

## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Université Paris Cité is divided in three Faculties (Humanities and Social Sciences, Sciences, Health) and one Institute (Institut de Physique du Globe de Paris). Each Faculty is divided into Departments (UFR, IUT).

The present factsheet aims to inform our partner universities about the processes regarding nomination and application of their students.

### **This factsheet is dedicated to the Faculty of Humanities and Social Sciences**

If you are looking to nominate your students in the Science Faculty or the Health Faculty, please contact them:

- [mobility.sciences@u-paris.fr](mailto:mobility.sciences@u-paris.fr)
- [ri.sante@u-paris.fr](mailto:ri.sante@u-paris.fr)

This Factsheet is divided into four parts:

- Student nomination and application
- Contacts
- Academic Information
- General Information

Departments are located on two main campuses: GRANDS MOULINS and ODEON.

## 1. NOMINATIONS AND APPLICATIONS

Deadlines	FIRST SEMESTER OR FULL YEAR APPLICATION	SECOND SEMESTER APPLICATION
Application step by step	Nomination: April 30th Application: May 15th	Nomination: October 15th Application: October 30th
<b>STEP 1: NOMINATION</b>		
<p>Selected students must be officially nominated by the International Office of their home institution by completing the following form: <a href="https://sondage.app.u-paris.fr/784619?lang=en">https://sondage.app.u-paris.fr/784619?lang=en</a>.</p> <p>Nominations made by students themselves won't be accepted.</p> <p>The nomination form is divided in two: the first part will ask information about the partner institution, while the second will request information about the nominated student.</p> <p><b>Please submit one form per nominated student.</b></p> <p>We ask you to verify that the nomination respects the pre-established quota if a number of places has been negotiated in advance, as well as the eligibility criteria (<i>see below</i>).</p> <p>You can consult the list of our departments below. If you are unsure of the department in which you wish to nominate your student, please select "other" in the form or contact us (<i>list of email addresses below</i>).</p>		
<b>STEP 2: ONLINE APPLICATION</b>		
<p>Once the nomination period is over, students will receive an "<b>Application Kit</b>" with the following items:</p> <ul style="list-style-type: none"> <li>• Guidelines (MoveOn platform application link, application instructions)</li> <li>• Learning agreement templates (Erasmus, Bilateral agreements, etc.)</li> <li>• Agenda and mobility contacts</li> </ul>		

All the application process is digital. Students must submit their MoveOn application form with all required documents online by the deadline indicated above.

Students will have to include in their application a learning agreement approved by their academic contact at UP Cité. This learning agreement may be subject to change once they arrive at the university. **Any application submitted without a signed and filled learning agreement will be considered incomplete.**

Students must indicate a valid e-mail address in the form (avoid Hotmail, live, qq.com and 163.com accounts).

#### REQUESTED DOCUMENTS

ERASMUS STUDENTS	INTERNATIONAL STUDENTS
<ul style="list-style-type: none"> <li>ID / passport and clear ID photo with a <b>neutral background</b>.</li> <li>Signed learning agreement <b>N.B:</b> only one version of the L.A is required: If the home university requires their own, it is not necessary to use the <b>Université Paris Cité</b> one.</li> <li>French or English language proficiency certificate</li> <li>Copy of the European Health Insurance Card</li> </ul>	<ul style="list-style-type: none"> <li>ID / passport and clear ID photo with a <b>neutral background</b>.</li> <li>Signed learning agreement <b>N.B:</b> only one version of the L.A is required: If the home university requires their own, it is not necessary to use the <b>Université Paris Cité</b> one.</li> <li>CV (in French)</li> <li>Cover letter (in French)</li> <li>French or English language proficiency certificate</li> <li>Diplomas and school grades (translated in French or English)</li> </ul>

#### STEP 3: MOBILITY PREPARATION

If accepted, students will receive by the end of June (first semester arrivals)/by the end of December (second semester arrivals) a "**Welcome Kit**" with the following items:

