

INFORMATION SHEET

Academic year 2014-2015

University:	Paris Descartes University (Paris 5)
Head of the University:	Mr. Frédéric DARDEL
ERASMUS code :	F PARIS 005
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Exchange programmes office

Postal address : 12, rue de l'Ecole de médecine – 75270 Paris cedex 06 – France

Head of the office: **Mrs Cécile LECLERCQ**
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LLP inter-institutional agreements: **Mrs Laure OLCHOWIK (until July 2014)**
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Outgoing students: **Mrs Valérie GREFF**
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Additional Information for exchange students

Homepage: <http://www.parisdescartes.fr/international>

APPLICATION PROCEDURE FOR INCOMING STUDENTS VIA MOVEON

1/Erasmus e-nominations and non-Erasmus e-nominations (international bilateral agreement) via MOVEONNET

Please nominate before **May, 15th (1st semester) / November 15th (2nd semester)** your selected students on the following web link: <http://www.moveonnet.eu/mymoveonnet/enomination>

2/Application

After having OFFICIALLY E-NOMINATED your outgoing students, they will first receive an email of information/confirmation in order to then apply for their mobility: **they will have to fill out, print and sign the online application form** ("formulaire de candidature en ligne"): <http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Etudiants-en-et-hors-programmes-d-echanges>
The ECTS coordinator of the home institution will also have to sign the form.

Deadlines for sending the application form:

- 1st semester: applications must be sent before May, 31st
- 2nd semester: applications must be sent before November, 30th

a/ Within the framework of the Erasmus+ programme :

The following official Erasmus+ documents are to be sent as soon as possible to the corresponding host faculty of Paris Descartes University:

- The online application form signed by the student and the home university
- The Erasmus Learning agreement:

We remind you that we will not accept students with a learning agreement of less than 15 ECTS for 1 trimester exchange, less than 30 ECTS for 1 semester exchange and less than 60 ECTS for 1 year exchange.

- A copy of the transcript showing the academic level courses completed
- A proof of French level: Students are asked to provide proof of a B2 level at the TCF/TEF French tests or of a B2 level at the DELF.
- A copy of your ID card /passport
- A copy of your student card

b/ Within the framework of an international bilateral programme :

The following official documents are to be sent as soon as possible to the corresponding host faculty of Paris Descartes University:

- The online application form signed by the student and the home university
- Learning agreement. It must be approved by the director of studies, advisor or by any appropriate authority of the home institution.

We remind you that we will not accept students with a learning agreement of less than 15 ECTS for 1 trimester exchange, less than 30 ECTS for 1 semester exchange and less than 60 ECTS for 1 year exchange.

- Copy of the transcript showing the academic level courses completed
- A letter written by the candidate explaining the study objectives that he wishes to pursue in participating in the exchange program (Personal statement)
- A reference letter from the director of studies, advisor or appropriate authority
- Proof of French level: Students are asked to provide proof of a B2 level at the TCF/TEF French tests or of a B2 level at the DELF.
- Copy of your passport
- Copy of your student card

c/ Housing application

Students will also have the possibility to apply for housing on the same online application form. The accommodation application form will be open **from April 1st to June 1st and from October 1st to December 1st**.

Please inform your students who are candidates for a housing reservation that only [the online application](#) will be taken into account.

d/ Welcome period registration

We provide a 10-day intensive French course called "SILC" (Intensive Language and Civilization Course) in September and in January. During this welcome period, incoming students are offered free French language and civilization courses. It is [an online registration](#).

STUDY PROGRAMS/COURSES

Please contact the international coordinators of your host faculty/department:

Faculty of Basic and Biomedical Sciences: international.biomed@parisdescartes.fr

Faculty of Law & Economics: international.droit@parisdescartes.fr

University Institute of Technology: international.iut@parisdescartes.fr

Mathematics and Computer Science Teaching and Research Unit: international.math-info@parisdescartes.fr

Faculty of Medicine: international.medecine@parisdescartes.fr

Faculty of Dental Surgery: international.odonto@parisdescartes.fr

Faculty of Pharmaceutical and Biological Sciences: international.pharma@parisdescartes.fr

Institute of Psychology: international.psycho@parisdescartes.fr

Faculty of Human and Social Sciences: international.shs@parisdescartes.fr

Science and techniques of physical and sports activities Teaching & Research Unit: international.staps@parisdescartes.fr

FRENCH LANGUAGE COURSES

Available at the **Maison des Langues** of Paris Descartes University: <http://www.univ-paris5.fr/INTERNATIONAL/La-Maison-des-Langues/Les-cours-de-langues-au-CdL>

AVAILABLE COURSES

<http://formations.univ-paris5.fr/>