

Useful Guide for exchange students 2010-2011



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Established in 1968 in the former headquarters of NATO, Université Paris-Dauphine has always enjoyed substantial autonomy to innovate, both in its teaching methods and in the subject it offers.

The goal of Université Paris-Dauphine is to develop educational programs and research activities around the theme of public and private organisations and their environment. A comprehensive institution, Université Paris-Dauphine offers programs in a wide variety of disciplines:

Management, economics, management information system, applied mathematics, law, the humanities, and social science.

But all disciplines converge in the study of organization – their processes of decision and regulation. In all fields, Université Paris-Dauphine offers both academic and career-track degrees.



CHECK LIST

Before your departure:

1. Send us your pre-registration form (check the deadline on our website)
2. Get your visa if needed
3. Pre-register for your classes online (check the deadline on our website)
4. Prepare documents for the administrative enrolment and for residence permit if that is required
5. Start looking for an accommodation

On your arrival:

1. Come by the international office to enrol and get your student card
2. Get your timetables

Studies at Université Paris-Dauphine:

1. Update your learning agreement and get it signed by your student advisor and the head of international office.
2. Enrol to your classes with the departments
3. Get your papers signed for ERASMUS

Before you leave Université Paris-Dauphine:

1. Confirm the classes you have taken
2. Make sure all papers for ERASMUS have been signed

INTERNATIONAL OFFICE

Office hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9.00-12.30	9.00-12.30	9.00-12.30	9.00-12.30	9.00-12.30
Afternoon	13.30-17.00	13.30-17.00	CLOSED	13.30-17.00	13.30-17.00

Université Paris-Dauphine
Place du Maréchal de Lattre de Tassigny
16th arrondissement in Paris

You find us in P039, on the ground floor, to the left and pass the big red doors and then follow the signs.

Metro: Line 2 (Porte Dauphine/ Nation), station Porte Dauphine, exit – Avenue Bugeaud

RER: Line C, station Avenue Foch **Bus:** Line PC1, stop Porte Dauphine

STUDENT ADVISORS
(for academic advice only)

<p>United Kingdom Beatrice Trotignon Phone : +33 1 44 05 48 35 Beatrice.trotignon@dauphine.fr Office : B301</p>	<p>Scandinavia Agnès Boutin-Coutelle agnes.boutin@dauphine.fr Phone : +33 1 44 05 44 28 Office : A 127, book meeting by e-mail</p>
<p>Turkey Jean-François Jacques jean-francois.jacques@dauphine.fr Phone : +33 1 44 05 44 60 - Office : P 301 b</p>	<p>Italy Camille Rosenthal-Sabroux camille.rosenthal-sabroux@dauphine.fr Phone : +33 1 44 05 47 24 - Office : P 628</p>
<p>Germany and Austria Constanze Lebreton constanze.lebreton@dauphine.fr Bureau B312 book meeting by e-mail</p>	<p>Greece Jacqueline de la Bruslerie jacqueline.de-la-bruslerie@dauphine.fr Phone : +33 1 44 05 43 76 - Office : D 401</p>
<p>Benelux and Switzerland Michel Peytavin michel.peytavin@dauphine.fr Phone : +33 1 44 05 45 57 - Office : B 226</p>	<p>Poland, Romania and Czech republic Régis Bourbonnais regis.bourbonnais@dauphine.fr Phone : +33 1 44 05 46 06 - Office : A 519</p>
<p>Spain (Barcelone, Rey Juan Carlos, Valencia, Vigo, Alicante) Béatrice Amisse beatrice.amisse@dauphine.fr Office : P- 301 Permanence : Tuesdays from 15.30 to 16.30</p>	<p>Portugal and Spain (CUNEF, Autonoma Sciences et double diplôme, Icade, Sevilla) Juan Raposo juan.raposo@dauphine.fr Office : P 405, book meeting by e-mail</p>
<p>Spain (Madrid Autonoma droit et Castilla la mancha, Complutense, Alcala de henares) Florence Arestoff - florence.arestoff@dauphine.fr - Office : P-305, book meeting by e-mail</p>	
<p>USA (Boston College et Boston University, St John's, W&J) Aude Sztulman aude.sztulman@dauphine.fr Phone : +33 1 44 05 49 53 - Office : A520</p>	<p>Australia and USA (Baruch College, NYU - Stern, API-UMass) : Sophie Meritet sophie.meritet@dauphine.fr Tel: 01 44 05 42 60 - Bureau : P312</p>
<p>Canada Jean-François Jacques jean-francois.jacques@dauphine.fr Phone : +33 144 05 44 60 - Office : P 301 bis</p>	<p>Canada Beatrice Trotignon Beatrice.trotignon@dauphine.fr Phone : +33 1 44 05 48 35 - Office : B301</p>
<p>Latin America except Argentina, Chili Marta Menendez marta.menendez@dauphine.fr Phone : +33 144 05 4260 - Office : P 301bis</p>	<p>Latin America : Argentina, Chili Ivan Ledezma ivan.ledezma@dauphine.fr Tel. 01 44 05 42 67 - Bureau : P305ter</p>
<p>India Parmine Dubois parmine@hotmail.com Book meeting by e-mail</p>	<p>Asia except India Isabelle Mity isabelle.mity@club-internet.fr Phone : +33 1 44 05 44 05 - Office : B216</p>

