

FACULTÉ DE DROIT
D'ÉCONOMIE
ET DE GESTION



UNIVERSITÉ
PARIS
DESCARTES



Université de Paris

PARIS DESCARTES UNIVERSITY

Faculty of Law, Economics and Management



GUIDE for Incoming Students



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Application and arrival

Nomination and application calendars

Autumn term

Deadline for nomination by the sending university: May, 15th

Deadline to send applications : May, 31st

Spring term

Deadline for nomination by the sending university: November, 15th

Deadline to send applications: November, 30th

Application files must be sent by post. Students will have an answer within six weeks once their applications are received.

After nomination, students will receive complete information about their application, including application for accommodation and for Paris Descartes University welcoming period.

In the days following your arrival, you must present yourself to the International Relations office of the Faculty at Malakoff.

The International Relations Office at the Faculty is your main contact all along your stay. Any changes regarding your home address, phone numbers, any absences to semester exams, any wish to interrupt or extend of stay. has to be communicated to the office.

Registration

This is a mandatory process at the beginning of the stay.

Exchange students will be given individual appointments for registration at the Faculty the week before the beginning of courses.

On the day of registration, they must bring the documents listed below:

- one ID Photo *
- a copy of European health insurance card for EU Citizens. Non EU Citizens will have to subscribe to French student health insurance at their arrival.
- a civil liability & repatriation insurance*

As a mandatory document, you can subscribe individually to one in a bank or with an insurance company since your arrival in France, if your university does not provide you with one.

* No registration without these documents.

Exchange students from the Erasmus + program should also present an arrival certificate.

For your first formalities (accommodation, banking account's opening), and if your documents are complete, the International Relations Office will also provide you with a **certificate of stay**.

Student card

The student card is issued within the month of the registration. The first edit is free. If lost or stolen, you must declare its loss to the International Relations Office of the Faculty and ask for a new one.

Student card gives access to the Library, to the students' restaurants and to student discounts.

The proof of enrolment is available as soon as the registration is done.

IT Services

Student Intranet

A short after registration, students receive an electronic email to their personal email address (please check spams). It gives them access to electronic services (Intranet University or "Environnement Numérique de Travail Etudiant"). Activation of the ENT and student mail box is mandatory.

EDT-soft: teaching schedules

Students access their teaching schedule after they have registered from the homepage of the Faculty's website: <http://www.droit.parisdescartes.fr/>

They need to login in order to access it. The codes are the same as for the ENT. Students must consult EDT-soft on a regular base in order to be informed of any report of courses or any change of classroom.

Moodle

Moodle is an online learning environment, which mainly provides students with course materials. You can access Moodle at <https://moodle.droit.parisdescartes.fr/>

As an incoming student, you can contact us via email :

international.droit@parisdescartes.fr
ri.droitparisdescartes@gmail.com

CONTACT INFORMATION

Academic Coordinators

Erasmus + program

Pr David Kremer: coordinator in Law : david.kremer@parisdescartes.fr

Pr Marie-Hélène Jeanneret : coordinator in Economics & Management :

marie-helene.jeanneret@parisdescartes.fr

International coordinator

Mrs Julia Motte-Baumvol : julia.mottebaumvol@parisdescartes.fr

Administrative Staff

Inès Ge : ri.droitparisdescartes@gmail.com

Mailing & Visiting Address:

International Relations Office
Faculty of Law, Economics and Management
Paris Descartes University International Relations Office
10 avenue Pierre Larousse
92 240 MALAKOFF
To come to the Faculty :
Métro ligne 13 : station Malakoff - Plateau de Vanves
Tramway T3 : station Porte de Vanves
Bus : 95, 58 (stop: Adolphe Pinard)

The International Relations Office at the Faculty

(2nd floor, close to the Administration services).

