

School of law

2020

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2021

STEP BY STEP GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS



Welcome to CY Cergy Paris Université

School of Law

Please read very carefully all this document!



Information and useful contacts

Erasmus Code

F CERGY 07

Address

CY Cergy Paris Université
School of Law - Faculté de droit (Les Chênes 1, 3rd Floor)
33, boulevard du Port
95011 Cergy-Pontoise cedex

Website

<http://www.droitucp.fr/pages/international>

Departmental Coordinator

Elia Gombert

- 3rd Floor, Office B333 (closed on Wednesday)
- ☎ : + 33 1 34 25 60 20
- @ : elia.gombert@cyu.fr

Director for international studies -School of Law

Roxana Family

Executive Vice-President for international development

- international.droit@ml.u-cergy.fr

Semester Dates

School of Law

- Autumn semester
 - Law lectures begin : 3rd week of September
 - Orientation meeting for Law student : Friday before lectures start
- Spring semester
 - Law lectures begin : 2nd week of January
 - Orientation meeting for Law student : Friday before lectures start

Orientation meetings

There will be organized orientation meetings for all exchange students at CY Cergy Paris Université

- September : 1st week
- January : 1st week

Session and Examination Dates

Semester 1:

- 2nd week of December (Foreign Law) -
- 1st, 2nd, 3rd week of January (French Law)

Semester 2: 1st - 3rd week of May

Grading system Information

- 0 - 20 => 0- 9 = fail - 10-20 = pass

Course catalogue

<http://www.droitucp.fr/degrees-and-teaching-programs>

Contacts CY Cergy Paris Université

- International Relations Office

- 33, boulevard du Port
95011 Cergy-Pontoise cedex
Chênes 1 Campus - Les Chênes Tower, 3rd Floor, Office 313
- ☎ : + 33 1 34 25 60 96 or + 33 1 34 25 67 02
- Opening hours: Monday to Friday from 9.30 a.m to 5.00 p.m.
- @ : aissata.anne@cyu.fr or mara.lim@cyu.fr
- Website : <http://www.u-cergy.fr/en/international-office/exchange-students.html>

- CLF (for French Language Courses)

- Chênes 1 campus - Les Chênes 1, 3rd floor, Office E386
- ☎ : + 33 1 34 25 22 51
- @ : languefrancaise@ml.u-cergy.fr
- <https://www.u-cergy.fr/en/international-office/centre-de-langue-francaise.html>

It is strongly advised that students sign up to the CLF (International Centre for French Language and Cultural Action) to improve their level of French.

ELSA the European Law Students' Association

Its main objective is to promote cultural, linguistic and legal exchanges through the organization of various events (pleadings, debates, conferences, workshops, visits of French institutions, discovery of monuments and heritage, promotion of Erasmus exchanges, welcoming the International students ...).

- We know how hard it is to go to a foreign country, and to study a course such as Law. **ELSA organizes the buddy system.** You can contact them for any information which concerns everyday life (advice to choose your subjects, accommodation, transports, some help...). ELSA Association can help you for the courses notes.

- @ : elsacergy.hellostudents@gmail.com
- Facebook : Elsa Cergy
- Twitter : @ELSACergy
- LinkedIn (ELSA Cergy)

- PLEASE JOIN OUR FACEBOOK GROUP before your arrival :UCP International Lawyers and ELSA Cergy :

<https://www.facebook.com/groups/1280750568604379/>

<https://www.facebook.com/ELSACergyUCP/?fref=ts>

1st step : Accommodation

Accommodation in France can be found either **in the public or in the private sector**.

We recommend accommodation in the private sector. The French government offers financial help (CAF).

Finding accommodation in the Paris area, of which Cergy is a part of, is especially difficult.

We alert prospective students to this matter and strongly encourage them to **secure accommodation early on in the process**.

- For students arriving in the fall semester (September): Book in June
- For students arriving in the spring semester (January): Book in November

The School of Law and UCP are not responsible for students who have not secured accommodation by these dates.

