GUIDE FOR EXCHANGES STUDENTS 2018-2019

WELCOME TO UNIVERSITÉ PARIS-DAUPHINE!
IMPORTANT CONTACTS

Your general contacts at Université Paris-Dauphine

<table>
<thead>
<tr>
<th>General Information</th>
<th><a href="mailto:contact.exchange@dauphine.fr">contact.exchange@dauphine.fr</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Information</td>
<td><a href="mailto:logement-housing@dauphine.fr">logement-housing@dauphine.fr</a></td>
</tr>
<tr>
<td>Courses Information</td>
<td><a href="mailto:courses.exchange@dauphine.fr">courses.exchange@dauphine.fr</a></td>
</tr>
</tbody>
</table>

Your Regional coordinators and Courses coordinator at Université Paris-Dauphine

<table>
<thead>
<tr>
<th>Australia, Canada, United States of America</th>
<th>Thane JEM'SI <a href="mailto:thane.jemsi@dauphine.fr">thane.jemsi@dauphine.fr</a> - office P035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Europe, Eastern Europe, Southern Europe</td>
<td>Samiha CHERDOUH NEHARI <a href="mailto:samiha.cherdouh@dauphine.fr">samiha.cherdouh@dauphine.fr</a> - office P033</td>
</tr>
<tr>
<td>Latin America, Spain, Portugal</td>
<td>Diarra NGOM <a href="mailto:diarra.ngom@dauphine.fr">diarra.ngom@dauphine.fr</a> - office P035</td>
</tr>
<tr>
<td>Ireland, Netherlands, United Kingdom</td>
<td>Marine ROY <a href="mailto:marine.roy@dauphine.fr">marine.roy@dauphine.fr</a> - office P037</td>
</tr>
<tr>
<td>Asia, Middle East, Russia, Scandinavia</td>
<td>Isabelle DUMAS <a href="mailto:isabelle.dumas@dauphine.fr">isabelle.dumas@dauphine.fr</a> - office P037</td>
</tr>
</tbody>
</table>

Courses coordinator | courses.exchange@dauphine.fr
Courses coordinator for French as a Foreign Language (FLE) | Marine ROY marine.roy@dauphine.fr - office P037

> When you arrive at Université Paris-Dauphine, you need to go to the UPD Welcome Desk.
> Once you are there, you need to take the first left to enter the «Cours d’honneur».
> The International Affairs Office is the first door on your left.
IMPORTANT STEPS - Checklist

BEFORE YOUR ARRIVAL

☐ Upon nomination by your home institution, you will receive an email with the application procedure;

☐ Fill in the application form and send one hard copy by post mail along with the required documents, to the International Affairs Office;

☐ Upon receipt of your letter of acceptance, start your visa process (if applicable);

☐ Register online for your classes (Learning agreement);

☐ Check your courses schedule and update your learning agreement (contact: courses.exchange@dauphine.fr). No modification will be allowed once the registration period is over;

☐ Activate your Passeport Dauphine Account to access Université Paris-Dauphine online services (email address, wifi access, online courses…).

UPON ARRIVAL

☐ Come to the Welcome meeting to finalize your registration;

☐ Activate your Izly account to pay for food on-campus, library photocopies;

☐ Get your home institution documents signed by your regional coordinator/courses coordinator (certificate of arrival, Erasmus+ documents, learning agreement).

BEFORE LEAVING

☐ Make sure all documents for your home institution are signed (certificate of departure, Erasmus+ documents);

☐ Check your grades on your Dauphine account ("ENT": student intranet account). The original of your transcript will be sent to your home institution.
**VISA**

First you need:

> Go to your home university to get your letter of acceptance

> Contact the French Embassy in your country for more information.

All non-European citizens need a visa (except students of Quebec).

**HEALTH INSURANCE**

> Non-EU citizen will be linked to the French general social security system (CPAM) via the dedicated website (further information coming soon). Please be aware that you will have to provide you birth certificate with your parents’ name. This document must be in English or French.

> If you are an EU citizen, you need to provide your European Health Insurance Card (available during your exchange).

> If you are a student from Quebec, you need to provide the SE 401-Q-106 form.

> More information

**WELCOME WEEK**

The International Affairs Office organizes a Welcome Week at the beginning of each academic semester for new exchange students. The Welcome Week is recomended for all exchange students during their first semester of attendance at Université Paris-Dauphine.

Exchange students are invited to participate in social and cultural activities.

The Welcome Week will start with the Welcome Meeting where you will:

> meet the International Affairs staff (compulsory)

> receive your Student card

> have several administrative information

> participate in photo shoots

> visit the Paris-Dauphine campus, etc.

