

School of law

2018

—

2019

STEP BY STEP GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS



Welcome to Cergy-Pontoise School of Law!

Please read very carefully all this document!



UNIVERSITÉ
de Cergy-Pontoise

Information and useful contacts

Erasmus Code

F CERGY 07

Address

University of Cergy-Pontoise
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 Coordinators

Elia Gombert

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

Christine Jeledaty (Only USA, Canada, UK, Australia, Asia)

- 3rd Floor, Office B329
- ☎ + 33 1 34 25 22 73
- @ : christine.jeledaty@u-cergy.fr

Director for international studies -School of Law

Roxana Family

Executive Vice-President for international development

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

Contacts University of Cergy-Pontoise (UCP)

- **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.
- @ : incomingmobility@ml.u-cergy.fr or mara.lim@u-cergy.fr
- Website : <http://www.u-cergy.fr/en/international-office/exchange-students.html>

- **CILFAC (for French Language Courses)**

- Chênes 1 campus - Les Chênes Tower 3rd floor, Office 314
- ☎ : + 33 1 34 25 22 51
- @ : cilfac@ml.u-cergy.fr
- : <http://www.u-cergy.fr/fr/international/centre-international-de-langue-francaise--cilfac/the-cilfac---an-international-course-in-french-and-cultural-projects.html>

It is strongly advised that students sign up to the CILFAC (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...).

- @ : 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. For this reason, the School has built a partnership with this private residence. We recommend accommodation in the private sector only. The French government offers financial help.

- **The student residences of the ESSEC Business School - Résidence les Hauts de Cergy**
 - 5 minute on train (RER) from UCP
 - Jona Harpa GYLFADOTTIR
 - @ : gylfadottir@essec.edu
 - ☎ : +33 1 34 20 60 28
- <http://www.essec.edu/en/pages/about-essec/essec-business-school/housing/>

⇒ I precise that Jona 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.

- **Platform for student accommodations at University of Cergy Pontoise**

On that platform, you will be able to :

- Find your roommate(s) and form shared rentals
 - Find a temporary room
1. Log into the platform to this address : <http://housing.u-cergy.fr>
 2. “Student login”
 3. Sign up + Fill in the fields
 4. Activation code: UCP2018

Important: In France, **Home insurance is compulsory** for your room or your apartment. So you subscribe to it. It is better to take also the optional “responsabilité civile”(the civil liability).

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

For any problem, please contact Elia Gombert: international.droit@ml.u-cergy.fr or elia.gombert@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.

COURSES

You can attend all the courses from first to fourth year in French and in foreign language (Licence 1, 2, 3 and Master 1) and Anglo-American law courses up through Year Five (M2). For your learning agreement and your choice of courses, if your professors agree, we also agree.

You are also allowed to attend 2 courses in the LLM Program per semester (8 credits each course). You must send me your choice par mail before your arrival and copy: Christine.jelelaty@u-cergy.fr

ECTS Credits:

- 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 unless exception)

Please note:

1. **the first semester** includes semester 1, 3, 5 and the 1st semester of Master 1 and Master 2
2. **the second semester** includes semester 2, 4, 6 and 2nd semester of Master 1 and Master 2

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 or MA courses in French Law, Anglo-American Law, German Law, Spanish Law and in the LLM program is compulsory and not more than two absences per semester which must be justified by a supportive document. The registration must be done in the office of the secretary according to the level of course (L1, L2, L3, Master1, Master2, LLM). The professor will verify the attendance of students for each class. For the MA or TD courses, you must pass the "Galops d'essai".

- *ELSA Association can help you for the courses notes.*

Office for registration:

- **Licence 1**
 - Section A (from A to C) French Law + English Law: Office 308
 - Section B (from D to L) French Law + German Law: Office 307d
 - Section C (From M to Z) French Law + Spanish Law: Office 307c
- **Licence 2** French Law + Foreign Law: office 307b
- **Licence 3** French Law + Foreign Law: Office 307a
- **Master 1** French Law + Foreign Law: Office 345b
- **Master 2** English Law: Office 305a
- **LLM:** Office 329

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 the departmental coordinator (Elia Gombert or Christine Jejelaty) according to the Erasmus calendar in the specific document that will be sent to you by mail.
 - ✓ 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. Elia or Christine are your only contacts concerning the planning of your exams and your re-sit exams.
- 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 **Common law, American law, Spanish law, German law and the LLM program** you will take written exams like other students of the training.
- **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, there is no opportunity to re-take exams
- **Transcript of records:** 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 website (CoursUCP) with a login and password that will be given.

The syllabi for Anglo-American Law and LLM programme: See the brochure sent by mail.

The syllabi for French courses:

1/ Click on this link: <http://www.droitucp.fr/pages/international>

2/ Click on the top button: “Intranet”. Type the following identifiers:

Login: **etudiantdroit**

Mot de passe’ (Password) : **carbonnier2017**

3/ On the left under Intranet: click “**Partage de documents**”

4/ Click on “**sélectionner une formation**”. Fill in the fields up to « **plans de cours** » for Syllabus

If some courses are not available, please let me know by **specifying the year and the semester**. I will ask the professors.

LOOKING FORWARD TO MEETING YOU !

HAVE A NICE EXPERIENCE AT THE UNIVERSITY OF CERGY-PONTOISE SCHOOL OF LAW!

