Supérieur du Commerce (ISC) Paris
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The University

Founded in 1963, the Institut Supérieur du Commerce ISC Paris is one of the leading French business schools in the "Grandes Ecoles" system and one of the few located in Paris, the centre of Europe.

A private, non-profit institution, ISC Paris is dedicated to fostering excellence in the teaching of general and specialized management skills. Students are taught entrepreneurial skills within the context of a quality education and by combining the four strands of this learning: academic, junior enterprise activities, international experience and in-company training.

The ISC degree is accredited by the French Ministry of Education. Full degree students who enter ISC have been selected in competitive written and oral examinations after the second year of special preparatory studies (humanities, economics, mathematics, and languages) or after 2 years at university.

ISC Paris is a member of the following organisations: AACSB, EFMD, EAIE, NAFSA, FNEGE, and EduFrance, a strong national label of recognition from the French Ministry of Education.

I.S.C. Paris is part of the “Grandes Ecoles” system, a parallel to the state university system concentrating all the French business schools. The quality of the curriculum in all Grandes Ecoles, public or private, is assured by the Ministry of National Education. ISC Paris is fully accredited by the French Ministry of Education with the label “visa de l’état” and delivers a master degree in the frame of the European LMD system.

ISC Paris emphasizes select admissions, excellence of teaching, close ties with the business community, research activity, and a European and international context. As part of our strong commitment to international education, it is mandatory for any ISC student to have international experience, and in turn we welcome international students to study at the ISC.
Paris ranks high in the league of European University cities, with 300,000 students and every possible discipline catered to. Paris is a centre for higher education and research both at home and abroad.

Located on the west side of the city, ISC Paris is 15 minutes away from ‘La Défense,’ the modern business hub where lots of company heads are located. This location benefits the development of partnerships with big French and international firms and gives the students opportunity to participate in the wider professional business dynamic.

A strategic geographic location, the ISC is located in "the Golden Crescent," situated in the seventeenth arrondissement of Paris. The 17th is predominantly a high-end residential and commercial district. The south is a trendy area with good commerce, and its large boulevards and traditional architecture gives it an elegant feel. The Ternes and Poncelet district is a lively market area for the local community.

Centrally, the 17th benefits from the Monceau Park and the buzzing Levis café and commercial district, which gives way to the leafy calm avenues as you approach the outer reaches. The north becomes livelier and less elegant in the more popular Clichy district as it approaches the 18th. The architecture is predominantly Haussmannian, a good example from the famous modernisation of Paris.

Choosing Paris is picking an accessible, scenic, historic, and lively city. Connected to Europe by a prolific transport network, it is easy to explore both the French countryside and Europe at large during your stay. Then, while you’re not travelling, you can indulge in all the historic and cultural expeditions Paris has to offer, including the legendary Eiffel Tower, the Louvre, the Arc de Triomphe, Notre Dame Cathedral, the Musée d'Orsay, and the Picasso Museum, not to mention numerous lesser-known treasures.
Accommodation and Living Costs

Because the majority of universities and business schools in Paris (including ISC) have no student residences and no accommodation on-campus, housing will be one of your priorities.

There are two options:
- A: searching housing on your own
- B: to obtain assistance from our services

Option A: Due to a major increase in the number of foreign students we receive, we would strongly recommend you to start with option A. This way you will get familiar with housing procedures in Paris. Different addresses and possibilities are suggested in the International Student Handbook, and you can even book a place over the Internet in some of the indicated residence/foyers. La Cité Internationale Universitaire De Paris offers student accommodation to international students studying in Paris. For more information, please go to www.ciup.fr

Option B: However, if you do have difficulty finding accommodation, the international department can assist you, but you should be aware that you may need to stay in a hotel for a few nights upon arrival in Paris (up to two to three weeks) while looking for accommodation.

For option B, fill out the housing form you have received with the application package and send it back at international@groupeisc.com or fax it at 00 33 1 47 39 34 84. Please be precise when filling the accommodation form and fill in all the blanks.

