

Information Sheet

for Incoming selected students & Partner Universities

International Relations Office	
Name of the university	Université Paris-Est Marne-la-Vallée (UPEM)
ERASMUS Code	F PARIS 225
Website	http://www.u-pem.fr/
Name of the Office	Service des Relations Internationales - Enseignements (SRI-E)
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Application process	

General information	Students planning to study at UPEM need to contact their home institutional coordinator to discuss their candidacy. UPEM only accepts selected incoming students respecting the bilateral agreements signed by our two institutions.
Nomination	<p>To nominate your students, please send an e-mail with the following information to international@u-pem.fr:</p> <ul style="list-style-type: none"> • First name, FAMILY NAME • Date of birth • Field of study + ISCED Code (*) • Period of stay • Email • Cycle (Bachelor or Master, and year of study) • Home university + ERASMUS Code (*) <p><u>Deadlines: May 15 (Fall term) / November 1 (Spring term)</u></p> <p><i>(*) For mobility under the Erasmus+ program</i></p>
Online application	<p>UPEM will send the link to the online application form to nominated students by e-mail. The application is to be duly completed and submitted by <u>May 31 (Fall term) / November 15 (Spring term)</u></p> <p>Before submitting the online application, the following documents are to be uploaded on the platform:</p> <ul style="list-style-type: none"> • Personal Statement • Resume • Language certificate level B1, B2 or C1, depending on the discipline (see "Language requirements" below) • Passport or ID card photocopy • Identity photo • All academic transcripts • Certificate of Bachelor's / Master's degree (if student already has one) • Letter of recommendation in French or English - only for French Studies, Political Science, Film and Audio-visual Studies and Tourism • Learning agreement duly completed, signed and stamped by the coordinators of your home institution (*) • Provisional list of courses (**) • Photocopy of European Health Insurance Card / Quebec Social security form SE-401-Q-106 (if applicable) <p>To enroll in a French university, it is mandatory for students to register for free in the French social security system. Holders of a valid European Health Insurance Card or a Quebec Social security form SE-401-Q-106 are exempt from this registration.</p> <p><i>(*) For Erasmus+ students (from Program and Partner Countries)</i></p> <p><i>(**) For non-Erasmus+ students</i></p>
Language requirements	In most study programs, students are expected to have minimum B1 level knowledge in language of instruction. However, some programs require a higher level of language proficiency: B2 for Tourism; Cinema; French Studies; Political Science; Management and Economics; Master's degrees in Music and Audiovisual Studies (B1 is tolerated in Bachelor's degrees)

	B2 in French or C1 in English (depending on the course choice) for Urban planning
Proof of language proficiency	For all students applying for the International Master in Urban Planning and Urban Studies: Language certificate attesting the required level of language proficiency For Erasmus+ students from European universities applying for other programs: Auto-evaluation on the MoveON online application form For other students: Language certificate level attesting the required level
Admission	UPEM sends an acceptance letter by email to registered students in June (Fall term) / November (Spring term).

General Information

Academic calendar	Fall term: end of September to end of January Spring term: end of January to end of June Each department organizes its own calendar. Fall and spring term dates may vary from a study program to another.												
Examination periods	Fall term: December/ January Spring term: May/ June Each department organizes its own calendar. Fall and spring term dates may vary from a study program to another.												
Course Catalogue	http://www.u-pem.fr/formations/ The programs available for exchange students are listed under the titles "Les formations Licence", "Les formations Master" and "Les formations Diplôme d'ingénieur". Please select the tab "Enseignements" to see the list of courses in the chosen program. (Note: Exchange students cannot choose classes from "Les Formations Licence professionnelle".)												
ECTS system	UPEM students must validate 30 ECTS credits per semester (incoming students must speak with their institutional coordinator regarding the number of ECTS credits required by the home university).												
Grading system	<table> <tr> <td>≥ 18/20</td> <td>Excellent</td> </tr> <tr> <td>16 - < 18/20</td> <td>Very good</td> </tr> <tr> <td>14 - < 16/20</td> <td>Good</td> </tr> <tr> <td>12 - < 14/20</td> <td>Satisfactory</td> </tr> <tr> <td>10 - < 12/20</td> <td>Sufficient</td> </tr> <tr> <td>< 10/20</td> <td>Failure</td> </tr> </table>	≥ 18/20	Excellent	16 - < 18/20	Very good	14 - < 16/20	Good	12 - < 14/20	Satisfactory	10 - < 12/20	Sufficient	< 10/20	Failure
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Language of teaching	Most of the courses are taught in French. For more information about courses in English please see information for incoming students http://www.u-pem.fr/international/international-students/exchange-students/courses-taught-in-english/?L=1												
French language courses	French language courses are offered to incoming students, free of charge, throughout the academic year. The courses are split into four levels, three												

	hours per week, with a placement test in late September. 3 ECTS credits per term are awarded for successful achievement of these courses.
Buddy program	Incoming students have the opportunity to be paired with a local student for better integration, guidance in the French university life as well as assistance with the administrative procedures and documents.
Tandem program	Incoming students can choose to be paired with a UPEM student in order to learn each other's language, enhance one's cultural understanding and meet people outside classroom.

Preparing for the student mobility

Accommodation	<p>UPEM has an agreement with the public regional student housing organization named CROUS to provide student accommodation.</p> <p>When completing the online application, students are asked to decide whether they wish to book a room in a student residence. We recommend that all interested students complete the online application as soon as possible as places are on a first come, first served basis.</p> <p><u>Fees:</u></p> <ul style="list-style-type: none"> • 300 € - 406 €/month, depending on the room and the residence • Deposit: 233€ • Three months' rent paid in advance: The rent paid in advance is pegged to the indicative maximal monthly rent. The exceeding amount will be reduced from the rent of the following months. <p>Moreover, UPEM has several partnerships with private residences.</p> <p><u>Insurance:</u></p> <p>Students have to subscribe to a home insurance (40 € to 80 €). This insurance includes the third party liability, which is mandatory for all students at UPEM.</p> <p><u>Aid for rent:</u></p> <p>Students may apply for a housing allowance from the government (CAF) to help them pay their rent. Application instructions and assistance are provided by the International Office upon arrival.</p>
University French Autumn Course (UFAC)	<p>Every academic year, at the beginning of September, UPEM organizes an intensive two-week French course and cultural outings.</p> <p><u>Participation fees (for 2018/19, 160€ for two weeks or 90€ for the first week only) include:</u></p> <ul style="list-style-type: none"> • French classes (please note that no ECTS credits are awarded for this course) • Cultural outings • Lunch during the week (Saturday and Sunday excluded)
Visa & residence permit	<p>Students from outside EU countries must apply for a visa. A letter of admission from our service is requested.</p> <p>If the stay is longer than 3 months, a residence permit is needed. To apply for it: Office Français de l'Immigration et d'Intégration (OFII).</p>