- A **Welcome Guide** with helpful information about their upcoming mobility
- An **acceptance letter**
- Information about the **Welcome Webinars** (life in Paris, university registration, housing, health...): between June and July for arrivals in the first semester, early December for arrivals in the second semester
- Information about the **Welcome Week**: mid-September for arrivals in the first semester, mid-January for arrivals in the second semester
- Information about the **Buddy Programme**

## 2. CONTACTS

CAMPUS	DEPARTMENTS	CONTACT EMAIL	ADDRESS
GRANDS MOULINS	EA ( <i>English Studies</i> )	mobility.sh@u-paris.fr	Université Paris Cité Département Relations Internationales Campus des Grands Moulins Bâtiment Olympe de Gougues Case Courrier 7125 27 rue Jean Antoine de Baïf 75205 Paris Cedex 13 FRANCE
	EILA ( <i>Intercultural Studies and Applied Languages</i> )		
	GHES ( <i>Geography, History, Economic Sciences</i> )		
	IHSS ( <i>Psychoanalysis, Social Sciences, History and Philosophy of Sciences</i> )		
	LAC ( <i>Literature, Art, Film Studies</i> )		
	LCAO ( <i>Chinese, Korean, Japanese and Vietnamese Studies</i> )		
LING ( <i>Linguistics</i> )			
ODEON	DEG ( <i>Law, Management and Economics</i> )	international.deg@u-paris.fr	Université Paris Cité Bureau des Relations Internationales Composante Droit, Economie Gestion 10 avenue Pierre Larousse - 92240 Malakoff FRANCE
	SHS ( <i>Linguistics, Education Sciences, Social Sciences</i> )	international.ufr-shs@u-paris.fr	Université Paris Cité Service de la Sclolarité Sciences Humaines et Sociales 45 Rue des Saints Pères 75006 PARIS FRANCE
	STAPS ( <i>Sport Sciences</i> )	international.staps@parisdescartes.fr	Université Paris Cité Service de la Sclolarité UFR Sciences et techniques des Activités Physiques et Sportives 1 rue Lacretelle 75015 PARIS FRANCE
	IP ( <i>Psychology</i> )	mobility.sh@u-paris.fr	Université Paris Cité Bureau des Relations Internationales Institut de Psychologie 71 Avenue Edouard Vaillant 92100 Boulogne-Billancourt FRANCE

	IUT ( <i>Journalism and Information, ICT's, Business and Administration, Social Work, Library and archival Studies, Communication, Marketing, Statistics and Business Intelligence</i> )	international.iutparis-seine@u-paris.fr	Université Paris Cité Service de la Scolarité IUT de Paris Rives de Seine 143 Avenue de Versailles 75016 Paris FRANCE
<b>CENTRAL INTERNATIONAL RELATIONS OFFICE</b>	Specific Exchange Programmes ( <i>BCI/MICEFA/Study Abroad</i> )	mobility.iro@u-paris.fr	Université Paris Cité Pôle Commun Strategie et Relations Internationales Campus des Grands Moulins Bâtiment des Grands Moulins 5 Rue Thomas Mann 75013 Paris FRANCE
	Accommodation	accommodation.iro@u-paris.fr	

