

# ■ PRACTICAL GUIDE FOR INCOMING STUDENTS

*on an exchange programme (Incoming)*

Your exchange programme coordinator is your main contact at the International Affairs Department and at the University of Paris-Panthéon-Assas. You should contact us for any administrative or pedagogical question concerning your stay at Panthéon-Assas.

**Ms Élodie Mensah**

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**Our office address:**

International Affairs Directorate,  
Mobility Unit

Centre Panthéon, Staircase M, 2<sup>e</sup> floor, Room 5,  
75005, Paris

**Opening hours to the public:**

Monday, Tuesday, Thursday: 9:30-11:30 and 14:00-16:30

Wednesday and Friday: afternoon only: 14:00-16:30

## HOW TO APPLY VIA THE MOBILITY ONLINE PORTAL

In order to receive your exchange student admission letter, please follow the instructions in the document:

You will receive a copy of the "Exchange **Programme Application Procedure**" by email when you confirm your nomination.

### **Practical advice:**

- The password to register in the Mobility Online portal must be at least 6 characters long, including a capital letter and a number.

You will need to download the following document:

- A photocopy of your valid passport (PDF format)

The deadline for receipt of these documents:

- 30 June 2023 for the 1<sup>st</sup> semester.
- 30 November 2023 for the 2<sup>nd</sup> semester.

At the end of the Mobility Online application process, you will receive the necessary information for your pre-registration, administrative and pedagogical registration (course registration).

## STUDYING AT THE UNIVERSITY OF PARIS-PANTHEON-ASSAS

### ⇒ THE LOCATION OF SERVICES AND EDUCATION:

Although the university's headquarters have been located at the Place du Panthéon since 1774, the university's departments and teaching rooms are now spread out over **different centres**:

#### **Assas Centre**

*92, rue d'Assas, 75006, Paris.*

Teaching from the 2<sup>ème</sup> year of the Bachelor's degree to the 1<sup>st</sup> year of the Master's degree, library, cafeteria, language centre, French Press Institute, Socio-cultural service, sports service, infirmary, CIO (career guidance, internships)

#### **Vaugirard Centre 1**

*391, rue de Vaugirard, 75015, Paris.*

Teaching of the 1<sup>ère</sup> and 2<sup>ème</sup> year of the Licence.

#### **Panthéon Centre**

*12, place du Panthéon, 75005, Paris.*

Presidency, administrative services, International Affairs Directorate

#### **Guy de la Brosse Centre**

*1, rue Guy de la Brosse, 75005 Paris*

Teaching and administrative services for the management sciences sector.

### ⇒ THE ACADEMIC CALENDAR :

You can find the detailed calendar on the Internet: [www.u-paris2.fr](http://www.u-paris2.fr) , Sections: International / Coming to study at Paris 2 / On an exchange programme

#### **1<sup>st</sup> SEMESTER:**

Course: Monday **18 September** to Saturday **9 December** 2023

Computer Science, Mathematics, Statistics: Monday **18 September** to Saturday **9 December** 2023

TDs in law, economics, management, information and communication, optional languages:

**from Monday 2 October to Saturday 9 December** 2023

Revisions: Monday **11 December** to Saturday **16 December** 2023

Examinations: Monday **18 December** to Friday **22 December** 2023 and Monday **8 January** to Saturday **20 January** 2024

Holidays: **from Monday 25 December** 2023 to Saturday **6 January** 2024

Public holidays: Wednesday 1<sup>st</sup> November, Saturday 11 November 2023

#### **2<sup>ème</sup> SEMESTER:**

Course: Monday **22 January** to Saturday **13 April** 2024

Computer Science, Mathematics, Statistics: Monday **22 January** to Saturday **13 April** 2024

Law, economics, management, information and communication, optional languages: from Monday 5 February to Saturday 13 April 2024

Exams: Monday 29 April to Saturday 18 May 2024.

Holidays: Monday 15 April to Saturday 27 April 2024

Public holidays: Monday 1<sup>st</sup> April, Wednesday 1<sup>st</sup> May, Wednesday 8 May, Thursday 9 May, Monday 20 May 2024

Second session exams (known as 'catch-up' exams): Monday 17 June to Friday 28 June 2024

### ⇒ **THE TEACHINGS :**

Two types of courses are offered:

- **Lectures** are given by the professors to a large audience (weekly duration: three hours)
- The **tutorials are** small working groups of maximum thirty students. They are offered to deepen the content of the lectures (weekly duration: one and a half hours).

