



## for INCOMING selected students & Partner Universities

| <b>International Relations Office</b> |  |
|---------------------------------------|--|
| <b>Name of the university</b>         | Université Gustave Eiffel  |
| <b>ERASMUS Code</b>                   | F PARIS 483  |
| <b>Website</b>                        | <a href="https://www.univ-gustave-eiffel.fr/">https://www.univ-gustave-eiffel.fr/</a>  |
| <b>Name of the Office</b>             | Service des Relations Internationales (SRI)  |
| <b>Postal Address</b>                 | Maison de l'étudiant - Bureau C01<br>Université Gustave Eiffel<br>5, boulevard Descartes - Champs sur Marne<br>77454 Marne-la-vallée Cedex 2 (France)  |
| <b>Telephone number</b>               | +33 (0) 1 71 40 81 84  |
| <b>Email</b>                          | <a href="mailto:international@univ-eiffel.fr">international@univ-eiffel.fr</a>   |
| <b>Website</b>                        | <a href="http://www.u-pem.fr/international/international-students/exchange-students/?L=1">http://www.u-pem.fr/international/international-students/exchange-students/?L=1</a>  |
| <b>Staff members</b>                  | <p><b>Vice President International</b><br/>Agnès JULLIEN</p> <hr/> <p><b>Head of International Relations Office</b><br/>Camille DULOR<br/><a href="mailto:camille.dulor@univ-eiffel.fr">camille.dulor@univ-eiffel.fr</a></p> <hr/> <p><b>European and International Project Manager</b><br/>Maria BARESCH<br/><a href="mailto:maria.baresch@univ-eiffel.fr">maria.baresch@univ-eiffel.fr</a> +33 (0)1 71 40 81 86</p> <hr/> <p><b>Exchange Mobility Division</b><br/><b>Coordinator of the Exchange Mobility Division</b><br/>Emmiina VIHERVIRTA<br/><a href="mailto:emmiina-ida-elisa.vihervirta@univ-eiffel.fr">emmiina-ida-elisa.vihervirta@univ-eiffel.fr</a> +33 (0)1 71 40 81 85</p> <hr/> <p><b>Officers in charge of the International Mobility in Exchange Programs</b><br/>Floriana CAPODIFERRO<br/><a href="mailto:floriana.capodiferro@univ-eiffel.fr">floriana.capodiferro@univ-eiffel.fr</a> +33 (0)1 71 40 81 83<br/>Stéphane D'ORLANDO<br/><a href="mailto:stephane.dorlando@univ-eiffel.fr">stephane.dorlando@univ-eiffel.fr</a> +33(0)1 71 40 81 66<br/>Gülray ONAN-LABRANDE<br/><a href="mailto:gulay.onan-labrande@univ-eiffel.fr">gulay.onan-labrande@univ-eiffel.fr</a> +33 (0)1 71 40 81 65<br/>Tania HURTADO (IUT)<br/><a href="mailto:tania.hurtado@univ-eiffel.fr">tania.hurtado@univ-eiffel.fr</a> +33 (0)1 60 95 85 52 / 44 02</p> <hr/> <p><b>Officer in charge of the International Mobility outside Exchange Programs</b><br/>Kheira DRICI<br/><a href="mailto:kheira.drici@univ-eiffel.fr">kheira.drici@univ-eiffel.fr</a> +33(0)1 71 40 81 79</p> <hr/> <p><b>In charge of the Welcome Desk</b><br/>Sandra TOUKAM<br/><a href="mailto:sandra.toukam@univ-eiffel.fr">sandra.toukam@univ-eiffel.fr</a> +33 (0)1 71 40 81 84</p> |