More arrival information will be sent to students upon receipt of their applications.
COURSES INFORMATION

COURSES

ACADEMIC FIELDS

> Economics
> Business
> Social Sciences & Law
> Mathematics and Computer Science
> Electives courses
> French as a Foreign Language (FLE)

We offer courses taught in French and English courses, with a limited number of seats. Please find the list of courses available for the 2018-2019 academic year in our webpage. This list of courses available for the second semester will be updated.

FRENCH AS A FOREIGN LANGUAGE (FLE)

> Intensive French Seminar: The Seminar helps the students to improve and reinforce their French skills for the coming term (daily life communication). An online level test is compulsory except for beginners or students with a French language certification - Fee paying program

- Autumn semester: 20 hours (+ 4 e-learning hours) (3 ECTS – €200)
- Spring semester: 20 hours (+ 4 e-learning hours) (3 ECTS – €200)

> Semester French courses: 3h/week - 6 ECTS courses. An online level test compulsory is except for beginners or students with a French language certification. General or thematic courses are free.

Visit our webpage: http://www.dauphine.fr/fr/international/venir-a-dauphine-etudiant-en-echange/offre-de-cours.html

Contact: courses.exchange@dauphine.fr
CLASSES AND EXAMS

> Class structure: combination of lectures, group projects and exams.
  - Courses: 1.5 to 3 hours/week
  - 11 courses weeks + 1 lecture week + 1 exam week
  - Retake exam(s): see academic calendar

> Grading: from 0 to 20. 10 is the minimum to pass.
  - 10-11: sufficient
  - 12-13: satisfactory
  - 14: good
  - 15-16: very good
  - 17-20: excellent

> Examination: class test, presentations, papers… and/or final exam.

Courses attendance is compulsory.

LEARNING AGREEMENT

> During the application period, fill in online your learning agreement.

> Without your learning agreement you are not registered

> The exact number of courses or credits you should select also depends on your home institution. Your academic advisor or exchange coordinator should inform you on the number of courses and credits required to pass the semester.

> Your choice of courses must be approved by your home institution before validating your selection. Please note that no modification will be possible once your learning agreement has been signed by your home institution and our courses coordinator.

> You can choose up to 30 ECTS (European Credit Transfer System) per semester:
  - You can choose courses in the different academic fields.
  - Your courses selection can include up to two FLE courses.
  - The intensive French Seminar (for 3 ECTS) can be included either in your 30 ECTS courses selection OR added on top of it to total 33 ECTS.

> The codification of the courses at Université Paris-Dauphine indicates the department and the level:

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses code</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Affairs Office</td>
<td>I0</td>
</tr>
<tr>
<td>LSO Department:</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Economics,</td>
<td>1st year: L1</td>
</tr>
<tr>
<td>Business, Social Sciences and Law</td>
<td>2nd year: L2</td>
</tr>
<tr>
<td></td>
<td>3rd year: L3</td>
</tr>
<tr>
<td>MSO Department:</td>
<td></td>
</tr>
<tr>
<td>Graduate Economics, Business,</td>
<td>1st year: M4</td>
</tr>
<tr>
<td>Social Sciences and Law</td>
<td>2nd year: M5</td>
</tr>
<tr>
<td>MIDO Department:</td>
<td></td>
</tr>
<tr>
<td>Undergraduate and Graduate</td>
<td>1st year of Master: A4</td>
</tr>
<tr>
<td>Mathematics &amp; Computer Sciences</td>
<td>2nd year of Master: A5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CAMPUS LOCATION

> Porte Dauphine Campus: Most classes are held on the main Dauphine campus building.

> La Défense Campus (Pôle Universitaire Leonard de Vinci – PULV): You will need an access card to enter the building. Some Finance Master classes are held in the business district:

- M4G105B International Finance
- M4G106C Investment and capital Markets
- M4G112B Derivates instruments and markets
- M4G415A Financial Analysis and financial engineering
- M4GF128 Introduction to quantitative finance
- M4G101A Corporate Finance

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>OFFICE - DEPARTMENT COURSES</th>
<th>SEMESTER DATES (exam session included*)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Autumn semester</td>
</tr>
<tr>
<td>Welcome Meeting (compulsory)</td>
<td>Sep. 3, 2018</td>
</tr>
<tr>
<td>Welcome Week</td>
<td>Sep. 3 - Sep. 6, 2018</td>
</tr>
<tr>
<td>Intensive French Seminar</td>
<td>Sep. 4, 2018 - Sep. 7, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BREAKS AND HOLIDAYS</th>
<th>UNIVERSITY CLOSING DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints’ Day</td>
<td>Nov. 1, 2018</td>
</tr>
<tr>
<td>Armistice Day</td>
<td>Nov. 11, 2018</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Dec. 22, 2018 - Jan. 7, 2019</td>
</tr>
<tr>
<td>Winter break</td>
<td>March 4, 2019 - March 10, 2019</td>
</tr>
<tr>
<td>Spring break</td>
<td>Apr. 22, 2019 - May 5, 2019</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Apr. 22, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>May 1, 2019</td>
</tr>
<tr>
<td>Armistice Day</td>
<td>May 8, 2019</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>May 30, 2019</td>
</tr>
</tbody>
</table>
ACCOMMODATION

STUDENT RESIDENCE:

> The Housing Service will send you an e-mail following the application period. Don’t forget to check your spam folder. For more information about housing, please check the dedicated webpage.