The majority of the courses are taught in **French**. For law and economics students, there is also the possibility of taking some courses in English.

### ⇒ **HOW TO CHOOSE THE COURSES YOU WILL TAKE :**

As an exchange student, you can choose your subjects from the general course programme from the first to the fourth year of study (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of the Bachelor and Master 1 degrees) according to the **learning agreement** with your home university.

The **list of courses** offered to exchange students will be communicated to you at the beginning of each semester during the information and welcome meeting.

### ⇒ **FRENCH COURSES, CERTIFICATE OF SPECIALISED FRENCH :**

French language courses, optional and free of charge, are offered. It is also possible to prepare for the "Certificat français de spécialité". To consult the full range of French language courses on offer:

<https://www.u-paris2.fr/fr/international/venir-etudier-luniversite/en-programme-dechange-erasmus-etc/cours-de-francais-french>

### ⇒ **EXAMINATIONS :**

Depending on the nature of the course, you will take **oral or written exams**. Written exams are either one and a half or three hours long.

The tests can be marked either out of 10 or out of 20. Therefore, the average required to pass the exam is 5/10 or 10/20. For French students, "mention assez bien" is set at 6.5/10 or 13/20, "mention bien" at 7.5/10 or 15/20 and "mention très bien" at 8.5/10 or 17/20.

The exam calendar can be consulted a few weeks before the exams on your personal space as a Paris-Panthéon-Assas student.

For conversion into ECTS grades (European credits - only relevant for Erasmus students), please consult the box below:

NOTE FROM PANTHEON ASSAS	NOTE ECTS
Greater than or equal to 14/20	A
Between 12 and 14/20	B
Between 11 and 12/20	C
Between 10.5 and 11/20	D
Between 10 and 10.5/20	E
Between 8 and 10/20	FX
Less than 8/20	F

**ATTENTION: you must plan to stay in Paris until the end of each exam session: end of January for the first semester and end of May for the second semester. It is not possible to organise early exams.**

For any problem concerning the exams you should contact your coordinator and not the professors or other offices of the university.

The certificates of your results will be sent directly to your universities by email (in March for the first semester and in June for the second semester).

In case of failure, make-up exams are held in September. Registration for the September examination session is done on the Internet: [www.u-paris2.fr](http://www.u-paris2.fr) under the heading Training / Examinations.



### ⇒ **THE LIBRARIES :**

The university library is accessible on presentation of your Panthéon-Assas student card. To use the other libraries, you must register.

#### **University Library:**

92, rue d'Assas, 75006 Paris  
Tel: +33 (0)1 44 41 57 82

#### **Digital Library :**

The university offers remote access to numerous databases in law, economics, management and press.

#### **Cujas Library:**

Legal and economic sciences  
2, rue Cujas, 75005 Paris  
Phone: +33 (0)1 44 07 79 87 +33 (0)1 44 07 79 87  
Fax: +33 (0)1 44 07 78 32 +33 (0)1 44 07 78 32  
E-mail: [cujas@univ-paris1.fr](mailto:cujas@univ-paris1.fr)

#### **CADIST Eco-Management:**

Library of the University of Paris Dauphine  
Place du Maréchal de Lattre de Tassigny  
75016 Paris  
Tel: +33 (0)1 44 05 40 94  
Website: [www.bu.dauphine.fr](http://www.bu.dauphine.fr)

#### **Sainte Geneviève Library:**

10 place du Panthéon  
75005 Paris  
Tel: +33 (0)1 44 41 97 97  
[www-bsq.univ-paris1.fr](http://www-bsq.univ-paris1.fr)

#### **Bibliothèque nationale de France :**

Quai François Mauriac, 75013 Paris  
Tel: +33 (0)1 53 79 59 59  
Website: [www.bnf.fr](http://www.bnf.fr)

### ⇒ **INTERNET ACCESS / E-MAIL :**

The university provides Wi-Fi access points that allow you to connect to the Internet from your laptop ([www.u-paris2.fr](http://www.u-paris2.fr): campus / practical campus / ENT and digital services).

You will have a personal e-mail address indicated on your student card. You can access this e-mail address via the Internet: <https://ent.u-paris2.fr>

## PRACTICAL INFORMATION - LIFE IN PARIS

Living in Paris is an enriching experience but sometimes a little difficult for a foreigner. We invite you to consult the website <https://www.paris.fr/etudiants> for any practical questions you may have, especially for Parisian students. Here are some key points to help you settle in and get your bearings so that you can take full advantage of all the possibilities that the French capital has to offer from the start.