Opening hours :

Mon-Tues 13.30-16.30

Wed-Fri 9.30-12.00

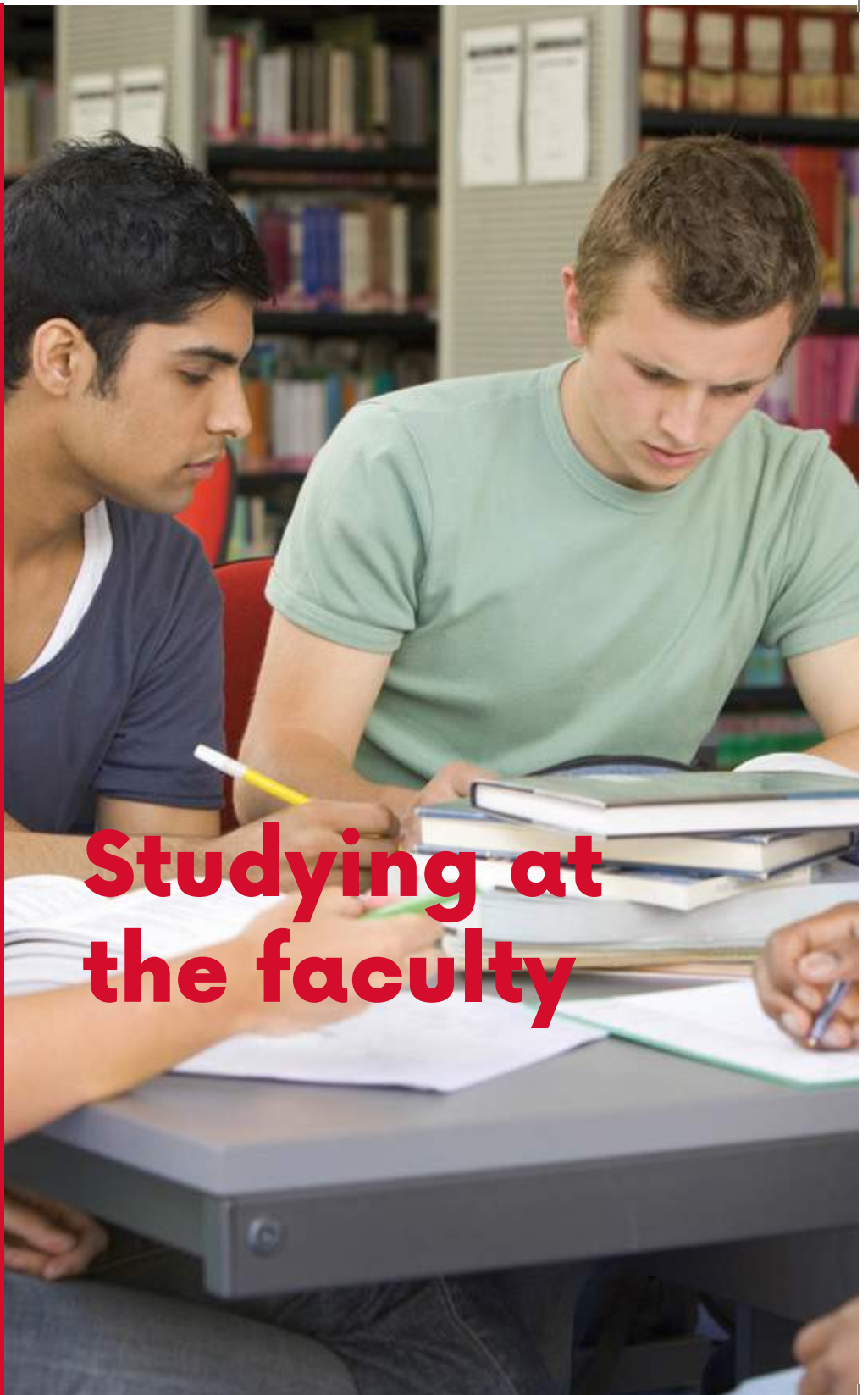
E-mail address : international.droit@parisdescartes.fr

Telephone: (33)1 76 53 44 17

(33)1 76 53 44 18

Headquarters of Paris Descartes University:

12 rue de l'école de médecine
75 006 PARIS
Métro ligne 4 ou 10: Odéon



Studying at the faculty

Course Catalogue

The Faculty offers a wide range of courses from 1st year of Bachelor's degree to 1st year of Master's degree, all taught in French, in Law and in Economics. The first language of instruction is French. A B2 level in French is required.

Some English taught courses are also available to exchange students.

Our course catalogue details for each course: the level of study, the registration code, the provisional teaching semester, the number of ECTS credits, the number of hours of lectures or tutorials, the indicative nature of the assessment.

www.droit.parisdescartes.fr/INTERNATIONAL/Etudiants-entrants-Incoming-students

ECTS Credits

The Paris Descartes University follows the European Credit Transfer System (ECTS). The ECTS system defines a full study load for one year as 60 ECTS credits and a full semester as 30 ECTS.