### 3. ACADEMIC INFORMATION

Academic calendar 2024-25	FIRST SEMESTER	SECOND SEMESTER									
	<p>Welcome week: September 2024 Classes begin: September 2024 Classes end: December 2024 Exam period: January 2025 Retake exams: June 2025</p>	<p>Welcome week: January 2025 Classes begin: January 2025 Classes end: April 2025 Exam period: May 2025 Retake exams: June 2025</p>									
	<p style="text-align: center;"><b>Online academic calendar:</b> <a href="https://u-paris.fr/en/university-calendar/">https://u-paris.fr/en/university-calendar/</a></p>										
Courses	FIELD AND LEVEL OF STUDIES										
	<p>You will find the list of courses for each degree on our website: <a href="https://odf.u-paris.fr/fr/catalogue-des-diplomes-nationaux.html">https://odf.u-paris.fr/fr/catalogue-des-diplomes-nationaux.html</a></p> <p><b>We remind you that students have to respect the field of study, campus and the department (UFR) indicated in the learning agreement. All course enrolments are subject to availability numbers.</b></p> <p><b><u>For students enrolled in the Grands Moulins campus only:</u></b> Students have to choose at least 2 courses per semester in their department (UFR) of enrolment. They may also pick courses from all the other Grands Moulins departments. They cannot take courses from the departments in the Odéon Campus (DEG, SHS, IUT, STAPS, IP).</p> <p><b><u>For students in the Odéon campus, they may only choose courses from their department of nomination.</u></b></p> <p>Psychology is taught in two different departments (different programs, teaching sites, and mobility agreements):</p> <ul style="list-style-type: none"> <li>• Institut de Psychologie (<i>Odéon campus</i>): BA in Psychological Sciences</li> <li>• IHSS/Psychoanalysis Studies (<i>Grands Moulins campus</i>): BA in Psychology and Humanities</li> </ul> <p><u>Level of studies :</u></p> <table border="0"> <tr> <td>First cycle</td> <td>= undergraduate level</td> <td>= Licence in French higher education (3 years)</td> </tr> <tr> <td>Second cycle</td> <td>= postgraduate level</td> <td>= Master in French higher education (2 years)</td> </tr> <tr> <td>Third cycle</td> <td>= doctorate level</td> <td>= Doctorate in French higher education (minimum of 3 years)</td> </tr> </table>		First cycle	= undergraduate level	= Licence in French higher education (3 years)	Second cycle	= postgraduate level	= Master in French higher education (2 years)	Third cycle	= doctorate level	= Doctorate in French higher education (minimum of 3 years)
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Third cycle	= doctorate level	= Doctorate in French higher education (minimum of 3 years)									
	COURSE RESTRICTIONS										
	<ul style="list-style-type: none"> <li>• Courses in <b>Film studies</b> are restricted to students enrolled in Film studies at their home institution. Workshops at any level of studies cannot be attended.</li> <li>• <b>Japanese students</b> cannot enrol in the Department of Japanese Studies. If they want to take a class from this department, they will need to make a special request.</li> <li>• <b>Institut de Psychologie:</b> undergraduates will receive a list in their application kit with the different courses they may take per semester. Graduates may take courses in two different majors maximum.</li> <li>• <b>Intercultural Studies and Applied Languages:</b> courses in the second year of Master's degree and in the third year of Bachelor apprenticeship degrees (L3 Pro) are not available to exchange students.</li> <li>• All workshops concerning methodology and writing a research dissertation (<i>Mémoire</i>) are not available to exchange students.</li> </ul>										
	GRADING SCALE										
	<p>The grading system in France is based on a numbered scale from 0 to 20, with 20 as the highest possible grade. 10 is the minimum passing grade. If a student doesn't get a passing grade, they will have to retake exams (<i>rattrapage</i>).</p>										

Grades	Description
<10	Failed
10-12	Sufficient
12-14	Satisfactory
14-16	Good
16-18	Very good
18+	Excellent

## Languages

### LANGUAGE PROFICIENCY

Students must have a language proficiency for the courses they wish to enrol in and will need a certificate to prove it, except for native speakers.

E.i.: if a student wishes to only enrol in courses taught in English, the student will only need to provide a certificate of English language proficiency. If a student wishes to enrol in both English and French taught courses, the student will have to provide English AND French language certificates.

The academic contact holds the right to accept or refuse the enrolment of any student based on their language proficiency.

### FRENCH LANGUAGE

#### LEVEL

**B2 level** (Common European Framework of Reference for Languages: CEFRL) is requested.

#### CERTIFICATION

The following certifications are accepted:

- DELF B2
- DALF C1 and C2
- TCF
- Certificate issued by the Language Resource Centre of the home university
- Certificate issued by a French teacher from the home university
- Native speaker proof

### ENGLISH LANGUAGE

#### LEVEL

**B2 level** (Common European Framework of Reference for Languages: CEFRL) is requested.

#### CERTIFICATION

The following certifications are accepted:

- IELTS (at least 5.5)
- TOEFL (at least 90)
- TOEIC (at least 785)
- Certificate issued by the Language Resource Centre of the home university
- Certificate issued by an English teacher from the home university
- Native speaker proof

### FRENCH AS A FOREIGN LANGUAGE LESSONS

French as a Foreign Language (FLE) are courses available for all students at the LANSAD (<https://u-paris.fr/eila/fle/>) and CdL departments (<https://u-paris.fr/centres-de-langues/>). Please note that international students may only take 2 FLE courses per semester (one workshop and one grammar course).

