WELCOME TO PARIS-DAUPHINE!

Guide for Exchange Students
2016-2017
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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 2 hard copies by post mail along with the required documents, to the Student Exchange Office
☐ Upon receipt of your acceptance letter, start your visa process (if applicable).
☐ Pre-register for your classes online (Learning agreement)
☐ Start looking for accommodation
☐ Get a health insurance

Upon arrival

☐ Finalize your registration: come to the Student Exchange Office and get your student card
☐ If applicable, pay for Health Insurance (215€)
☐ Activate your Passeport Dauphine Account: access to Paris-Dauphine online services (email address, wifi access, online courses...)
☐ Activate your Izly account: to pay for food on-campus
☐ Check your courses schedule (contact: courses.exchange@dauphine.fr / Office P034)
☐ Get your home institution documents signed by your regional coordinator/courses coordinator (certificate of arrival, Erasmus+ documents, other)

During your exchange

☐ Update your learning agreement
☐ Finalize your registration to courses at the Student Exchange Office
☐ Attend the courses and exams

Before leaving

☐ Make sure all documents for your home institution are signed (certificate of departure, Erasmus+ documents, other)
☐ Transcript of records: you can check your grades on your Dauphine account. The original of your transcript will be sent to your home institution.
VISA AND IMMIGRATION OFFICE (OFII)

- All non-European citizens need a visa (except citizens of Quebec).
- Upon receipt of your acceptance letter, contact the French Embassy in your country for more information.
- Upon arrival send the required documents to the Immigration Office OFII.

HEALTH INSURANCE

- All students need a health insurance covering them for the whole duration of their stay.
- EU students need to bring their European Health Insurance Card.
- Students from Quebec should bring their SE-401-Q102 form.

French health insurance:

- Non EU citizens can buy health insurance upon arrival at Paris-Dauphine through 2 providers: **LMDE** or **SMEREP** (215€)
- Payment is done at Paris-Dauphine. You will receive a certificate « attestation d’affiliation à la sécurité sociale » along with your student card.
- Send it to the provider you chose, **LMDE** or **SMEREP**, along with copies of your birth certificate, your visa and your passport. Use one of the following addresses (depending on the provider you chose):

<table>
<thead>
<tr>
<th>LMDE</th>
<th>SMEREP</th>
</tr>
</thead>
</table>
| **Assurance Maladie**
35070 RENNES Cedex 9 | **Service Affiliation**
16 Boulevard du Général Leclerc 92115 CLICHY CEDEX |
COURSES INFORMATION

General information

Disciplines

- Management, Economics, Law, Political Sciences
- Mathematics and Computer Sciences

Paris-Dauphine Courses

Courses available for the coming year are listed when creating your learning agreement.

Université Paris-Dauphine offers French taught courses and English taught courses, with a limited number of seats.

Please find the list of English taught courses on our 2016-2017 courses in English catalog.

Master degree courses in Finance take place in the campus of La Défense (Metro L1: La Défense). This campus is called « PULV » - Access card is required (ask your courses coordinator)


Contact: courses.exchange@dauphine.fr

French as a Foreign Language (FLE)

- Intensive French Seminar: helps the students improve and reinforce their French for the coming term. Online level test compulsory except for beginners or students with a French language certification - Fee paying program
  - Autumn semester: September (possible credits transfer)
  - Spring semester: January (possible credits transfer)

- Semester French courses: 3h/1h30 a week for 13 weeks.
  Please note that you can take a maximum of 2 semester French language courses per semester (the intensive French seminar is not a semester course).

Class and exams format

- Class structure: combination of lectures, group projects and exams.
- 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: Continuous assessments (class test, presentations, papers...) and final exam.

Learning agreement

- Before coming to France, fill in your learning agreement online between mid-June and mid-July.
- You need to register to at least one class in order to create and save the learning agreement. Add the courses you wish to attend.
- Adding a course to your learning agreement is a pre-registration to the course. It does not guarantee your seat. To confirm your registration, it is compulsory to attend the first class.
How to check schedules

International Affairs courses schedules (codes starting with I0) are available on our [website](#).