Things to consider for housing:
- Paris is an expensive city. The monthly average rent is about €35 per square meter in Paris. (a private room or flat is 9 to 20 square meters).
- The rent does not include electricity and heating (about €35-45 per month).
- When signing a contract, you will legally be asked to pay the first month’s rent + 2-month deposit (this deposit will be given back to you when leaving).
- You will also be asked to pay for housing insurance.
Housing grants (ALS)

Like their French counterparts, international students may be entitled to a housing grant called ALS (*Allocation de Logement Social*). The maximum amount given for a single student living alone is about €135 per month (the first month is not reimbursed). The procedure is long and complicated and you are unlikely to receive any money for several months. However, you will be reimbursed for the previous months if your application is accepted. As an international student you will need to have obtained your residence permit and be able to produce a *récépissé* (acknowledgement of receipt).

*Caisse d’Allocations Familiales*
Telephone +33 (0)8 21 01 99 13
www.caf.fr

Transport

Getting to Paris

**From Cork:**
Aer Lingus flies directly to Charles De Gaulle International Airport Paris.

**From Dublin:**
Aer Lingus and Air France fly directly to Charles De Gaulle International Airport Paris, while Ryan Air flies to Beauvais Airport about an hour outside Paris (a bus service takes you directly to the heart of Paris).

**From Shannon:**
Ryan Air flies to Beauvais Airport about an hour outside Paris (a bus service takes you directly to the heart of Paris).

Of course there are always other options, such as flying via London and taking a connecting flight or the Euro Star, but considering the amount of luggage you will be carrying and the abundance of directly flights to Paris from Ireland, the above may be the most convenient routes.
Transport in Paris

Car

It is generally a bad idea to drive in Paris if it can be avoided. Traffic is very dense, and parking tends to be difficult. Many Parisian households do not own cars.

Note that the driving rules in France differ greatly from most English-speaking countries. The major difference is that at roundabouts, traffic entering the roundabout has the right-of-way, unless the roundabout entrances are signposted otherwise: "Vous n'avez la priorité".

Unless you see that sign when entering a roundabout, you must prepare to give way/yield to all traffic entering the roundabout. This is the opposite from what occurs in the Ireland and most other English-speaking countries.

Walking

Walking in Paris is one of the great pleasures of visiting the City of Light. It's possible to cross the entire city in only a few hours, if you can keep yourself from stopping at numerous cafés and shops.

The smartest travelers take advantage of this walking-friendly city, and stay above ground as much as possible. A metro ride of less than 2 stops is probably best avoided, since walking will take about the same amount of time and you'll be able to see more of the city.

Trains and Subways

Paris has an excellent underground train system, known as the Métro (short for Chemin de Fer Métropolitain i.e. Metropolitan Railways). There are 16 lines (lignes) (1-14, 3bis and 7bis) on which trains travel all day at intervals of a few minutes between 5 AM and 1:30AM (Saturday night/Sunday morning: 02:30), stopping at all stations on the line. Line 14, which is fully automated, is called the Météor. Scheduled times for first and last trains are posted in each station on the center sign.

The lines are named according to the names of their terminal stations (those at the end of the line). If you ask the locals about directions they will answer something like: take line number $n$ toward "end station 1", change at "station", take the line $nn$ toward "end station 2" etc. The lines are also color-coded.

In addition, there are 5 train lines called RER A, B, C, D, E. RER trains run at intervals of about 6 - 7 minutes, and stop at every station within Paris. Although a regular subway ticket can be used within Paris (Zone 1), it is necessary to pass the ticket through the turnstile when passing between the subway and the RER lines, as the two systems are separate networks. This ticket is necessary to both enter and exit the RER networks, as the RER trains travel on to the Parisian suburbs, outside the zone where a regular subway ticket can be used. Beware that traveling outside the city center without a valid RER ticket will get you fined, and the packs of inspectors who...
roam the system show no mercy to tourists pleading innocence. In particular, CDG airport is not within the city, and you'll need to purchase a more expensive RER ticket to get there.