ACCOMMODATION

The School of Law is concerned about assuring international students the best stay conditions in France. We recommend accommodation in the private sector only. The French government offers financial help (a service called CAF).

Here you have some housing suggestions:

-Real estate agency ACDI Contact : Ms Fournaise : +33 6 50 18 47 86 rar-immo@orange.fr

- Studapart, the student housing platform of CY Cergy Paris University

On this platform, you will be able to :

- Find your roommate(s) and form shared rentals
- Find a temporary room

How to use it:

- 1) Connect to the platform by using this website: <http://housing.u-cergy.fr>
- 2) Click on '*Student login*' or '*Connexion étudiant*'
- 3) Sign up and fill in the fields
- 4) Activation CY2020

Contact : Yann : yann.quillivic@studapart.com

E-mail : booking@studapart.com

- The residence Jean-Baptiste de la Salle in Cergy

Contact : Denis GROSSÉ - Gestionnaire

E-mail : residence-cergy@unilasalle.fr

<http://lasalle-cergy.com/index.php/fr/>

Tel : + 33 1 .30.75.11.88

Address :15, Boulevard du Port, 95000 CERGY

Subject to room availability . Please notice this residence might require a guarantor in France or ask you to pay several months of rent in one shot (one time payment).

- Cité universitaire de Paris <http://www.ciup.fr/maisons/demande-logement/>.

- ONLY FOR THE SPRING SEMESTER : The student residences of the ESSEC Business School -
Résidence les Hauts de Cergy

5 minute on train (RER) from UCP

Salma BULTEZ

bultez@essec.edu

Tel : +33 1 34 43 60 14

· <http://www.essec.edu/en/pages/about-essec/essec-business-school/housing/>

Salma is the only contact person for your accommodation at the Hauts de Cergy Residence of the ESSEC Business School. She will help you for financial help offered by French government.

Please be aware of scams:

-Be aware of offers that appear to be too good to be true.

-Never transfer funds via Western Union, Moneybookers or other Electronic Fund Transfer services to someone claiming to be an agent or landlord for a prospective property.

-Never send money before having the contract signed by all parties. Please ask a copy of the ID/passport of the landlord.

IMPORTANT: In France, Home insurance is compulsory for your room or your apartment. You must subscribe to it. We recommend to also take the optional "responsabilité civile" (the civil liability).

Here is the site usually used by our international students: <https://www.assurances-etudiants.com/en>

For any problem, please contact: international.droit@ml.u-cergy.fr

2nd Step: Enrollment at the school of law

WARNING: THE FRENCH LEVEL B2 IS COMPULSORY TO TAKE EXAMS IN LAW COURSES TAUGHT IN FRENCH AND IN ENGLISH

COURSES

You can attend all the courses from first to fourth year in French or in a foreign language (Licence 1, 2, 3 and Master 1) and Anglo-American Law courses up through Year Five (M2). Regarding your learning agreement, your choice of courses and changes, the rule is **if your university agrees, we also agree.**

You are also allowed to attend 2 courses in the LLM Program per semester (8 credits each course). For American students: 3 courses per semester are allowed. You must send your choice before your arrival: international.droit@ml.u-cery.fr

ECTS Credits: These ECTS credits only apply to international students (they can have a different value for local students)

- 6 ECTS for lectures (CM /3 hrs or 1hrs30 per week),
- 3 ECTS for tutorials/applied methodology classes (TD /1 hrs30 per week),
- 8 ECTS for LLM course (maximum 2 LLM courses per semester, maximum 3 courses per semester for American students)

Please note:

1. The fall semester includes semester 1, 3, 5 and the 1st semester of Master 1 and Master 2
2. the spring semester includes semester 2, 4, 6 and 2nd semester of Master 1 and Master 2
3. The TD courses in French : Level C1/ C2 in French
4. The CM and the TD courses are dissociated. Same name but different course. For French courses, you can choose: CM or CM + TD but not only a TD
5. The level B2 is required to attend the foreign law courses in English and Spanish.