Other schedules can be checked on « [Academic Departments Calendar](#) ».

First check the level of your class, then the program to which it belongs (for L3, M4 and M5) and finally the corresponding semester.

### Level

<table>
<thead>
<tr>
<th>Codes</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1xxx</td>
<td>1st year of Bachelor</td>
</tr>
<tr>
<td>L2xxx</td>
<td>2nd year of Bachelor</td>
</tr>
<tr>
<td>L3xxx</td>
<td>3rd year of Bachelor</td>
</tr>
<tr>
<td>M4xxx</td>
<td>1st year of Master</td>
</tr>
<tr>
<td>M5xxx</td>
<td>2nd year of Master</td>
</tr>
</tbody>
</table>

### Disciplines/programs

<table>
<thead>
<tr>
<th>Codes</th>
<th>Disciplines/programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxEAP</td>
<td>Economics and Financial Engineering</td>
</tr>
<tr>
<td></td>
<td>International Affairs and Development</td>
</tr>
<tr>
<td>xxAID</td>
<td>International Affairs and Development</td>
</tr>
<tr>
<td>xxDD</td>
<td>Sustainable Development</td>
</tr>
<tr>
<td>xxEGS</td>
<td>Economics and Health Management</td>
</tr>
<tr>
<td>xxEIS</td>
<td>Economics and Financial Engineering</td>
</tr>
<tr>
<td>xxG</td>
<td>Management &amp; Finance</td>
</tr>
<tr>
<td>xxDTT</td>
<td>Law</td>
</tr>
<tr>
<td>xxECO</td>
<td>Economics</td>
</tr>
<tr>
<td>xxSS</td>
<td>Sociale Sciences</td>
</tr>
<tr>
<td>xxM</td>
<td>Marketing &amp; Strategy</td>
</tr>
</tbody>
</table>

**Example:**

**L3GTS10B - Scientific management and support for decision making**

L3 → 3rd year of Bachelor level course

G → Management & Finance course

TS10B → Recognizes this specific course: Scientific management and support for decision making
## Academic calendar

<table>
<thead>
<tr>
<th>OFFICE / DEPARTMENT</th>
<th>COURSES</th>
<th>SEMESTER DATES (exam session included*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Day (compulsory)</td>
<td>Sep. 9, 2016</td>
<td>Jan. 13, 2017</td>
</tr>
<tr>
<td></td>
<td>Courses in English for exchange students (Bachelor and Master levels) ; French as a Foreign Language courses (FLE)</td>
<td>Sep. 12, 2016 – Dec. 11, 2016</td>
</tr>
</tbody>
</table>

### Breaks and holidays in 2016-2017

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>BREAKS AND HOLIDAYS</th>
<th>UNIVERSITY CLOSURE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Semester</td>
<td>All Saints’ Day</td>
<td>Nov. 1, 2016</td>
</tr>
<tr>
<td></td>
<td>Armistice Day</td>
<td>Nov. 11, 2016</td>
</tr>
<tr>
<td></td>
<td>Christmas Break</td>
<td>Dec. 19, 2016, Jan. 1, 2017</td>
</tr>
<tr>
<td></td>
<td>Spring break</td>
<td>Apr. 3, 2017 – Apr. 16, 2017</td>
</tr>
<tr>
<td></td>
<td>Easter Monday</td>
<td>Apr. 17, 2017</td>
</tr>
<tr>
<td></td>
<td>Labor Day</td>
<td>May 1, 2017</td>
</tr>
<tr>
<td></td>
<td>Armistice Day</td>
<td>May 8, 2017</td>
</tr>
<tr>
<td></td>
<td>Ascension Day</td>
<td>May 25, 2017</td>
</tr>
</tbody>
</table>
ACCOMMODATION

Housing in Paris

Student residence:

- Please note that the number of rooms available is very limited. We advise you to look for private accommodation.
- To apply for a room, please complete the housing application form (available with the exchange application form)
- If you are allotted a room, acceptance implies the mandatory payment of all rents for the full semester or year.

