

Information Sheet

for Incoming selected students & Partner Universities

International Relations Office (SRI-E)	
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)
Postal Address	Maison de l'étudiant - Bureau C01 Université Paris Est Marne-la-Vallée / UPEM 5, boulevard Descartes - Champs sur marne 77454 Marne-la-vallée Cedex 2 (France)
Telephone number	+33 (0) 1 71 40 81 84
Fax number	+ 33 (0) 1 71 40 81 99
Email	international@u-pem.fr
Website	http://www.u-pem.fr/international/incoming-students/?L=1
Staff members	Deputy Vice President International Relations Thierry BERKOVER
	Head of International Office Camille DULOR camille.dulor@u-pem.fr International Officers Floriana CAPODIFERRO floriana.capodiferro@u-pem.fr - +33 (0)1 71 40 81 83 Maria BARESCH maria.baresch@u-pem.fr - +33 (0)1 71 40 81 86 Emmiina VIHERVIRTA vihervir@u-pem.fr - +33 (0)1 71 40 81 85 Sandra TOUKAM sandra.toukam@u-pem.fr - +33 (0)1 71 40 81 84

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>UPEM will send the application form to nominated students by e-mail, which is to 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 B1 (can vary by department, level B2 desired) • 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 (184€ in 2014-2015) • Copy of the European student health card (European students). Non-European students must pay for the French health insurance (213€ in 2014-2015). <p>In addition, an annual preventive medicine fee (5,10€ in 2014-2015) must be paid. Payments by cash or credit card are accepted.</p> <p><i>(*) Only European students are concerned (Erasmus Mobility)</i></p>

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.													
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/ 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 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	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/incoming-students/?L=1 (“Students from European universities”/“Students from non-European universities” -> “Courses in English”).													
French language course	A French language course is offered to incoming students, free of charge, throughout the academic year. The course is split into three levels, three hours per week, with a placement test in October. 3 ECTS credits per term are awarded for this course.													
Tandem program	Incoming students have the opportunity to be paired with a French 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 regional student housing organization (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 accommodation application 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 €). This insurance includes the third party liability, required to receive the UPEM student card.</p> <p><u>Aid for rent:</u></p> <p>Students may apply for a housing aid from the government (CAF) to help pay their rent. The application form and all necessary information are available 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 fee (150€) includes:</u></p> <ul style="list-style-type: none">• French course (please note that no ECTS credits are awarded for this course)• 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.</p> <p>To apply for it: OFII (Office Français de l'Immigration et d'Intégration)</p>