Other country

Contact the International Office - Office: P 039 - E-mail : international@dauphine.fr

TERM DATE

Fall semester: end of september – end of January
Spring semester: beginning of February – end of June

EXPECTED ARRIVAL DATE

- End of September (fall semester) or beginning of September if the student takes the intensive French Seminar, please download the registration form from our website.
- End of January (spring semester) or mid January if the student takes the intensive French Seminar; please download the registration form from our website.

INTENSIVE FRENCH SEMINAR

Université Paris-Dauphine offers to all exchange students an intensive French seminar. This seminar is to help them freshen up their knowledge of the French language for the coming term.

Fall semester*:

- September 6th until September 24th 2010
- 2 hours per day, 5 days a week for 3 weeks – 6 ECTS
- Fee 200€ (to pay between September 1st and 3th)
- Application form on our website. Deadline July 23th 2010
- Exam to evaluate your level on September 2nd.

Spring semester*:

- January 24th until January 29th 2011.
- 3 hours per day, 5 days a week for one week – 2 ECTS
- Fee 75€ (to pay between January 17th and 19th)
- Application form on our website. Deadline December 17th 2010
- Exam to evaluate your level on January 20st 2011.

****To be confirmed***

We also offer French classes during the term. 3 hours a week for 13 weeks.

For more information: www.sri.dauphine.fr -> FLE



REGISTRATION AT UNIVERSITE PARIS-DAUPHINE

To register at Université Paris-Dauphine and to get your student card you will need to fill in a form at the international office and hand the following documents:

- Copy of your passport and insurance
- 2 photos

COURSE AVAILABILITY AND REGISTRATION

Course availability and descriptions are available on our website www.sri.dauphine.fr

We offer some classes in English with limited number of students. Students need to pre-register their choice of courses under “Learning agreement” on our website, before coming to France, please note that this choice is not guaranteed. If the student hasn’t pre-registered for a class he will not be able to attend this class.

INFORMATION ABOUT CLASSES

- Class Format: Combination of lecture, and group projects.
- Grading: from 0 to 20; less than 10 is fail. The average grade is 12.
- Class Size: Varies from 20 to 100 students depending on the subject.
- Course Load: Depending on the course itself but at least two or three times the number of lecture hours.
- Examinations: Continuous assessments and final exam. (50%, 50%)

Less than 10	Fail
10-11	Sufficient
11.5-12.5	Satisfactory
13-14	Good
14.5-15.5	Very good
16-17	Excellent
17-20	Outstanding



VISA REQUIREMENTS

Non European citizens need a visa. We will send you an acceptance letter when we receive confirmation from your international office that you have been selected to study at Université Paris-Dauphine. This letter is necessary to get your visa. Please contact the French embassy in your country for more information.