Private accommodation:


Contact: housing.exchange@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](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](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](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/international/francais-a-l-etranger-etrangers-en-france](https://www.caf.fr/international/francais-a-l-etranger-etrangers-en-france)
COMMUNITY LIFE AT PARIS-DAUPHINE

Buddy Program

Meet Paris-Dauphine students through our Buddy Program

Dauphine Erasmus Exchange (DEE) (Room B007 - dauphineerasmusexchange@gmail.com)

- Helps exchange students integrate the Dauphine community
- Organizes events (Erasmus Bar every Thursday, cultural visits, welcome week-end, etc.)
- Manages the Buddy Program

Join the Facebook group for international students: Erasmus Dauphine 2016-2017

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

SERVICES AT PARIS-DAUPHINE

You can find many services on Paris-Dauphine campus:

Digital resources, Health related services, Library, University restaurant, Cafeteria, Book shop, Travel agency, Photo machines, Cash machine, Lost and founds at the welcome desk, Gym facilities, etc.

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 Paris-Dauphine students.

Upon reception of your student card (upon arrival), activate your Passeport Dauphine account:

1. connect to https://www.ent.dauphine.fr
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 + year
   Ex: 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 materials:
https://mycourse.dauphine.fr/webapps/login/

Blackboard Mobile learn
Use this free app for Android and iPhone to access your online courses on you smartphone.

Computer access
Use the computer rooms or the computers available at the International Affairs office
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 on the
4. Enter your Passeport Dauphine IDs

Scanners and printers

To scan or print documents at the university, you need to bring your own sheets. You have two possible solutions:

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. You can print as many times as you want.

Health

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

<table>
<thead>
<tr>
<th>Nurse</th>
<th>From Monday to Friday / 8:30am – 7:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office B039 / Phone 01 44 05 42 93</td>
</tr>
<tr>
<td>Doctor</td>
<td>From Monday to Friday / 9:00am- 5pm</td>
</tr>
<tr>
<td></td>
<td>Office B033 / Phone 01 44 05 46 91</td>
</tr>
</tbody>
</table>
| Social worker  | Monday 9:30am-11:30am
|                | Wednesday & Friday 9:30am-11:30am and 2pm-4:30pm |
|                | Office B021 / Phone 01 44 05 44 56      |
|                | (on appointment)                         |
| Disability services | anne.rodriguez@dauphine.fr             |
|                | Office B029                              |
|                | +33 (0)1 44 05 42 54                     |
Sports

Office location: Main hall, Office C018
Gymnasium location: In the courtyard, downstairs
Contact: sports@dauphine.fr
Facebook: Dauphine Sports
Website: sport.dauphine.fr

How to subscribe?

1. Go to Scolarité Centrale service (courtyard, 3rd door on the left side) and tell them you want to use the gym facilities
2. Pay the registration fees (70 €) at the payment office (P539)
4. Your student card will be quickly activated (it may take 24h to 48h)

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)
PRACTICAL INFORMATION

Location

<table>
<thead>
<tr>
<th>Physical address</th>
<th>Postal address</th>
</tr>
</thead>
</table>
| Université Paris-Dauphine  
International Affairs – Student Exchange Office  
Place du Maréchal de Lattre de Tassigny  
75016 Paris  
France | Université Paris-Dauphine  
International Affairs – Student Exchange Office  
Place du Maréchal de Lattre de Tassigny  
75775 Paris cedex 16  
France |

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**

International Affairs office opening hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30am-5:00pm</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30am-5:00pm</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30am-12:30pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30am-5:00pm</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8:30am-12:30pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Estimated cost of living