## Application process

|                              |  |
|------------------------------|--|
| <b>General information</b>   | <p>Students planning to study at Université Gustave Eiffel need to contact their home institutional coordinator to discuss their candidacy. Université Gustave Eiffel only accepts selected incoming students respecting the bilateral agreements signed by our two institutions.</p>  |
| <b>Nomination</b>            | <p>To nominate your students, please send an e-mail with the following information to <a href="mailto:international@univ-eiffel.fr">international@univ-eiffel.fr</a>:</p> <ul style="list-style-type: none"> <li>• First name, FAMILY NAME</li> <li>• Date of birth</li> <li>• Field of study + ISCED Code (*)</li> <li>• Period of stay</li> <li>• Email</li> <li>• Cycle (Bachelor or Master, and year of study)</li> <li>• Home university + ERASMUS Code (*)</li> </ul> <p><b>Deadlines: May 15 (Fall term) / November 1 (Spring term)</b></p> <p><i>(*) For mobility under the Erasmus+ program</i></p>   |
| <b>Online application</b>    | <p>Université Gustave Eiffel will send the link to the online application form to nominated students by e-mail. The application is to be duly completed and submitted by <b>May 31 (Fall term) / November 15 (Spring term)</b></p> <p>Before submitting the online application, the following documents are to be uploaded on the platform:</p> <ul style="list-style-type: none"> <li>• Personal Statement</li> <li>• Resume</li> <li>• Language certificate level B1, B2 or C1, depending on the discipline (see “Language requirements” below)</li> <li>• Passport or ID card photocopy</li> <li>• Identity photo</li> <li>• All academic transcripts</li> <li>• Certificate of Bachelor’s / Master’s degree (if student already has one)</li> <li>• Letter of recommendation in French or English - only for French Studies, Political Science, Film and Audio-visual Studies and Tourism</li> <li>• Learning agreement duly completed, signed and stamped by the coordinators of your home institution (*)</li> <li>• Provisional list of courses (**)</li> <li>• Photocopy of European Health Insurance Card / Quebec Social security form SE-401-Q-106 (if applicable)</li> </ul> <p>To enroll in a French university, it is mandatory for students to register for free in the French social security system. Holders of a valid European Health Insurance Card or a Quebec Social security form SE-401-Q-106 are exempt from this registration.</p> <p><i>(*) For Erasmus+ students (from Program and Partner Countries)</i></p> <p><i>(**) For non-Erasmus+ students</i></p> |
| <b>Language requirements</b> | <p>In most study programs, students are expected to have minimum B1 level knowledge in language of instruction. However, some programs require a higher level of language proficiency: B2 for Tourism; Cinema; French Studies; Political Science; Management and Economics; Master’s degrees in Music and Audiovisual Studies (B1 is tolerated in Bachelor’s degrees)</p> <p>B2 in French or C1 in English (depending on the course choice) for Urban planning</p>   |

|                                      |   |
|--------------------------------------|---|
| <b>Proof of language proficiency</b> | For all students applying for the International Master in Urban Planning and Urban Studies: Language certificate attesting the required level of language proficiency<br>For Erasmus+ students from European universities applying for other programs: Auto-evaluation on the MoveON online application form<br>For other students: Language certificate level attesting the required level |
| <b>Admission</b>                     | Université Gustave Eiffel sends an acceptance letter by email to registered students in June (Fall term) / November (Spring term).  |