For non European students staying for one academic year you will need to get a residence permit. You will need to contact the “Préfecture” in the town you will be living in, in France.



Documents to submit:

- Passport
- Student card from Paris-Dauphine University
- Proof of accommodation in Paris
- Proof of financial funds (at least 430€ per month)
- 4 passport photos
- 1 envelope with stamp and your address in France

For more information:

www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/etrangers.htm

INSURANCE

All students need an international insurance (for accidents and personal responsibility).

A health insurance is compulsory to register at Dauphine. We recommend you to subscribe to health insurance at your arrival.

This insurance repay 70% of your medical 198€ (2009-2010) for one academic year,

to this health insurance the students can buy an additional health insurance which repays the last 30% www.lmde.com and www.smerrep.fr. The additional health insurance covers the personal responsibility.



Université Paris-
the French student's

expenses and it costs www.ameli.fr. In addition

EU students need to bring their European Health card and students from Quebec should bring their SE401Q102 form.

ACCOMMODATION

Student accommodation – the application form is available on our website:

- **Fall semester***: from May 10th . Return the application form to our housing department no later than **May 31th 2010**.
- **Spring semester***: from October 18th. Return the application form to our housing department no later than **November 5th 2010**.

Once a student accepts an offer, he or she is obliged to pay for the rent until the end of the semester.

We have a limited number of rooms in student's residences, we recommend students to try to find an accommodation on their own. You can find housing information on our website and on the links below.

If students apply for student housing and find an accommodation on their own, they need to inform our housing department as soon as possible.

Useful links:

www.sri.dauphine.fr -> Coming to Dauphine
-> Live in Paris

www.craigslist.org	www.appartager.com
www.atomeparis.com	www.seloger.com
www.pap.fr	www.lodgis.com
www.espceil.fr	www.lindic.fr
www.colocation.fr	www.mapiaule.com
www.adele.org	www.sergic.com

The international student association (DEE) might be able to help you to find somewhere to live.



On your arrival you will have access to a database with housing offers. These are private housing, Université Paris-Dauphine has no responsibility to the landlord or the student.

CAF (Financial help to pay your rent) is available for European citizens and students with a residence permit. (www.caf.fr)

APPROXIMATE LIVING COSTS (per month)

- Accommodation in a student residence : from 250€ (double) to 500€ (one room apartment)
- Private housing : from 500 to 1000 €
- Food : 2€90 per meal in the students' restaurants on campus
- Books and class materials : 50€
- Public transport: 31.95 Euros per month for students with 'Imagine R' ticket. Otherwise 56.60€. The Imagine R card is only available for students staying one academic year.
- A baguette: from 0,85€
- A croissant: 0,90€
- A coffee: 2.50€
- A sandwich: around 3 €
- A menu at a restaurant: between 9 and 15 €
- Newspaper; 1,20€



FINANCING YOUR STAY

There are different possibilities to finance your studies. As an exchange student you are allowed to work but no more than 6 months per year and maximum 19 hours per week. For students with a working permit you are allowed to work maximum 964 hours in one year.

For more information:
<http://vosdroits.service-public.fr>

On www.cnous.fr you can find information regarding scholarships for international students.

SERVICES AT UNIVERSITE PARIS-DAUPHINE

Photo machines
Vending machines
Cash machine
Kiosk
Lost and found
Security
Wi-Fi
Computer labs
Travel agency
Cafeteria – Restomat



University restaurant : CROUS



Library – on the 6th floor phone 01 44 05 42 98
Monday to Friday 9.00-20.00
Saturday 9.00-13.00

Nurse - Monday to Friday 8.00-19.30 in B039,
phone 01 44 05 42 93

Doctor - Monday to Friday 9.00-16.30 in C102
phone 01 44 05 46 91

Social assistant – P045 Phone: 01 44 05 44 56
Appointment: Monday, Thursday, and Friday
Without Appointment: Thursday 9.30-11.30 Friday 14.00-16.00