For the lectures (CM) the attendance is not compulsory but it's highly recommended to attend all classes for the success of your exams.

The attendance in the TD courses in French Law, TD in Foreign Law, Master 2 Anglo-American Law and in the LLM program is compulsory: no more than two absences per semester are allowed, they must be justified by a supportive document. The professor will verify the attendance of students for each class. For the TD French Law courses, you must pass the "Galops d'essai".

The registration FOR ALL COURSES must be done at the office of the secretary according to the level of course (L1, L2, L3, Master1, Master2, LLM), see below. You have to ask the secretary to also enroll you in the platform CoursUCP. This platform will allow you to download your course material and to stay informed about the timetable and changes. For the TD Courses, the secretary will propose you one or more time slots

LLM and Master 2 courses are not on the platform CoursUCP, to register go to the office of the secretary (see below). You will be informed by email about the schedule and changes. Do not forget to communicate your email address to the secretary.

Office for registration:

- Licence 1
 - Section A (from A to C) TD French Law + TD English Law: Office A308
 - Section B (from D to L) TD French Law + TD German Law: Office A307d
 - Section C (From M to Z) TD French Law + TD Spanish Law: Office A307c
- Licence 2 TD French Law + TD Foreign Law: office A307b
- Licence 3 TD French Law + TD Foreign Law: Office C345b
- Master 1 TD French Law + TD Foreign Law: Office C345a
- Master 2 CM Anglo American Law: Office A306a
- LLM: Office B346

The student is allowed to choose one or two course in another department. They may also choose a sport activity graded independently from ECTS through the university's physical activity and sports department if their home university allows them to do so.

In any case, you have to introduce yourself to the professor as an international exchange student

EXAMINATIONS AND GRADING PROCEDURES

- Students MUST register for their exams with their departmental coordinators (Ms Gombert or Ms Deng) in the specific document that will be sent to you by mail (see the Erasmus calendar)
 - ✓ An exams schedule will be sent via email at least fifteen days before the date of examination. It is forbidden to contact the professors or secretaries directly to organize your exams. The departmental coordinators are your only contacts concerning the planning of your exams and your re-sit exams.
 - ✓ You can withdraw from an exam only in case of force majeure and by providing an official proof (medical certificate, etc...). Failure to comply with this requirement will result in the mention 'Fail' appearing on your transcript of records for the cancelled exam.

- For French law you will take oral exams. You will have an appointment with professors when UCP's student take written exam. When the UCP student take oral exam, you take exam with them.
- For Anglo-American Law, Spanish and Latin-American Law, and the LLM program you will take written exams like other students of the training.
- **Arrangements for students with special needs** : Please inform us if you need a special support for your exams and provide an official document
- **Re-sit exams**: A re-sit is organized in case of failure (less than 10/20) only for students whom have participated in the first exam. To qualify for the re-sit, international students must sit the examination and answer all questions. Students who fail to attend without valid justification will be denied a re-sit. EXCEPT for the LLM and students who stay the first semester only, there is no possibility to re-take exams
- **Transcript of records**: Grades are communicated at the end of each semester. Semester 1 in February and Semester 2 in July. Grades are reported to the student at the end of the semester, or academic year for those students who spend a full year abroad. If the grades are not available before the departure of the student, the transcript of grades will be scanned and forwarded by email and the original copy will be send by post to the address of the student.
- **Validation of grades in another department**: Students must contact the teaching secretary for the department concerned who will issue the grades. It is not possible the Law School to issue grades obtained in another department.

┌ SCHEDULES

Schedules and changes in the schedules are found by consulting the notice boards for each respective year of studies in the School of Law (3rd floor) and on the Platform CoursUCP

┌ SYLLABI:

The syllabi for Anglo-American Law, French Law and LLM program: See the brochures sent by mail.