GUIDE for Incoming Students
2017–2018
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At your arrival
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 of Law 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 of Law 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 a valid health insurance certificate (for non EU Citizens) or a copy of a valid European health insurance card (EU Citizens)*

Students who are staying the first semester 2017-2018 or the whole academic year have to be covered beyond december 2017.
- 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 of Law 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 from the homepage of the Faculty of Law’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 are automatically put on the incoming mailing list: incoming-students-droit@listes.parisdescartes.fr
CONTACT INFORMATION

Academic Coordinators

Erasmus + program
Pr David Kremer: coordinator in Law
Nicolas Sirven: coordinator in Economics & Management

International coordinator
Dean Anne Laude

Administrative Staff
Adeline Desbois: Head of International Relations Office – Faculty of Law
Christophe Grégoire: Incoming students Coordinator

Mailing & Visiting Address:
International Relations Office
Faculty of Law – 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, 191

The International Relations Office at the Faculty of Law
(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.droite@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 of law
Course Catalogue

The Faculty of Law 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.

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.

http://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. The SILC is optional (admission fee: 200€).

All along the year

Students may also attend French courses at the University Language Centre (“Maison des langues”) all along the year and at the Faculty of Law starting from the second semester.

English taught courses

You can also apply to attend one or two Common Law and Comparative Law seminars. Be careful, as the number of participants is restricted.

Program entirely taught in English in the field of comparative law, these seminars are taught by a teaching staff coming from foreign universities partners and by lawyers from Business Law firms.

Students are only allowed to take two seminars per semester.
Degree programs

Exchange students cannot take a full degree at the Faculty of Law. However, if you are interested, the university offers a wide range of master degrees in Law and Economics:
http://www.droit.parisdescartes.fr/ETUDES-ET-FORMATION/Master

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:
- Unité Pédagogique A (UPA)
  - Second part of the alphabet (I to Z)
- 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 of Law 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](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 of law, we make our priority to strengthen the bonds between French students and exchange students. French students from the Faculty of Law 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**

http://www.droit.parisdescartes.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 régate), L’Optimiste, Révolte-toi 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 of Law alumni’s Gala, conferences, Faculty of Law 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

www.bu.parisdescartes.fr
The Library of the Faculty of Law is a studying and research library.
Library Opening hours:
Mon–Fri 9.00–20.00
Saturday 9.00–13.00
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:

http://www.campusfrance.org/fr/rubrique/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: 267 € - 500 € (monthly)
Private accommodation: 400 € - 700 € (monthly)
Food: 250- 350 € (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...)