Sports

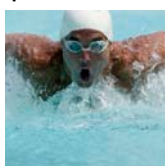
Université Paris-Dauphine offers sports facilities with a gym, squash facilities, dance room, self defence sports, you have also access to swimming pool, golf facilities. We offer classes in:

Aikido	Badminton	Basketball
Body tonic	French boxing	Capoeira
Jazz dance	Soccer	Golf
Handball	Judo	Karate
Wrestling	Swimming	Pencak Silat
Rugby	Salsa	Shorinji Kempo
Step	Tae Kwon Do	Tai Chi Chuan
Tennis	Ping pong	Sailing
Volleyball	Water polo	Yoga
Boxing Fitness	Danse orientale	Futsal
Musculation	Squash	Stretching
Ultimate		

You have the possibility to attend a class as a course and you will get a grade. You can also join as an individual for 42€ per year (2009-2010).

Office: C103, Contact : sports@dauphine.fr, Phone: 01 44 05 47 41

<http://www.dauphine.fr/fr/vie-etudiante/sport-a-dauphine.html>



CULTURE, SPORT, TIME OFF, STUDENT LIFE ASSOCIATIONS

- AS (Association sportive) - Office : C 103
- ATD (Théâtre à Dauphine) - Office : C 301 atd.dauphine@gmail.com
- ASSIDU - Office : C 112
- BDE Dauphine - Office : B 011-B 013 bdedauphine@gmail.com
- Channel 9 - Office : C 303 bureauc9@hotmail.com
- DEE (Dauphine Erasmus Exchange) Office : B 007
dauphineerasmusexchange@gmail.com
- Dauphine Evasion - Office : B 012
- DDD (Dauphine Discussion Débat) C 112 (en partage avec ASSIDU)
contact@dauphinedebat.fr
- Dauphine Junior Conseil - Office : P 420 president@juniordauphine.com
- Dauvigne
- Etudiants et Professionnels Solidaires de Dauphine
- JAPAD - Office : B 003 – B 005
- L'Oreille de Dauphine : B 016 loreille.dauphine@gmail.com
- Mozaïk : B 018
- Phinedo.com - Office : B 014
- Ski Club - Office : B 009 skiclubdauphine@hotmail.com
- Spi Dauphine - Office : B 008 – B 010 felix@spi-dauphine.fr

Associations Confessionnelles

- Chrétiens à Dauphine - Office : B 118 cepdauphine@gmail.com
- UEJD (Union des Etudiants Juifs de Dauphine) - Office : B 122 uejdteam@gmail.com

Associations à but Humanitaire

- Fleur de Bitume - Bureau: B 020 fleurdebitumeix@hotmail.com
- Go To Togo - Bureau: B 020 gotogo@ymail.com