**For travel outside of the Paris zone**, the train arrival times are shown on a monitor hanging from the ceiling inside the RER station above the platform. Information about the stops to be made by the next train is presented on a separate board also hanging from the ceiling. It is important to check this board before boarding the train, as not all trains make stops at all stations on a given line.

**RATP** is responsible for public transport including metro, buses, and some of the high speed inter-urban trains (RER). The rest of the RER is operated by SNCF. However, both companies take the same tickets, so the difference is of little interest for most people except in case of strikes (because RATP may strike while SNCF does not, or the other way round). Current fares can be found at their website. Basically, as you move further from Paris, tickets get more expensive.

For the subway, a single ticket (ticket t+) costs €1.50; however, it is generally not advisable to buy tickets by the unit and to rather purchase a *carnet* of ten tickets, which can be bought for €11.10 at any station and will bring the price per ticket down to €1.11. The ticket is valid for unlimited metro, RER, bus and tram transfers during one hour. Tickets do not expire.

A 1-day ticket, a weekly pass, and a monthly pass are also available. The price varies according to the zones for which the ticket can be used. The cheapest 1-day ticket, called *Mobilis*, is valid for zones 1-2, with a price of €5.60. Once bought, it is necessary to write in the spaces provided on the ticket: 1) the date the ticket is being used on (Valable le), 2) the last name (Nom), and 3) and the first name (Prénom). Unfortunately, although this ticket is valid for use for travel to/from Charles de Gaulle airport, it is not sold at the CDG train stations.

The weekly and monthly passes are called *Carte Orange*. The weekly pass is called *Carte Orange Hebdomadaire* (1 week pass, €16.30 for Paris and inner suburbs), and the monthly *Carte Orange Mensuelle* (1 month pass). Note that an *Hebdomadaire* starts on Mondays and a *Mensuelle* on the first of the month.

Although the Carte Orange is sold anonymously, it is non-transferable, and therefore requires the user to provide information on the pass after the sale. The initial Carte Orange must be bought from a RATP kiosk, and will come in two parts: a credit-card sized ID card and the actual magnetic ticket. You will need one small photograph to glue onto the ID card. You then write your last and first names *in ink* in the spaces provided on the ID card, and the number of the ID card in the space provided on the magnetic ticket. The Carte Orange is scheduled to be phased out, at which time it will be replaced with a similarly functioning magnetic pass called the Navigo Découverte. Although the Navigo Découverte is currently available, it costs €5 just for the pass, whereas the Carte Orange is free.
There are several excellent boat services which makes use of the Seine. Although many are aimed at tourists, they also provide easy, cheap transport to much of central Paris, as well as excellent photo opportunities. You can buy a one-day or 3-day ticket and hop on and off the boat as needed. The boats take a circular route from the Eiffel Tower, down past the Louvre, Notre Dame, and botanical gardens, then back up the other bank past the Musee D'orsay.

Skating and Cycling

Paris is the Mecca of city skating. This is due to the large, smooth surfaces offered by both the pavements and the roads. Skating on the pavement is legal all around Central Paris (zone 1) and its suburbs (zone 2+).

Renting or buying a bike is a very good alternative over driving or using public transport. Riding a bike anywhere in the city is far safer than in any city in Ireland. The French are very conscious of cyclists. The city government has taken a number of steps in improving the safety and efficiency of the urban cyclist, establishing separated bike lanes, and introducing a policy of allowing cyclists to share the ample bus lanes on most major boulevards.

Paris also has many riversides which are perfect for cycling as well. The Paris bike network now counts over 150 km of either unique or shared lanes for the cyclist. In addition, the narrower, medieval side streets of the central arrondissements make for rather scenic and leisurely cycling, especially during off-hours of the day when traffic is lighter.

