

School of law

2025

—

2026

STEP BY STEP GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS



Welcome to CY Cergy Paris Université

School of Law

Please read the entire document very carefully!



Information and useful contacts

Erasmus Code

FCERGY-P11

Address

CY Cergy Paris Université
School of Law - Faculté de droit (Les Chênes 1, 3rd Floor)
33, boulevard du Port
95011 Cergy-Pontoise cedex

Website

<https://cydroit.cyu.fr/echanges-etudiants-international>

Incoming Students Coordinator

Gabrièle Beaudoux

- 3rd Floor, Office C350
- ☎ + 33 1 34 25 62 44
- @ gabriele.beaudoux@cyu.fr

International Coordinator

Elia Gombert

- 3rd Floor, Office C348
- ☎ + 33 1 34 25 60 20
- @ elia.gombert@cyu.fr

Director for International Studies - School of Law

Professor Roxana Family

Semester Dates

School of Law

- Fall semester
 - Law lectures begin: 1st week of September
 - Orientation meeting for Law students: the week before lectures start
- Spring semester
 - Law lectures begin: 2nd week of January
 - Orientation meeting for Law students: the week before lectures start

Orientation meetings

There will be also orientation meetings for all exchange students at CY Cergy Paris Université

- September: 1st week
- January: 1st or 2nd week

Session and Examination Dates

Semester 1:

- December (Foreign Law)
- December and January (French Law)

Semester 2:

- April and May (Foreign Law)
- May (French Law)

Grading system Information

- 0 - 20 → 0-9 = fail / 10-20 = pass

Course catalogue

<https://cydroit.cyu.fr/echanges-etudiants-international>

Contacts CY Cergy Paris Université

- **International Relations Office - Aissata ANNE and Silvine SOUCHET**
 - 33, boulevard du Port
95011 Cergy-Pontoise cedex
Chênes 1 Campus - Les Chênes Tower, 3rd Floor, Office 318
 - ☎ + 33 1 34 25 60 96 or + 33 1 34 25 67 02
 - Opening hours: Monday to Friday from 9.30 a.m. to 5.00 p.m.
 - @ incomingmobility@ml.u-cergy.fr
 - Website: <https://www.cyu.fr/come-in-exchange-program>
 - **In charge of your student card, certificate of enrollment, certificate of attendance**

- CLF (for French Language Courses) - Yvette CAMBIAGGI
 - Chênes 2 campus - 1st floor, Office 102
 - ☎ + 33 1 34 25 22 51 / +33 1 34 25 64 39
 - Open on Mondays, Thursdays, Fridays during office hours and on Wednesdays until 11:30 a.m.
 - @ languefrancaise@ml.u-cergy.fr / yvette.dubois@cyu.fr
 - Website: Centre de langue francaise

€80 per semester for non-European students

Free of charge for European students

It is strongly advised that students enroll at the CLF (International Centre for French Language and Cultural Action) to improve their level of French.

ELSA - the European Law Students' Association

The main purpose of ELSA is to promote cultural, linguistic and legal exchanges through the organization of various events (pleadings, debates, conferences, workshops, visits to French institutions, exploration of monuments and heritage, promotion of Erasmus exchanges, welcoming of international students ...).

- We know how hard it is to go to a foreign country and to study a course such as law. **ELSA organizes the buddy system.** You can contact them via WhatsApp for any information related to everyday life (accommodation, transportation, any kind of help...). ELSA association can also help you with the course notes.
 - @ president.cergy@fr.elsa.org
 - @ fsm.elsa@yahoo.com
 - Facebook / X / LinkedIn: Elsa Cergy

Requirements before arrival

As soon as you are nominated, please make sure that you will comply with **entry and residence requirements** by checking the Ministry of Europe and Foreign Affairs' website. Administrative procedures may take **several months** due to increased applications. For **non-European students** coming from **European universities** with a **residence permit**, if the requested mobility period **exceeds three months**, the student must provide proof that they will hold a **visa or student residence permit** from the start of the mobility period and **for the entire duration** of their stay in France.

1st step: Accommodation

The School of Law is concerned about ensuring international students the best living conditions in France. Accommodation in France can be found either in the public or in the private sector. We recommend accommodation in the private sector only. The French government offers financial help (CAF). If you really prefer to stay in the public sector (Crous), you should expect lower standards than in the private sector.

Finding accommodation in Paris area - where Cergy is located - is particularly difficult.

We alert prospective students to this matter and strongly encourage them to **secure accommodation early on in the process**.

- For students arriving in the fall semester (September): Book in June
- For students arriving in the spring semester (January): Book in November

The School of Law and CYU are not responsible for students who have not secured accommodation by these dates.

ACCOMMODATION

Below are some housing resources:

- KLEY Cergy

- Website: <https://www.kley.fr/en/student-residence/cergy/kley-cergy>

- Email: cergy@kley.fr

- Studapart, the student housing platform of CY Cergy Paris University

There are application fees. Read the ads carefully.

How to use it:

1. Log in to the platform by using this website: <http://housing.u-cergy.fr>

2. Click on 'Espace Locataire'

3. Code: CYU

Email: booking@studapart.com

IMPORTANT: In France, **home insurance is compulsory** for your room or your apartment. You must get it. We also recommend to take out the optional “responsabilité civile” (civil liability).

Here is the website generally used by our international students: <https://www.assurances-etudiants.com/en>

Please be aware of scams:

- Be aware of offers that appear to be too good to be true.
- Never transfer funds via Western Union, Moneybookers or other Electronic Fund Transfer services to someone claiming to be an agent or landlord for a prospective property.
- Never send money before having the contract signed by all parties. Please ask for a copy of the ID/passport of the landlord.