### ⇒ **ADMINISTRATIVE PROCEDURES (residence permit, housing allowance, etc.):**

To facilitate your life in Paris, a welcome office for mobile students has been created at the Cité Internationale universitaire de Paris (you do not have to be a resident):

- **Paris Student Mobility Office**, Cité internationale de Paris,  
International House,  
17, boulevard Jourdan,  
75014 Paris,  
Access: RER B, Cité universitaire stop,  
Tel: +33 (0)1 70 08 76 30  
Website: <http://www.ciup.fr>

A branch of the Prefecture of Police is present there every year, generally from September to December, for the first applications for residence permits from students living in Paris.

- At the **CROUS in Paris**, a reception desk also informs foreign students about administrative procedures:  
CROUS of Paris  
39 avenue Georges Bernanos  
75005 Paris  
Access : RER B, Port Royal stop  
Website: <https://www.crous-paris.fr/>

### ⇒ **HEALTH INSURANCE**

As a student on a programme you are obliged to have health insurance that covers you for the duration of your study stay in France.

Students who do not have a European Health Insurance Card must register with the French social security system: <https://www.ameli.fr/paris/assure/droits-demarches/europe-international/protection-sociale-france/vous-venez-etudier-en-france>

### ⇒ **THE RESIDENCE PERMIT :**

Students from the European Union, the European Economic Area or Switzerland are not required to have a residence permit.

However, all other students must apply for a residence permit.

### ⇒ THE HOUSING

The International Affairs Department will send you a list of useful addresses to help you in your search. The University of Paris Panthéon-Assas has very few rooms available at the CROUS in Paris. Interested exchange students should contact their coordinator as soon as possible to be put on the waiting list. Please note that it is difficult to find accommodation in Paris from abroad.

### ⇒ HOUSING ALLOWANCE :

As soon as you are in possession of a rental contract in a university residence or in the private sector and your student card, you can apply for housing assistance from the Caisse d'allocations familiales (CAF). The application can be made online by logging on to the website [www.caf.fr](http://www.caf.fr), at the CAF closest to your home or at the Cité Internationale universitaire de Paris (computer stations connected to the CAF website).

### ⇒ THE BANK :

To open a bank account, you need to make an appointment with an advisor at a bank. The advisor will tell you what documents you need to bring with you (usually an identity document and proof of address). You can also open an account with the many online banks.

### ⇒ PUBLIC TRANSPORT :

There is a dense public transport network in Paris: the metro, the bus network and the RER (Réseau Express Régional) which serve Paris and the suburbs.

The weekly or monthly Navigo pass allows you to use all means of transport and to save money compared to a single ticket. If you are staying for a whole year, it is more interesting to subscribe to the Imagin'R card, which is reserved for pupils and students under the age of 26.

More information: [www.ratp.fr](http://www.ratp.fr)

### ⇒ SPORT :

Some sixty sports activities are offered by the Panthéon-Assas sports department. Registrations are made online at the beginning of the academic year:

<https://sports.u-paris2.fr/>

or directly to the sports department: 83 bis rue Notre Dame des champs – Rez-de-chaussée.

Tel: +33(0)1 44 41 57 79 - 9am to 12.30pm and 1.30pm to 5pm

You will need your Panthéon-Assas student card and a medical certificate in French or English.

### ⇒ CATERING :

The CROUS (Centre régional des œuvres universitaires et scolaires) has many university restaurants in Paris. The addresses of university restaurants can be found at <https://www.crous-paris.fr/> under the heading "restaurants".





⇒ **THE CULTURAL SERVICE :**

The CROUS cultural service offers many activities (orchestra, choir, ticketing...). You will find all the information on the website: <https://www.crous-paris.fr/> under the heading "culture, sport".

⇒ **STUDENT ASSOCIATIONS :**

The list of student associations at Panthéon-Assas can be consulted on [www.u-paris2.fr](http://www.u-paris2.fr) under Campus / Associations / Student Associations.

The **ESN Paris** student association organises activities for exchange students at the University. Students are contacted at the beginning of each semester to find out about the activities organised at the beginning of the school year. For more details, please contact us:

<http://assas.ixesn.fr/> and the association's Facebook page: ESN Paris - Erasmus Student Network

**We remain at your disposal for any further information.  
We wish you an excellent stay at the University Paris-Panthéon-Assas.**