> Please note that the number of rooms available is very limited. We advise you to look for private accommodation.

PRIVATE ACCOMMODATION:

Check our website for information: http://www.dauphine.fr/en/life-at-dauphine/housing-services.html

Contact: logement-housing@dauphine.fr

FINANCIAL HOUSING ASSISTANCE

The French national organization called CAF (Caisse d’Allocations Familiales) provides financial housing assistance. For further information, please read the dedicated guides:

> For private-market accommodations:
  https://www.caf.fr/sites/default/files/cnaf/Documents/international/pdf/02062016_AleEtudiantEtrangerSecteurLocatifanglaisBDEF.pdf

> For CROUS student accommodations:
  https://www.caf.fr/sites/default/files/cnaf/Documents/international/pdf/02062016_AleEtudiantEtrangerCrousBDEF.pdf

> For non-CROUS student accommodations:
  https://www.caf.fr/sites/default/files/cnaf/Documents/international/pdf/02062016_AleEtudiantEtrangerFoyerHorsCrousBDEF.pdf

For general information, visit the CAF webpage:
https://www.caf.fr/presse-institutionnel/international/francais-etranger
COMMUNITY LIFE AT UNIVERSITÉ PARIS-DAUPHINE

> **Dauphine Erasmus Exchange (DEE)** (Room B007 - dauphineerasmusexchange@gmail.com)
  - Helps exchange students to integrate the Dauphine community
  - Organizes cultural and social events
  - **Buddy Program**: integration of international students.
  - To learn more about DEE: dauphineerasmusexchange @ gmail.com
  - To register for the Buddy program: Facebook page

> **Dauphine Arts & Culture (BDA)** (Room B008 - bdadauphine@gmail.com)
  - Promotes arts and culture at Dauphine
  - Offers reduced-price theater tickets

Join the Facebook group: BDA Dauphine

There are more than 40 students organizations at Université Paris-Dauphine. For further information about community life, visit our dedicated webpage: http://www.dauphine.fr/en/life-at-dauphine/clubs-organizations.html

STUDENT SERVICES

SPORTS

Office location: Main hall, Office C018

Gym location: In the courtyard, downstairs

Contact: sports@dauphine.fr

Facebook: Dauphine Sports

Website: sport.dauphine.fr

LIBRARY

Use your student card to enter the library and borrow books.

**Study library**: Main building, 6th floor

**Research library**: Wing A, 6th floor (Only for PhD students)
DIGITAL RESOURCES

“PASSEPORT DAUPHINE” ACCOUNT

Every Dauphine student has a Passeport Dauphine account, giving access to the intranet, Dauphine email account, online courses, grades, etc. It also allows you to use the computers available for Université Paris-Dauphine students.

In July you will receive an email to activate your Passeport Dauphine account:
2. Click on Se connecter
3. Click on Activer son compte
4. Your Passeport Dauphine IDs will be as follows:
   - **Login:** First 4 letters of last name + first 2 letters of first name + last 2 numbers of the year
     *Example:* Amélie POULAIN = poulam16
   - **Password:** To be set up when activating the account

**MY.DAUPHINE.FR**

Visit this website to find information for Dauphine students (French only): http://my.dauphine.fr

**MYCOURSE.DAUPHINE.FR**

Use your Passeport Dauphine IDs to connect and find online Dauphine courses and pedagogical material: https://mycourse.dauphine.fr/webapps/login/

**COMPUTER ACCESS**

Use the computer rooms or the computers available at the International Affairs office: http://www.media9.dauphine.fr/

To scan or print documents at the university, you just need to bring your own paper. There are two options:

1. Rooms D202, D204 or B423: Connect with your Passeport Dauphine account. If you face any difficulties, ask for help in room B425.
2. Rooms A201 to A215: Connect with your Passeport Dauphine account. Use the printer called “PCL5”. Get your printed documents in room A205 or in the blue trays sorted in alphabetical order located just outside the room.