Note that while the streets of Paris are generally fairly easy on novice cyclists, there are some streets in the city that should be avoided by those who do not have sufficient urban cycling experience. Rue de Rivoli, Place de la Bastille, and Place de la Nation are particularly hairy, especially during weekdays and the Saturday evening rush, and should not be navigated by anyone not confident in their ability to cycle in heavy traffic. Avenue des Champs-Elysées, Place de l'Étoile, and Voie Georges Pompidou (the lower-level express lanes along the banks of the Seine) should be avoided at all times.

Bus

Since the Métro is primarily structured around a "hub and spoke" model, there are some journeys for which it can be quite inefficient, and in these cases it is worth seeing if a direct bus route exists.

The Parisian bus system is quite tourist-friendly. It uses the same single-ride tickets and Carte Orange as the Métro, and electronic displays inside each bus tell riders its current position and what stops remain, eliminating a lot of confusion.

These same payment devices are also valid in the Noctilien, the night bus, where tickets normally cost €2.70. Noctambus routes all begin on the hour at Chatelet and run to outlying areas of greater Paris. It pays to know your Noctambus route ahead of
time in case you miss the last Métro home. Women travellers should probably avoid taking the Noctambus on their own.

Another option for travellers who want to see the sights of Paris without a stop on every street corner is the Paris L’Open Tour Bus, an open-topped double-decker bus that supplies headsets with the most up-to-date information on the attractions in Paris. Your ticket is good for 4 routes ranging in time from 1-2 hours. Get off when you want, stay as long as you need, than back on the bus and head for another site. You can purchase tickets at the bus stop.

**Taxi**

Taxis are comparatively cheap, especially at night when there are no traffic jams. They are, however, not nearly plentiful enough. In the daytime, it is not always a good idea to take a taxi, as walking or taking the metro will often be cheaper and faster. If you know you will need one to get to the airport, or to a meeting, it is wise to book ahead by phone.

Remember if a taxi is near a 'taxi station', they're not supposed to pick you up except at the station where there may be people waiting for a taxi. Taxi stations are usually near train stations, big hotels, hospitals or large crossings.

As in many other cities, a taxi can be difficult to stop; you may have to try several times. When you do get a taxi to stop, the driver will usually roll down his window to ask you where you want to go. If the driver can't (or doesn't want to) go where you want, he might tell you that he's near the end of his work day & can't possibly get you where you want before he has to go off-duty.

There is a €5.50 minimum on all taxi rides, mandated by city law, but the meter does not show this amount, which can result in being asked to pay more than the metered amount on short rides. Frequently the taxi driver will not want to drive you all the way to the doorstep, but will prefer to let you out a block or so away if there are one or more one-way streets to contend with. Try to look at this as a cost-savings rather than an inconvenience. You should pay while still seated in the cab.

The driver will not let you sit in the front seat (unless there are 3 or 4 of you, which possibly won't go over so well). Taxi-drivers come in all types, some nice, some rude, some wanting to chat, some not. Smoking in taxis is generally not allowed, however it might be that the taxi driver himself wants a cigarette, in which case the rule might become flexible.

Many drivers prefer that you avoid using your mobile phone during the ride; if you do have to, make an apologizing gesture or sound. A tip is included in the fare price. If you're especially satisfied with the service, you can give something (basically 10%), but you don't have to. There is an extra charge for baggage handling.

If for any reason you wish to file a complaint about a Paris taxi, take note of the taxi's number on the sticker on the left hand backseat window.
Admissions Procedures

Once the home university has approved the application for exchange, download the application form at:

http://www.business-school-paris.com/exchange-students/how-to-apply/index.html

Then forward it to ISC Paris via the home university.

Application Deadlines:

May 30 for Fall Semester (Semester 1)
November 30 for Spring Semester (Semester 2)

Academics

Academic Calendar and Dates

Application forms are usually due at the end of May for Semester 1, and the end of November for Semester 2. Check your correspondence for exact dates and please return applications form by the deadlines. It is better to be early than late.

