapter for a variety of networking and social events.

Health Insurance
For students staying less than three months, ESCP-Europe requires you show proof of insurance. Students staying longer will be required to buy the French Student Social Security Insurance (about $300) in addition to any other coverage you may have, including your CISI coverage. ESCP-Europe will provide you with more details via email.

Campus
ESCP-Europe occupies a building complex in the heart of Paris (avenue de la Republique). Classrooms, library, computer center, offices and a cafeteria are available. ESCP-Europe offers numerous student organizations, and you are encouraged to get involved. Some organizations offer weekend trips for French and international students. Past participants have been involved with the ‘BDE’ (student government), the ‘Comite International’ and others.

The ACCENT Paris Center is located in the historic Bastille section of Paris.
**Returned Participant Network**
Contact a UW-Madison student who has recently returned from studying abroad in Paris. Contact information can be found on the [Returned Participant Network](#)
2015-2016 Application Form
EXCHANGE STUDENTS

STUDENTS FROM PARTNER UNIVERSITIES

FROM: .............................................................

1. Personal Data

Family name: ........................................................................................................

First name: .............................................................................................................

Date of birth: (day/month/year)…………/…………/…………

Not be older than 30 during the application year

Place and country of birth: ..........................................................................................

Nationality: ................................................................................................................

Second Nationality (if applicable): ............................................................................

Gender

 Male

 Female

Current address (for correspondence until: day/month/year…./…/…):

Street & number: .....................................................................................................

City & postal code: ...................................................................................................

Country: ............................................. Phone: ......................................................

Mobile phone: ..............................................

E-mail address (compulsory): .....................................................................................

Permanent address (if different from above)

Street & number: .....................................................................................................

City & postal code: ...................................................................................................

Country: ......................................................... Phone: .............................................

Mobile phone: ..............................................

E-mail address (compulsory): .....................................................................................
2. Home Institution

Name of the institution: ...........................................................................................................................
Programme Coordinator: ....................................................

3. Tentative Academic calendar*

Please choose below which semester you are applying for:

FALL 2015: 7 September 2015 – 18 December 2015 ☐

VISITING STUDENTS *

**Fall semester**

7 September 2015 – 11 September 2015 (Orientation week-compulsory)

14 September 2015 – 11 December 2015 (classes)

14 December 2015 – 18 December 2015 (final exams for core courses and specializations)

Autumn vacation: October 26 (morning) to November 1 (evening)

**Spring semester**

11 January 2016 – 15 January 2016 (Orientation week-compulsory)

18 January 2016 – 8 April 2016 (classes)

11 April 2016 – 15 April 2016 (final exams for core courses and specializations)

Winter vacation: February 22 (morning) to February 28

**Summer semester**

6 June 2016 - 8 July 2016 (exams included)
4. Education

● Please describe your education, from secondary school onwards

<table>
<thead>
<tr>
<th>School/ University</th>
<th>Degree/Diploma obtained or expected</th>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Specialisation</th>
<th>Honours/ distinction/ mention/grade</th>
<th>Date</th>
</tr>
</thead>
</table>

Name of Degree expected and year (please give the name of the degree in your country)

How many years of university education have you already undertaken?

How many years of higher education does your degree require?

5. Language Proficiency and Experience Abroad

● Language proficiency, please circle your level of oral and written performance.

<table>
<thead>
<tr>
<th>Language</th>
<th>Performance Level</th>
<th>Study period From To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oral</td>
<td>Written</td>
</tr>
</tbody>
</table>

| English  | B 1 2 3 4 N B 1 2 3 4 N | to                  |
| French   | B 1 2 3 4 N B 1 2 3 4 N | to                  |
| German   | B 1 2 3 4 N B 1 2 3 4 N | to                  |
| Spanish  | B 1 2 3 4 N B 1 2 3 4 N | to                  |
| Italian  | B 1 2 3 4 N B 1 2 3 4 N | to                  |
| ..........| B 1 2 3 4 N B 1 2 3 4 N | to                  |

B = Beginner, no knowledge of the language.  
1 = Poor performance, limited communication.  
2 = Acceptable performance, general communication.  
3 = Good performance, some specialist communication.  
4 = Near native speaker fluency in the language.  
N = Native Speaker, native language fluency.
**Please list language diplomas, tests or examinations passed**

<table>
<thead>
<tr>
<th>Language</th>
<th>Name of test / exam</th>
<th>Grade / score</th>
<th>Date taken</th>
</tr>
</thead>
</table>

**Please list periods of time spent outside your country of birth or permanent residence.**

<table>
<thead>
<tr>
<th>Country</th>
<th>Type of stay</th>
<th>Length of stay</th>
<th>Dates</th>
</tr>
</thead>
</table>

**Please describe a multi-cultural experience that has influenced you in particular.**

Explain why.

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6. Employment Experience

- Please list your work experience, including holiday work.

<table>
<thead>
<tr>
<th>Company</th>
<th>Country</th>
<th>Nature of work</th>
<th>Duration weeks/months/year</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

- Please comment on your most important work experience.

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7. How did you learn about the ESCP EUROPE Master in Management?
Please choose only one answer

- [ ] ESCP EUROPE Student
- [ ] ESCP EUROPE Graduate
- [ ] A professor
- [ ] A friend
- [ ] Other __________________
- [ ] Press article
- [ ] Advertising / Guide
- [ ] Presentation at University
- [ ] Educational Fair
- [ ] Website

Date: ....................

Candidate’s signature:

Your application must include the following items:

- The completed application form in English or in French (with one picture ID)
- Your resume in French or in English (Curriculum Vitae)
- A cover letter indicating your motivation for studying at ESCP EUROPE (in French or in English)
- Transcripts of all years of higher education
- If available, the score of the standardized language tests or any certification stating on your language level (especially if you wish to take management courses taught in French)
- Photocopy of passport or identity card