<table>
<thead>
<tr>
<th>Category</th>
<th>Example Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
</tr>
<tr>
<td>Student dorm</td>
<td>350€-600€</td>
</tr>
<tr>
<td>Private accommodation</td>
<td>500€-1000€</td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td></td>
</tr>
<tr>
<td>On-campus</td>
<td>3.25€ to 5€</td>
</tr>
<tr>
<td>Fast-food</td>
<td>5€-10€</td>
</tr>
<tr>
<td>Restaurant</td>
<td></td>
</tr>
<tr>
<td>Tips are not compulsory!</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>10€-20€</td>
</tr>
<tr>
<td>Dinner</td>
<td>18€-30€</td>
</tr>
<tr>
<td><strong>Drinks</strong></td>
<td></td>
</tr>
<tr>
<td>Coffee</td>
<td>2€-2.50€</td>
</tr>
<tr>
<td>Drinks</td>
<td>3€-10€</td>
</tr>
<tr>
<td><strong>Traveling</strong></td>
<td></td>
</tr>
<tr>
<td>In France/ By train</td>
<td>80€-200€</td>
</tr>
<tr>
<td>In Europe/By plane</td>
<td>80€-300€</td>
</tr>
<tr>
<td><strong>Cultural activities</strong></td>
<td></td>
</tr>
<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 (an electric bill, a renting contract etc.)

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

Banks opening hours (may vary):

- Monday-Friday - 9am-5pm

Post office

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

Post office opening hours (may vary):

- Monday to Friday - 8:30am-6:30pm
- Saturday 9am-12pm

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

Culture in Paris

As a student you can get discount when you go to theaters and cinemas. 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):

<table>
<thead>
<tr>
<th>Kiosque Jeunes</th>
<th>Kiosque Jeunes</th>
<th>Kiosque Jeunes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champ de Mars</td>
<td>Goutte d’or</td>
<td>La Canopée</td>
</tr>
<tr>
<td>101 quai Branly</td>
<td>1, rue Fleury</td>
<td>10 passage de la Canopée</td>
</tr>
<tr>
<td>75015 PARIS</td>
<td>75018 Paris</td>
<td>75001 Paris</td>
</tr>
<tr>
<td>Metro : Bir Hakeim</td>
<td>Metro: Barbès Rochechouard</td>
<td>Metro: Châtelet</td>
</tr>
</tbody>
</table>
Commuter in Paris and around

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 the best solutions for foreign students in Paris:

- Students staying for 1 semester:
  1. Buy a Navigo Pass at a metro station for 5€.
  2. Reload it monthly by paying 73€. You can use buses, metro and regional trains (RER) as many times as you want without extra fees. You can pay from the 20th of the month for a starting use date the 1st day of the following month. Attention: For example, if you buy your Navigo card on September 15th, you will pay the same price but it will be valid until September 30th only.

- Students staying for 2 semesters:

The « Imagine R » subscription allows students to get a 50% discount for the Navigo Pass. The contract goes for one year (around 342€/year or 38€/month – 2015/2016 rates). You will need to provide a copy of your student card or registration certificate.

  1. Get a subscription form in any metro station
  2. Fill in the form in September and return it

Rent a bike « Velib’ » in Paris:

Important contacts

Your general contacts at University 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:housing.exchange@dauphine.fr">housing.exchange@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 at University Paris-Dauphine

<table>
<thead>
<tr>
<th>Regional Coordinators</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia, North America</td>
<td><a href="mailto:lucie.kuipers@dauphine.fr">lucie.kuipers@dauphine.fr</a></td>
</tr>
<tr>
<td>Central Europe, Eastern Europe, Southern Europe</td>
<td><a href="mailto:samiha.cherdouh@dauphine.fr">samiha.cherdouh@dauphine.fr</a></td>
</tr>
<tr>
<td>Latin America, Spain, Portugal</td>
<td><a href="mailto:diarra.ngom@dauphine.fr">diarra.ngom@dauphine.fr</a></td>
</tr>
<tr>
<td>Ireland, Netherlands, United Kingdom</td>
<td><a href="mailto:nelly.cortes@dauphine.fr">nelly.cortes@dauphine.fr</a></td>
</tr>
<tr>
<td>Asia, Middle East, Russia, Scandinavia</td>
<td><a href="mailto:isabelle.dumas@dauphine.fr">isabelle.dumas@dauphine.fr</a></td>
</tr>
</tbody>
</table>

Emergency numbers

- Firemen (fire and medical emergencies): 18
- Ambulance – SAMU: 15 or 112
- Police: 17