Here is a sample academic calendar taken from 2006/7. Most years keep to a similar format, so this will give you an idea about how a French college year runs, but again you must check your correspondence from the ISC for exact dates

2006 - 07 Semester Dates:

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<thead>
<tr>
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<th>2006 Fall Semester</th>
<th>2007 Spring Semester</th>
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<tr>
<td>Expected dates of</td>
<td>18 September</td>
<td>8 January</td>
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<tr>
<td>arrival</td>
<td>19 - 22 September</td>
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<td>French Language</td>
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<tr>
<td>Classes</td>
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<tr>
<td>Class begin</td>
<td>18 September - 3rd year</td>
<td>8 January- 3rd year</td>
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<td></td>
<td>2 October -2nd year</td>
<td>5 February- 1st &amp; 2nd year</td>
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<td></td>
<td>16 October- 1st year</td>
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Final semester exams
29 January - 2 February
(Departure should be scheduled after 2 February 2007)
29 - 31 May
(Departure should be scheduled after 31 May 2007)

Public Holidays
All Saints’ Day
1 November
Veteran’s Day
11 November
Christmas Break
(24 December - 7 January)
Winter Break
(17 February - 4 March)
Spring Break
(7 - 22 April)
Labour Day
1 May
Veteran’s Day
8 May
Assumption Day
17 May

ECTS

The European Credit Transfer and Accumulation System is a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competencies to be acquired.

ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to around 1500-1800 hours per year, and in those cases, one credit stands for around 25 to 30 working hours.

ECTS makes study programmes easy to read and compare for all students, local and foreign. ECTS facilitates mobility and academic recognition. ECTS helps institutions to organise and revise the study programmes and to adapt to the national and international requirements of academics and makes European higher education more attractive for students from other continents.
Language Tuition

The primary languages of tuition for the main 3-year programme (BAC+5) are French and English.

In addition, students may study one of the 11 foreign languages taught at ISC (Arabic, Chinese, English, German, Hebrew, Italian, Japanese, Portuguese, Russian, and Spanish) as well as French as a foreign language, which offers international student orientation courses before the term begins, and courses during the summer and term time.

Courses

Depending on your level of studies, and your desire to specialize, you will have a great variety of courses available. All the core management and business courses are available in the 1st and 2nd year in French and in English. More specialized courses are available from the third-year specialization.

Have a look at the ECTS catalogue. The classification of modules used in our ECTS catalogue allows you to identify the level, the semester and the language in which a module is taught.

http://www.iscparis.fr/ecole-de-commerce/cursus-academique/index.html
Practical Information

Health and Insurance

EU students should bring a European Health Insurance Card (EHIC) obtained from the health insurance services in their home country. If medical expenses are incurred, this will enable the student to be reimbursed by the Sécurité Sociale offices. In case of hospitalisation, presentation of this form will exempt students from payment.

Students also have the option of getting the étudiants internationaux de plus de 28 ans (The students Social System, which gives cover to students under 28). For an annual fee of around €186, they will cover 70% of medical fees and between 35 to 65% of medicines. In some cases they may even partially cover dental and eye care.

Whatever their country of origin, the responsibility is on the student to take out insurance for such risks as accidents, repatriation, damage caused to third parties, etc. Students in private rented accommodation are required to take out household insurance.

Organisations called mutuelles offer students all types of insurance at cut rate prices. There are numerous different mutuelles. For more information on the individual services they offer, simply search “Paris mutuelles” in any search engine.

Residence Permit Application

French law requires all foreign nationals to apply for a residence permit within three months of their arrival in France (even if you are an EU citizen).

At the beginning of the academic year, application forms are given to the international students by the International Relations Office, who assists them throughout the application procedure.

Requirements for the residence permit vary from one year to the next, but students are likely to need the following documents for their application:

- photocopy of a valid passport: pages concerning personal information, nationality, date and place of issue
- 4 passport photos (3.5 × 4.5 cms)
- IEP registration certificate (attestation d’inscription)
- Fiche d’état civil or a certified translation of your birth certificate
- Proof of sufficient financial resources: €5,160 minimum for the academic year (certified from your bank and/ or student grant authorities, tax declaration….)
- Proof of adequate health insurance cover (e.g. EHIC/ European Health Insurance Card)
- Proof or residence in France e.g. rent receipt (quittance de loyer) in your name or a photocopy of the identity card of the person with whom you are staying.