Number of credits may vary from course to course according to the workload (number of hours, including number of hours of tutorials, named in French « travaux dirigés »).

Learning Agreement

The learning agreement has to include 30 ECTS per semester and 60 ECTS for the academic year. Exchange students preferably choose courses according to their cycle and field of studies.

French Language Course

Welcoming Period

Paris Descartes University organizes at the beginning of each semester (September and January) a welcome period, an intensive French course called « Stage Intensif de Langue et de Civilisation » (SILC).

During this period incoming students are offered French language (around 24 hours) and civilization courses (around 18 hours), as well as cultural visits in Paris.

French as Foreign Language

French as foreign language course will be taught starting spring semester at the Faculty.

All along the year

Students may also attend French courses at the University Language Center ("Centre des Langues") all along the year and at the Faculty starting from the second semester.

<https://www.parisdescartes.fr/centre-de-langues/>

Degree programs

Exchange students cannot take a full degree at the Faculty. However, if you are interested, the university offers a wide range of master degrees in Law and Economics:

<https://www.droit.univ-paris5.fr/ETUDES-ET-FORMATION/MASTERS-2019>



The Annual Masters Fair at the Faculty, Spring 2017

Registration For Courses

Students in an exchange program register for courses/exams during the first two weeks of the semester through a specific registration form.

The registration form adds to the Learning agreement your home institution gave you.

Students must choose their course accordingly to the planning of their pedagogic unit.

Each incoming student will be enrolled into a pedagogic unit

- o Unité Pédagogique A (UPA)
Second part of the alphabet (I to Z)
- o Unité Pédagogique B (UPB)
First part of the alphabet (A to H)

Your study program and any exceptional change of it have to be approved by your home institution.

Main Information about the Exams

Written and/or oral examinations are proposed in continuous assessment or final compulsory tests.

Examinations' detailed schedule is usually announced fifteen days before actual examinations.

Absence at tutorials & examinations policy

Absence at seminars (TD): three unjustified absences, or considered as such, by the teacher within the semester lead to the mention FAILED at the exam.

Absences at examinations: any absence at the examination will be notified as « failed ».

Students must report their absence at the examination and bring evidence of a legitimate absence to the International Relations Office and the teacher within the week. Examiners have then discretion to decide whether the absent student may take the re-sit exam or not.

Grading system

The grading system at the Faculty is from 1 to 20. Students pass the exam with 10/20.

Indicative re-sit schedule

Apart from these specific circumstances, exchange students have to take the first sitting to resit a failed course.

Re-sit exams are usually set up in mid-June.

Academic Calendar

The academic year runs from 1 September to 30 June, with a two-weeks break at the end of the first semester (Christmas vacation) and a one-week holiday in April.

Students in Economics usually start the second semester earlier than students in Law (early January).

Detailed annual academic calendar (exam periods, breaks) is on our website:

<http://www.droit.parisdescartes.fr/SCOLARITE/Calendrier-Universitaire>

Public holidays in France

All Saints' Day: 1st of November

Armistice Day: 11st of November

Christmas Day: 25th of December

New year's Day: 1st of January

Easter Monday: 2nd of April 2018

Labor Day: 1st of May

WWII Victory Day: 8th of May

Ascension Day: 10th of May 2018

Whit Monday: 21st of May 2018

National holiday: 14th of July

Going Back Home

When your stay in France is coming to the end...

Students from the Erasmus + program must present their end of stay certificate to the office a few days before their departure or the last day of their stay.

They collect their file before their departure (learning agreement, change of learning agreement...)

Transcript of records

Transcript of records are sent directly to the student by email.

This may take up to 6-8 weeks.



**Student
life at the
faculty**

Buddy System (Parrainage étudiant)

At Paris Descartes University and at the Faculty, we make our priority to strengthen the bonds between French students and exchange students. French students from the Faculty volunteer to help an exchange student in his/her every day life at the Faculty. Both students agree to a certain numbers of rights & duties through the "Charte de parrainage".

Student associations

<https://www.droit.univ-paris5.fr/VIE-ETUDIANTE/Associations>

Associative life is of course a big part of the student experience at Malakoff. Brought together by music, culture, solidarity or the oratory art, students mark the campus life through their actions and initiatives.