Students may be awarded credits (ECTS) by validating FLE classes and can include them in their learning agreement.

### TRANSCRIPT OF RECORDS

The transcript of records will be sent by email to the home university and to the student:

- By the end of February for student ending their mobility on the first semester
- By the end of July for students ending their mobility on the second semester (or full year students)

## Transcript of records

## 4. GENERAL INFORMATION

### Housing

#### UNIVERSITY STUDENT HOUSING

Université Paris Cité only has a few rooms in several student residences in Paris (called CROUS). The demand exceeds the number of rooms available. As a consequence, **we cannot guarantee housing for all students**.

Rooms in CROUS residences are equipped with a kitchenette, bathroom facilities and internet access. All students staying at a CROUS residence will be eligible for financial housing aid provided by the French State.

While applying after their nomination, students will have the option to ask for accommodation provided by UPCité. A commission will review the applications and decide about housing placements (by the end of June for the 1<sup>st</sup> semester/by December for the 2<sup>nd</sup> semester). A housing form will be sent to the selected students and will have to be submitted by the deadline to confirm housing. **Students placed in a CROUS residence must agree to pay until the last month of their contract, even if they decide to depart from the residence at an earlier date.**

Please note that **accommodations are managed by the CROUS institution, and not by Université Paris Cité.**

#### OTHER HOUSING POSSIBILITIES

Students can look for housing through our partnerships:

- [Université Paris Cité housing online platform](#)
- [Logifac](#)
- [Twenty Campus](#)

We recommend to be wary of other platforms, as often many of the listings featured are scams. Beware of any accommodation listing that asks an upfront deposit (such as through Western Union or PayPal).

More information about housing in Paris : <https://u-paris.fr/en/accomodation/>

### Mentorship, student groups

#### BUDDY PROGRAMME

Université Paris Cité offers a Buddy Programme to incoming students. Local students will offer to help international students during their mobility in cultural and academic aspects.

Students who are interested in this programme will have to register through the link sent with the "Welcome Kit".

### Visa application

#### VISA

All visa applications and paperwork should be settled before arriving to France with the French Consulate or Campus France Centre of your country.

Students who aren't European citizens, but have their usual place of residence in a European country and already have a residence permit will not need to apply for a visa. However, they must let us know as soon as possible since UPCité will have to fill in forms to send to the Ministry of Immigration.

More information on student visas: <https://france-visas.gouv.fr/en/web/france-visas/accueil>

### Overview of living costs in Paris per month (€)

#### LIVING COSTS

Rent (€): around €850\*/month for a studio apartment, around €650\*/month for a shared flat. These prices apply in Paris, suburban areas tend to be cheaper.

Transport fares (€): €84,10/month for Paris.

N.B. Students under 26 can benefit from a discount pass ("[Imagin'R](#)") for €38/month.

Food (€): €300\*/month

*\*Prices have been adjusted for inflation*

### Social security (health care system)

#### HEALTH INSURANCE

International students have access to the French national healthcare system.

A complementary health insurance is highly recommended.

The French healthcare system will be further explained during the Welcome Webinars and the Welcome Week.

#### EUROPEAN STUDENTS

#### INTERNATIONAL STUDENTS

Students must get their European Health Insurance Card before arriving in France and must be valid during their entire exchange.

The French healthcare system is free for international students.

N.B: Non-European students who do not have access to the European card will have to proceed as international students. British students can get a European Health Insurance Card, but **MUST** have their resident permits.

To register for the French healthcare system, please click on the following link : <https://etudiant-etranger.ameli.fr/#/>

