

## Partner Information Fact Sheet 2018/2019



### Address

ESC PAU Business School  
3, rue Saint John Perse - 64000 Pau - France

### ERASMUS Code

F PAU12

### Location

On campus (30 minute walking distance from downtown)

### Website for incoming students

[www.esc-pau.com](http://www.esc-pau.com)

### International Office



**Véronique BOULLOUD**

Head of International

[veronique.boulloud@esc-pau.fr](mailto:veronique.boulloud@esc-pau.fr)

+33 (0)5 59 92 64 43



**Gaëlle GEIGER**

International Office Coordinator

[gaelle.geiger@esc-pau.fr](mailto:gaelle.geiger@esc-pau.fr)

+33 (0)5 59 92 64 74



**Virginie CASTET-BELLOCQ**

Incoming Mobility Support

[virginie.castetbellocq@esc-pau.fr](mailto:virginie.castetbellocq@esc-pau.fr)

+33 (0)5 59 92 64 70



**Servanne NIVARD**

Incoming Mobility Support

[servanne.nivard@esc-pau.fr](mailto:servanne.nivard@esc-pau.fr)

+33 (0)5 59 92 64 39

## Important Dates

	Fall semester	Spring semester
<b>Nomination deadline</b>	June 1	November 1
<b>Application form and supporting documents deadline</b>	June 15	November 15
<b>Academic calendar</b>	From September to December	From January to March, April or May (depending on the programme)

## Nomination Information

Once the incoming mobility process is open, university partners receive an information letter inviting them to nominate their students by an online form.

The latter must be completed by the representative of the home institution, NOT by the student.

## Academic Information

### ➤ Course selection

See academic calendar, course catalogues, programme descriptions and course registration forms on our website.

Students will choose courses taught in English and/or in French.

### ➤ Language prerequisites

	Courses taught in English	Courses taught in French
<b>Study abroad students</b>	B1 level or equivalent (for non-native English speakers only)	B1 level or equivalent (for non-native French speakers only)
	Any official test or language certificate from a professor	
<b>Degree seeking students</b>	TOEIC: 700 or equivalent	N/A

### ➤ Minimum ECTS required per semester

Erasmus+ students: 30 ECTS

Non-Erasmus+ students: 25 ECTS

### ➤ Transcript of records

Transcripts are sent after the semester ends to the home institution coordinator.

### ➤ Attendance

ESC Pau Business School requires regular and punctual attendance of students in all courses.

## Housing Information



ESC Pau Business School offers a variety of housing options ranging from single rooms to individual or shared apartments in several University Residence Halls. The Residence Office will do its best to ensure the students' preference but may propose another type of housing upon availability. For further details, see "Housing information".

Students may decline this offer and make their own arrangement to rent an apartment.

Pau town center can be easily reached by bus (15 minute journey) from all Halls of Residence.

## Application Information

### ➤ Online application process

Nominated students receive an automatic message from [bridge@esc-pau.fr](mailto:bridge@esc-pau.fr) inviting them to complete the first part of their online form and to upload the following supporting documents:

- Passport / ID card for EU citizen
- Official identity photo (passport format)
- Last university transcript
- Language proficiency

In a second time, students will be requested to finalise their application by uploading the course registration form.

### ➤ Acceptance letter

After the validation of the online application, the acceptance letter will be issued and sent to the attention of the home institution coordinator.

## Practical Information

### ➤ Arrival and Check-in

A pickup service at Pau airport or train station is offered to students from Monday to Friday and from 8.30 am to 5.30 pm. Outside these hours or during week-end, they will have to make their own arrangement to book a taxi and a hotel.

To use this service, the "Arrival & Check-in form" will have to be emailed to [international@esc-pau.fr](mailto:international@esc-pau.fr) at least 2 weeks prior the students' arrival date.

### ➤ Mandatory welcome meeting

The welcome meeting is organised roughly 3 days before the starting day of the programme. Therefore, students are recommended to arrive 2 days before the welcome meeting.

### ➤ Bank

Non-European students need to open a bank account either in France or in the EU to facilitate their monthly payments (avoid bank fees for the rent, get their deposit back, and get a SIM card through the bank...)

➤ **Health insurance**



ESC Pau Business School requires incoming students to take out a personal health insurance plan for the whole duration of their stay in France. The minimum guarantee should cover illness, accident, repatriation and hospitalisation. They can subscribe a contract in their home country or take the plan proposed by our Business School: Crystal Studies. For more information, please contact Mr. Hervé Petit-Brisson at [herve.petit-brisson@gan.fr](mailto:herve.petit-brisson@gan.fr)

➤ **Estimated costs of living (student rate)**

- University residence: from 237 € to 347 € / month
- Food: 150 € / month
- Bus Pass: 15 € / month
- Example of personal expenses:
  - Cost of an average meal at the University cafeteria: 5 €
  - Restaurant: from 9 € to 22 €
  - Coffee in a bar: 1,30 €
  - Movies: 5 €