For these associations, please contact

Phone : 01 44 05 49 48
agnes.ortoli@dauphine.fr

Political Associations

- UNEF
- UNI

Students organizations

- AC²M (Association des Chercheurs en Comptabilité et Management)
- ADDA (Association Dauphine Droit des Affaires)
- ADEPP (Association des Etudiants en Patrimoine Professionnel)
- ADEMBA (Association des Diplômés de l'Exécutif MBA Dauphine UQUAM)
- ADP (Association Dauphine Patrimoine)
- AGEFIB (Association pour la Gestion des Etablissements Financiers et Bancaires)
- AIDA (Association du Master Affaires Internationales Dauphine)
- AIME'D (Association de la filière Mathématiques de la Décision)
- AM-BFA (Association du Magistère Banque Finance Assurance)
- AM-GD (Association des Etudiants du Magistère Gestion Dauphine)
- AMID (Association des Maîtres en Informatique de Dauphine)
- AMMI (Association du Master Management de l'Immobilier)
- ASED (Association Sport Economie Dauphine)
- Association du Master 104 (Master de Finance)
- Association du Master 226 (Audiovisuel et Internet)
- Association du Master CMI (Communication Marketing Intégrée)
- Association du Master EMFI (Economie Monétaire et Financière)
- Association du Master Ingénierie Economique
- A3D (Association Dauphine Développement Durable)
- BIZ'ART (Association du Master Gestion des Organisations Culturelles)
- DAUPHINE ASSET MANAGEMENT (Association du Master de Gestion d'Actifs)
- DAUPHINE ENTREPRENEURS (Master Management Global Entreprenariat)
- DAUPHINE FINANCE 225 (Master 225 Finance d'entreprise ingénierie)
- DAUPHINELOG (Master logistique : management et économie des réseaux)
- DAUPHINE PRESSE COMMUNICATION (Association du Master Presse et Communication Economique et Sociale)
- DEFI CCA (Association DU Master CCA)
- DESS'TINATION Marketing
- ECO APP'TITUDE (filiale Economie Appliquée)
- ISF-MD (Master Ingénierie Statistique et Financière - Mathématiques de la Décision)
- JURISTES A DAUPHINE (MSG DAI)
- JURISTES DE DROIT ECONOMIQUE
- MIB (Association du Master Management International et NTIC)

INTERNATIONAL WELCOME DESK

Beginning of September to mid December

Monday to Friday 9.00-16.30

- CROUS, 39 avenue Georges-Bernanos, 75005 Paris
Phone : 33 (0)1 40 51 37 65 (www.crous-paris.fr)
- Maison Internationale, 17 boulevard Jourdan, 75014 Paris
Phone : 33 (0)1 70 08 76 30 (www.ciup.fr)

During the whole year

- Cellule Accueil Internationale at CROUS (www.crous-paris.fr)
Monday to Friday 9.15-16.30 except Wednesdays
- Cité internationale, Bureau d'accueil des étudiants en mobilité à Paris
(www.ciup.fr/bureau-etudiants-mobilite.htm)
Monday to Friday 9.00-17.00 except Thursday 14.00-17.00



EMERGENCY NUMBERS IN FRANCE

Firemen – Fire and medical urgency	18
SAMU – Ambulance	15
Police	17
Centre anti-poison	Paris: 01.40.05.48.48
SOS Doctor	0820.33.24.24
	Paris 01.47.07.77.77

PUBLIC TRANSPORTATION

Metro

Sunday to Thursday 6.00-0.30
Friday and Saturday 6.00-2.15

Rush hours

Monday to Friday
8.00-10.00 and 17.00-20.00

Night bus (Noctilien)

Monday to Sunday 0.30-5.30



Taxi

Available 24 h per day 7 days a week, but it is difficult to find a taxi after midnight on Saturdays.

Velib

Vélib' is a Self Service "bike hire" system available 24 hours a day, 7 days a week. Multi pick up and drop off location allows you to pick up your bike from one service point and drop off to another. The first 30 minutes are free, the following are 1 €, the next 30 min 2€ and from the 3rd half an hour each 30 minutes costs 4 €



POST OFFICE, BANK, AND ADMINISTRATION

The post office is open Monday to Friday between 8.00 and 19.00 Saturday 8.00-12.00. It is closed on Sundays and bank holidays. Banks are normally open Tuesday to Saturday from 9.00 until 17.00. Some banks close during lunch hours 12.30 until 14.00. Banks are closed on bank holidays. If you are interested to open up a bank account in France, please talk to the international student association (DEE, in D107bis) for special student offers. The administration is open Monday to Friday 9.00-17.00. Some offices close earlier on Friday afternoon. They are closed during lunch hours and on bank holidays.