**WIFI ACCESS**

Connect to internet with your laptop and smartphone using free WIFI inside the university:

1. Connect to the Eduspot WIFI network
2. Open a webpage
3. A drop-down box will appear. Choose: Université Paris 9-Dauphine
4. Enter your Passeport Dauphine IDs
HEALTH AND SOCIAL SERVICES

At Université Paris-Dauphine with your student card you can consult free of charge:

<table>
<thead>
<tr>
<th>Service</th>
<th>Availability</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse</td>
<td>From Monday to Friday / 8:30am - 7:30pm</td>
<td>Office B039 / Phone +33 (0)1 44 05 42 93</td>
</tr>
<tr>
<td>Doctor</td>
<td>From Monday to Friday / 9:00am- 5pm</td>
<td>Office B033 / Phone +33 (0)1 44 05 46 91</td>
</tr>
<tr>
<td>Social worker</td>
<td>Monday 9:30am-11:30am Wednesday &amp; Friday 9:30am-11:30am and 2pm-4:30pm</td>
<td>Office B021 / Phone +33 (0)1 44 05 44 56 (on appointment)</td>
</tr>
<tr>
<td>Disability services</td>
<td><a href="mailto:sabine.persico@dauphine.fr">sabine.persico@dauphine.fr</a></td>
<td>Office B029 / +33 (0)1 44 05 42 54</td>
</tr>
</tbody>
</table>
PRACTICAL INFORMATION

LOCATION

<table>
<thead>
<tr>
<th>POSTAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université Paris-Dauphine</td>
</tr>
<tr>
<td>International Affairs Direction</td>
</tr>
<tr>
<td>Place du Maréchal</td>
</tr>
<tr>
<td>de Lattre de Tassigny</td>
</tr>
<tr>
<td>75775 Paris cedex 16, France</td>
</tr>
</tbody>
</table>

HOW TO REACH US:

- Métro: Line 2, exit station Porte Dauphine
- RER: Line C, exit station Avenue Foch
- Bus: Line PC1, get off at Porte Dauphine
- Vélib: Place du Maréchal de Lattre de Tassigny

INTERNATIONAL AFFAIRS OPENING HOURS

- Monday to Friday
- From 9:00am to 01:00pm

ESTIMATED COST OF LIVING

<table>
<thead>
<tr>
<th>ACCOMMODATION</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student dorm</td>
<td>€400-€600</td>
</tr>
<tr>
<td>Private accommodation</td>
<td>€500-€1000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOD &amp; DRINK</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus</td>
<td>€3.25 to €8</td>
</tr>
<tr>
<td>Fast-food</td>
<td>€5-€10</td>
</tr>
<tr>
<td>Restaurant <em>Tips are not compulsory!</em></td>
<td>Lunch: €10-€20</td>
</tr>
<tr>
<td></td>
<td>Dinner: €18-€30</td>
</tr>
<tr>
<td>Coffee</td>
<td>€2.50</td>
</tr>
<tr>
<td>Drinks</td>
<td>€3-€10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CULTURAL ACTIVITIES</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movies</td>
<td>€5-€12</td>
</tr>
<tr>
<td>Sports events, theater, concerts</td>
<td>€5-€50</td>
</tr>
</tbody>
</table>
OPENING A BANK ACCOUNT

To open a bank account, you will need to provide the following documents:

> a valid ID document (passport, ID card),
> your student card or a certificate of school attendance,
> a proof of your address in France (electricity bill, a renting contract etc.)

If you want to use a French credit card you may have to pay some bank fees.

POST OFFICE

If you need a post office, look for this logo: 💌

Visit their website for further information: www.laposte.fr

CULTURE IN PARIS

As a student you can get discounts for cultural activities.

You can even get free entrance to some museum (Louvre, Orsay, Château de Versailles etc...) under particular conditions. You can find further information on the websites of the museums and cultural venues.

Find general information on this webpage: http://en.parisinfo.com

To get discounts and information, visit one of the "3 Kiosque Jeunes" in Paris (youth centers):

> Kiosque Jeunes «Champ de Mars», 101 quai Branly, 75015 PARIS - Metro: Bir Hakeim
> Kiosque Jeunes «Goutte d’or», 1 rue Fleury, 75018 Paris - Metro: Barbès Rochechouard
> Kiosque Jeunes «Canopée», 10 passage de la Canopée, 75001 Paris - Metro: Châtelet

EMERGENCY NUMBERS

> Fire and medical emergencies: 18
> Ambulance – SAMU: 15 or 112
> Police: 17
> SOS médecin : 36-24

For useful information about life in France, read the Campus France guide for foreign students: http://www.campusfrance.org/en/resource/enjoy-french-culture-shock
PUBLIC TRANSPORT

You can travel in Paris and its suburbs with the same card. Depending on the length of your stay, you have different solutions. Here are 2 options for foreign students in Paris:

1. Buy a Navigo Pass at a metro station for €5. Reload it monthly by paying 73€. You can use buses, metro and regional trains (RER) as many times as you want without extra fees.

2. The « Imagine R » subscription allows students to get a 50% discount for the Navigo Pass. The contract is valid for one year (around €342/year). You will need to provide a copy of your student card or a registration certificate.

Get a subscription form in any metro station

More information: https://www.ratp.fr/en/