| <b>General Information</b>     |  |              |           |              |           |              |      |              |              |              |            |         |         |
|--------------------------------|--|--------------|-----------|--------------|-----------|--------------|------|--------------|--------------|--------------|------------|---------|---------|
| <b>Academic calendar</b>       | Fall term: end of September to end of January<br>Spring term: end of January to end of June<br>Each department organizes its own calendar. Fall and spring term dates may vary from a study program to another.  |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>Examination periods</b>     | Fall term: December/ January<br>Spring term: May/ June<br>Each department organizes its own calendar. Fall and spring term dates may vary from a study program to another.   |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>Course Catalogue</b>        | <a href="https://formations.univ-gustave-eiffel.fr/">https://formations.univ-gustave-eiffel.fr/</a><br>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”.) |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>ECTS system</b>             | Université Gustave Eiffel students must validate 30 ECTS credits per semester (incoming students must speak with their institutional coordinator regarding the number of ECTS credits required by the home university).  |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>Grading system</b>          | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><math>\geq 18/20</math></td> <td>Excellent</td> </tr> <tr> <td>16 - &lt; 18/20</td> <td>Very good</td> </tr> <tr> <td>14 - &lt; 16/20</td> <td>Good</td> </tr> <tr> <td>12 - &lt; 14/20</td> <td>Satisfactory</td> </tr> <tr> <td>10 - &lt; 12/20</td> <td>Sufficient</td> </tr> <tr> <td>&lt; 10/20</td> <td>Failure</td> </tr> </table>  | $\geq 18/20$ | Excellent | 16 - < 18/20 | Very good | 14 - < 16/20 | Good | 12 - < 14/20 | Satisfactory | 10 - < 12/20 | Sufficient | < 10/20 | Failure |
| $\geq 18/20$                   | Excellent  |              |           |              |           |              |      |              |              |              |            |         |         |
| 16 - < 18/20                   | Very good  |              |           |              |           |              |      |              |              |              |            |         |         |
| 14 - < 16/20                   | Good   |              |           |              |           |              |      |              |              |              |            |         |         |
| 12 - < 14/20                   | Satisfactory   |              |           |              |           |              |      |              |              |              |            |         |         |
| 10 - < 12/20                   | Sufficient   |              |           |              |           |              |      |              |              |              |            |         |         |
| < 10/20                        | Failure  |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>Language of teaching</b>    | Most of the courses are taught in French. For more information about courses in English please see information for incoming students <a href="http://www.u-pem.fr/international/international-students/exchange-students/courses-taught-in-english/?L=1">http://www.u-pem.fr/international/international-students/exchange-students/courses-taught-in-english/?L=1</a>   |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>French language courses</b> | French language courses are offered to incoming students, free of charge, throughout the academic year. The courses are split into four levels, three hours per week, with a placement test in late September. 3 ECTS credits per term are awarded for successful achievement of these courses.  |              |           |              |           |              |      |              |              |              |            |         |         |
| <b>Buddy program</b>           | Incoming students have the opportunity to be paired with a local student for better  |              |           |              |           |              |      |              |              |              |            |         |         |

|                       |   |
|-----------------------|---|
|                       | integration, guidance in the French university life as well as assistance with the administrative procedures and documents.   |
| <b>Tandem program</b> | Incoming students can choose to be paired with a Université Gustave Eiffel student in order to learn each other's language, enhance one's cultural understanding and meet people outside classroom. |

## Preparing for the student mobility

|   |  |
|---|--|
| <b>Accommodation</b>                          | <p>Université Gustave Eiffel has an agreement with the public regional student housing organization named CROUS to provide student accommodation.</p> <p>When completing the online application, students are asked to decide whether they wish to book a room in a student residence. We recommend that all interested students complete the online application 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"> <li>• 300 € - 406 €/month, depending on the room and the residence</li> <li>• Deposit: 233€</li> <li>• Three months' rent paid in advance: The rent paid in advance is pegged to the indicative maximal monthly rent. The exceeding amount will be reduced from the rent of the following months.</li> </ul> <p>Moreover, Université Gustave Eiffel has several partnerships with private residences.</p> <p><u>Insurance:</u><br/>Students have to subscribe to a home insurance (40 € to 80 €). This insurance includes the third party liability, which is mandatory for all students at Université Gustave Eiffel.</p> <p><u>Aid for rent:</u><br/>Students may apply for a housing allowance from the government (CAF) to help them pay their rent. Application instructions and assistance are provided by the International Office upon arrival.</p> |
| <b>University French Autumn Course (UFAC)</b> | <p>Every academic year, at the beginning of September, Université Gustave Eiffel organizes an intensive two-week French course and cultural outings.</p> <p><u>Participation fees (for 2020/21, 210€ for two weeks or 120€ for the first week only) include:</u></p> <ul style="list-style-type: none"> <li>• French classes (please note that no ECTS credits are awarded for this course)</li> <li>• Cultural outings</li> <li>• Lunch during the week (Saturday and Sunday excluded)</li> </ul>   |
| <b>Visa &amp; residence permit</b>            | <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.<br/>To apply for it: Office Français de l'Immigration et d'Intégration (OFII).</p>   |