CULTURE

www.jeunes.paris.fr
www.paris.fr/culture

Cinema

Student price: 6 to 8€
www.allocine.fr

Theatre

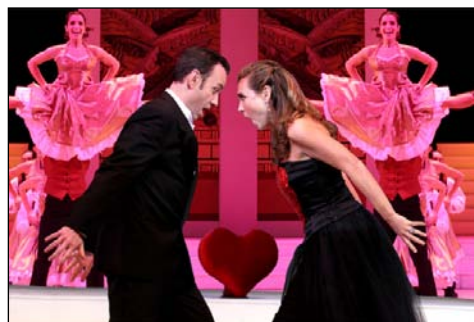
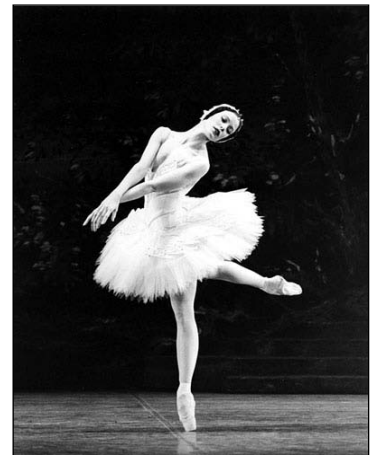
For 10€ for persons under 26 year on Tuesdays, Wednesdays, and Thursdays, reservation on www.theatresprives.com

Tickets (less than 26 years)
Kiosk jeunes Le Marais
14 rue François-Miron
75004 Paris
Monday to Friday 10.00-19.00

Kiosque jeunes Champs de Mars
101, quai Branly (CIDJ)
75015 Paris
Monday to Friday 9.30-18.00 (closed Thursday morning)

Theatre (half price)
Buy tickets for the same evening
Kiosque de la Madeleine
Opposite side of 15 place de la Madeleine
75008 Paris
Tuesday to Saturday 12.30-20.00
Sunday 12.30-16.00

Kiosque Montparnasse
Next to Montparnasse train Station
75015 Paris
Tuesday to Saturday 12.30-20.00
Sunday 12.30-16.00



Tourist office

<http://www.parisinfo.com/>

25, rue des Pyramides
75001 Paris

RER: Auber (line A)
Metro: Pyramides (line 7 and 14)

Phone: 0892 68 3000

Open:

June 1st to October 31st

Everyday: 9.00-19.00

November 1st until May 31st (closed May 1st)

Monday to Saturday: 10.00-19.00

Sunday and bank holidays: 11.00-19.00



INTERNATIONAL OFFICE

Vice President International Affairs

Arnaud RAYNOUARD

Head of International Office

Nadia WAJNAPEL

international@dauphine.fr

Secretary

Séverine MERCIER

Agreements and contracts

Tel: +33 1 44 05 46 15

Fax: +33 1 44 05 48 04

severine.mercier@dauphine.fr

Executive assistants

Exchange programs

Elisabeth PLANCHE

EUROPE: Portugal and Spain

OUTSIDE EUROPE: Latin America and South America

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Fax: +33 1 44 05 48 04

elisabeth.planche@dauphine.fr

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OUTSIDE EUROPE: Asia, Australia, Israel, and North America

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Fax: +33 1 44 05 48 04

sofia.berthou@dauphine.fr

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Romania, Switzerland and Turkey

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Fax: +33 1 44 05 48 04

samiha.cherdouh@dauphine.fr

COURSES

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Fax: +33 1 44 05 48 04
nathalie.merleau@dauphine.fr

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MIDO (Math, Info, Décision et Organisation)

Josiane Fouquet
B526
01 44 05 45 56
josiane.fouquet@dauphine.fr

USEFUL LINKS:

- www.dauphine.fr - Université Paris-Dauphine
- www.sri.dauphine.fr - Université Paris-Dauphine
- www.dauphine.fr/fr/vie-etudiante.html - Student life at Dauphine
- www.cidj.com - General information about being a student in Paris
- www.erasmusfriends.com - General information about being a student in Paris
- www.etudiantdeparis.fr - General information about being a student in Paris
- www.club-international.org - Association for international students in Paris
- www.ErasmusOne.com - For exchange students within Europe
- www.reseaucampus.com - Student network
- www.campusfrance.com - Visa requirements



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www.sri.dauphine.fr



Laurent Batch
Président de l'Université Paris-Dauphine