*It is a good idea to have multiple copies of all these documents.
Student Matters

Hands-On Experience

At the ISC you have the opportunity to join our societies, which are run like small companies, where you implement the skill you have learned through your coursework. At http://www.business-school-paris.com/exchange-students/student-life/index.html, you will find a short presentation on all the small enterprises or associations we have in the ISC group.

You then have to decide which one you’d like to join, knowing you’re going to apply the theories and techniques studied academically into practice. These professional associations are graded and included in the student's overall assessment. They are run like small companies even if it looks like a ‘small family’.

Once you have made your choice, ask for an interview with the members of the associations you would like to join. As if you were applying for a job, they will ask about yourself and your personal credentials in order to get to know you better, and they will also show you what they have achieved in concrete terms.

The organisations are glad to meet you and people will be happy and honoured to explain their different projects. Choose your favourite and good luck. It is some extra work but it really worth it! Maximise your experience in France, enjoy the life of the campus in depth!

If you do need any other information, do not hesitate and contact the students’ office: Osmoz’ (called the BDE).

List of Students Associations:
- Vox Popul'ISC
- ISC Xtrem
- ISC INVESTISSEMENT
- ACCIDE France
- Visual Isc Production
- START ISC
- RAID ISC – L’odyssée Malgache
- ISC Network
- Human’ISC
- ISC Epicure
- ISC Environnement
- ISC Entreprise
- The sport office
- BDA
- Aide Mondiale ISC
- Webart
- ISC Cinema
Student Tips

Erasmus is full of excitement and adventure, but also uncertainty and nerves. Although the International Education Office in UCC and the International Relations Department in Paris will help you as much as possible, nothing can beat the experience of being in your shoes. So here are some tips and tricks from UCC students who have studied in Paris.

Academic Matters:
- Take the chance to learn new things.
- Try and take some courses that allow you to learn more about French life, culture, history, or literature. You’ll never have quite the same opportunity in Ireland.
- Exam structure is very different; continuous assessment is limited.
- Most French students generally only study one subject in their degree, not two.
- Keep up with your reading!

Accommodation:
- Accommodation in Paris can be very difficult to find.
- Bed linen is not supplied - a sleeping bag is handy when you arrive, and for travelling.
- Always look through the peephole before answering the door.
- Bring pictures of home to put on the walls.
- Bring a 2-pin plug adaptor for any Irish electrical products.

Travel:
- Remember generally the earlier you book the flights, the cheaper they are.
- Some clubs organise really cheap day and overnight trips.
- If you are coming home for Christmas, it is a good time to bring back excess luggage.
- Taxis can be very expensive.
- SNCF’s under-26 discount is a good idea if you plan to travel by train.

Bureaucracy:
- Bring multiple photocopies of any documentation you might need.
- Bear with the bureaucracy. It’s probably more than you are used to in Ireland, but the majority of form-filling will be finished by the end of the first month.
- EU citizens do not need a Carte de Séjour.
- Patience is helpful.
- It is a good idea to carry some sort of ID with you at all times.

Social:
- If you intend to join a sports club, it is advised to get a medical cert off your doctor before you leave Ireland.
- Buy local newspapers and magazines, and listen to local TV, radio, and music.
• Immerse yourself in the culture!
• French students have a different manner than Irish students. Do not be offended if they do not come up to you; it may take some time to get to know them.
• There is a great international student community.

**General:**
• Bring a good French dictionary.
• Unlock your mobile phone before you leave Ireland if you want to put a French SIM card in it.
• Brings some books in English. Although you can buy some English language books in Paris, they can be expensive, and it is handy to have some for travelling and for when you first arrive.
• Look into phone cards – they are one of the cheapest ways to phone home.
• If you have a laptop and Internet access in your accommodation, look into getting Skype or other Internet phone packages.
• Set up Internet banking.