Associations that promote student life: AMM (Association musicale de Malakoff), Artésienne, BDEM (Bureau des étudiants de Malakoff), Community, ELSA Paris (Association européenne des étudiants en droit), Lysias Paris V: Descartes, M.E.R (Malakoff en régates), L'Optimiste, Révolte-toi Descartes, Start!Descartes

Associations that promote a specific field of study or a degree:
ACEDL (Association cartésienne des étudiants de double licence), AMAN (Association des étudiants du Master 2 Droit des activités numériques), AUDITAS (Association des étudiants du master 2 Audit des organisations et maîtrise des risques), AFPV (Association du Master 2 Juriste fiscaliste de Paris V), JuriPro (Les juristes et professionnels du droit en devenir), Association Master 2 Juriste d'affaires de Paris V, JAI Descartes (Association des étudiants du Master 2 Juriste d'affaires international), Cercle des juristes cartésiens, M2 Droit des obligations civiles et commerciales, M2 Droit des Industries des produits de santé

Mark your calendars !

You will discover that life at the Faculty is rythmed by many events : moot competitions, top students awards ceremony, masters fair, Law Days Festivities, Faculty alumni's Gala, conferences, Faculty Book Day...

Student services



Accommodation

When you apply for a stay, you can also apply online for a student housing, which may be a temporary solution.

Your referent then will be the Mobility Office of Paris Descartes University. They are working with the C.R.O.U.S to answer at best to all requests of accommodation of students in Paris and nearby suburbs.

Because of a significant demand, you should keep in mind that a C.R.O.U.S student housing is never guaranteed. We suggest you make your own accommodation arrangements before your arrival in France.

Under certain conditions, students, in private or student residence, may receive allowance of housing. All information can be found on www.caf.fr

C.R.O.U.S

<http://www.crous-paris.fr/>

The CROUS of Paris is the main public organism dedicated to student life. Its mission is to provide students with some assistance and follow-up to with accommodation, student grant, social services and student jobs but also with information about student facilities (such as restaurants for students, sport & cultural activities).

Student Health Services

<http://www.siumpps.parisdescartes.fr/>

Visiting address:

SIUMPPS Paris-Descartes
45, rue des Saints-Pères
75006 PARIS

Paris Descartes University gives students access to the University Medical Centre: medical preventive visit, specialist consultation, counselling services for disabled students.

The Medical Center has an online appointment system

Sports

<http://www.suaps.univ-paris5.fr/>

suaps@univ-paris5.fr

Visiting address:

Bureau A1
12, rue de l'École de Médecine
75006 Paris

If you are interested in participating in sports, once you are enrolled at the University, the SUAPS offers no less than forty different activities (professional or amateur level).

Mandatory documents for registration: a medical certificate, a photograph, student card (indicative fee: 50€).

OTHER SERVICES AT THE FACULTY

Restaurants

On the Malakoff site, a cafeteria and a food truck serve take away sandwiches, snacks, coffee, ...

Students can pay cash or use their IZLY student card.

The IZLY student card gives students access to all students' restaurants in Paris.

The list of the restaurants and their location is available on the website of the C.R.O.U.S

Faculty Library & study rooms

http://parisdescartes.libguides.com/droit/droit_accueil

The Library Jeanne Chauvin is a studying and research library.

Library Opening hours:

Mon-Fri 8.00-20.00

Thanks to your student card, you can borrow at least four documents for a period of fourteen days. Students have access to all documentation resources (Dalloz.fr, Doctrinal Plus, LexisNexis,...).

Study rooms and IT Rooms are available to the students (rooms B01 & B02 in the basement).



TO ADJUST IN PARIS

To help you adapting to life in France and Paris, these are a few useful links:
<https://www.campusfrance.org/fr/vivre-en-france>

Through this page, Campus France intends to cover every question you might have about Life in France (cost of life, administration, health care system etc.)

A few tariffs (on an indicative basis)

Student accommodation: 400 € - 600 € (monthly)

Private accommodation: 600 € - 900 € (monthly)

Food: 250- 350 € (monthly)

Public transportation: 75,20 € (monthly)

<http://www.paris.fr/>

Paris City Website: more practical information, but also cultural and leisure activities

<http://www.ratp.fr/>

Major Website of public transportation (itineraries, traffic...)





