

Information Sheet

for Incoming selected students & Partner Universities

International Relations Office (SRI-E)	
Name of the university	Université Paris Est-Marne-la-Vallée (UPEM)
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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 • Gender • Date of birth • Field of study + ERASMUS Area Code (*) • Period of stay • Email • Cycle (L,M, D plus year of study) • Home university + ERASMUS Code (*) <p><u>Deadlines: May 15 (Fall term) / November 1 (Spring term)</u></p> <p><i>(*) Only European students are concerned (Erasmus Mobility)</i></p>
Application form	<p>The UPEM will send the application form to nominated students by e-mail, which must be completed and returned by post.</p> <p>Fax and E-mail will not be accepted. Additional documents required:</p> <ul style="list-style-type: none"> • Europass language passport (*) • Language certificate level B2 (non-ERASMUS students only) • 4 Passport or ID card photocopies • 3 Photos • Personal Statement • Resume • Letter of recommendation in French or English - only for French Studies, Political Science, Film and Audio-visual Studies and Tourism areas • Learning agreement duly completed, signed and stamped by the coordinators of your home institution (*) • Provisional list of courses (non-ERASMUS students only) <p><u>Deadlines: June 1 (Fall term) / November 15 (Spring term)</u></p> <p>To obtain the UPEM student card, upon arrival, incoming students must present the following documents:</p> <ul style="list-style-type: none"> • Proof of enrolment at their home university the year of mobility. Without this, incoming students must pay the enrolment fees (180€) • Copy of the European student health card (European students). Non-European students must pay for the French health insurance (200€). <p>Payment of a compulsory medical exam (approx.5€). Payments by cash or credit card.</p> <p><i>(*) Only European students are concerned (Erasmus Mobility)</i></p>

Admission	The 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.													
Examination periods	Fall term : December/ January Spring term : May/ June Each department organizes its own calendar. Fall and spring term dates may vary.													
Course Catalogue	http://www.u-pem.fr/formations/ Erasmus students may choose from either “Les Formations Licence” or “Les Formations Master”. Click on the link for the “formation”, and the list of courses appear under the tab “Enseignements”. (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 for the number of ECTS credits required by the home university).													
Grading system	<table><tr><td>18-20/20</td><td>Excellent</td></tr><tr><td>16/20</td><td>Very good</td></tr><tr><td>14/20</td><td>Good</td></tr><tr><td>12/20</td><td>Satisfactory</td></tr><tr><td>10/20</td><td>Sufficient</td></tr><tr><td>Under 10/20</td><td>Failure</td></tr></table>		18-20/20	Excellent	16/20	Very good	14/20	Good	12/20	Satisfactory	10/20	Sufficient	Under 10/20	Failure
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Language of teaching	French, except : “English studies” : http://www.u-pem.fr/formations/loffre-de- formations-upemlv/les-licences-generales/domaine-arts-lettres- langues/mention-langues-et-cultures-etrangeres/licence-anglais/ “Development Expertise and International Projects Management” (Master Degree): http://www.u-pem.fr/formations/loffre-de- formations-upemlv/les-masters/domaine-droit-economie-gestion/mention-expertise- economique/master-expertise-du-developpement-et-management-des- projets-internationaux/													
French courses	French language courses are offered to incoming students, free of charge, throughout the academic year. These courses are split into three levels, three hours per week, with a placement test in October.													

Preparing for the student mobility

Accommodation	<p>UPEM has an agreement with the CROUS to provide student accommodation.</p> <p>The application form is included with the other forms mentioned above. We recommend that all interested students send the form duly completed, 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 € - 400 €/month, depending on the room and the residence • Deposit: 233€ • Rent paid in advance: 3/6 months, depending on the period of mobility <p><u>Insurance:</u></p> <p>Students have to subscribe to a house insurance (40 € to 80 €). Included in this insurance is the civil responsibility insurance, necessary to receive the UPEM student card.</p> <p><u>Aid for rent:</u></p> <p>Students may apply for a housing aid to help pay their rent, from the government, called CAF. The application form and all information necessary are available upon arrival.</p>
University French Autumn Course (UFAC)	<p>Every academic year, at the beginning of September, the UPEM organizes two weeks of intensive French courses and cultural outings.</p> <p><u>Fee of 150€ includes:</u></p> <ul style="list-style-type: none"> • French courses • Cultural outings included in the schedule • 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: OFII (Office Français de l'Immigration et d'Intégration)</p>