If you face any issue, please contact international.droit@ml.u-cergy.fr

2nd step: Enrollment at the school of law

WARNING: LEVEL B2 IS COMPULSORY TO TAKE EXAMS IN LAW COURSES TAUGHT IN FRENCH, IN ENGLISH and IN SPANISH. If your country is an English-speaking, French-speaking, or Spanish-speaking country, there are no language requirements if you would like to take law courses in your own language. You can choose law courses taught only in English or Spanish. In this case, it is not necessary to have a French language proficiency.

Except for French law TD courses: LEVEL C1 in French is required.

TIMETABLES AND CALENDAR

The CM timetables will be sent at the beginning of the semester, in September and in January. If you have a course conflict, you will be able to choose other courses approved by your university. Do not worry because enrollment is not limited. You are free to choose as many courses as you want as long as your university approves them.

Regarding timetables for TD classes, Gabrièle Beaudoux will send your timeslots during the Applied Methodology Enrollment weeks (see the international exchange students' calendar).

COURSES

You can attend all the courses from first to fourth year in French or in a foreign language (Licence 1, 2, 3 and Master 1) and Anglo-American Law courses up to fifth year (Master 2). You can also take Spanish Law courses taught in Spanish in Licence 1 and Licence 2. Level B2 in French, English or Spanish is required. If you take law courses only in English or Spanish, it is not necessary to provide a French level certificate. As for your learning agreement, your choice of courses (Bachelor or Master level) and changes, the rule is **if your home university agrees, we also agree**. If you are on bachelor level, you can take master level law courses if your university allows you to do so.

You are also allowed to attend 2 courses in the LLM program per semester (8 credits each course). For American and UK students, 3 courses per semester are permitted.

ECTS Credits: These ECTS credits only apply to international students (they can have a different value for local students)

- 6 ECTS for CM = Cours Magistraux = Lectures (CM → 3 hrs or 1hrs30 per week)
- 3 ECTS for TD = Travaux Dirigés = Tutorials/Applied methodology classes (TD → 1hrs30 per week) Group of 25-30 students.
- 8 ECTS for LLM courses

Component codes for the Learning Agreement: We don't have a component code for our courses. We only have an internal identification system.

Please note:

1. The fall semester includes semester 1, 3, 5 and the 1st semester of Master 1 and Master 2
2. The spring semester includes semester 2, 4, 6 and 2nd semester of Master 1 and Master 2
3. The TD courses in French: Level C1/ C2 in French
4. CM and TD courses in French are dissociated. Same name but different course. For French courses, you can choose: CM or CM + TD but not a TD only
5. Level B2 is required to attend the foreign law courses too (English and Spanish).

With regard to lectures (CM), it is not compulsory but it is highly recommended to attend all classes for the success of your exams.

Attendance is compulsory to the TD courses in French Law, TDs in Foreign Law, Master 2 Anglo-American Law, CMs in Spanish Law and LLM program: no more than two absences per semester are allowed and they must be justified by a supportive document. The professor will verify the attendance of students for each class.

LLM program: As an international student, you are admitted to this program on a very exceptional basis. Be careful when choosing your courses as the level is high (Master 2 - 5th year of law). You must not request a change in the schedule because of an incompatibility in your timetable. When the courses are held at a company, you must respect the dress code communicated to you.

Students are allowed to choose one or two courses in another department. They may also choose a sport activity graded independently from ECTS through the university's physical activity and sports department if their home university allows them to do so.

REGISTRATION FOR COURSES

Registration is required for ALL COURSES according to the level of the course: L1, L2, L3, M1, M2, LLM. Ms Beaudoux will do it for you and she will ask the secretaries to enroll you in the platform CoursCY (for L1 to M2 courses) and on Teams (for LLM courses). The respective platforms will allow you to **download your course material and to stay informed about any schedule changes**.

Reschedule classes for CMs or TDs may be held on Saturdays.

Secretaries' offices:

- Licence 1: C353
- Licence 2: C346
- Licence 3: C345b
- Master 1: C345a
- Master 2 Anglo American Law: A307 C
- LLM: C349

In any case, you have to introduce yourself to the professor as an international exchange student.

EXAMINATIONS AND GRADING PROCEDURES

- Students must register for their exams through Ms Beaudoux. After that, you will no longer be able to change exams enrollment and your learning agreement. She will send the appropriate document to you by email (see the international exchange students' calendar).
- In order to avoid overlapping dates and times, please inform as soon as possible Ms Beaudoux of your exams in another department or at the CLF (French Language Centre).
 - An exam schedule will be sent via email at least fifteen days before the date of examination.
 - It is forbidden to contact the professors or secretaries directly to organize your exams. Ms Beaudoux is your only contact concerning the planning of your exams and your re-sit exams. If you have any questions about examination procedure, contact her exclusively. She will act as a link between you and your professor.
 - You can withdraw from an exam only in case of an emergency and by providing an official proof (medical certificate, etc...). Failure to comply with this requirement will result in the notation 'Fail' in the relevant course on your transcript of records.
- **For Anglo-American Law, Spanish and Latin-American Law and the LLM program**, you will take written exams along with the other students in those programs.
- **For French law**, you will take oral exams. Ms Beaudoux will arrange an appointment with your professor when CY students take written exam. When CY students take oral exam, you will take the exam with them.
- **For the French Law TD courses**, you must pass the "Galops d'essai" with other CY students. You can be tutored by Master 1 students in methodology. Ask Ms Beaudoux for registration.
- **For other TD courses: continuous assessment during the semester**. You will receive a mark at the end of the semester
- **Arrangements for students with special needs**: Please inform us if you need special support to take your exams and provide an official document
- **Retake exams**: A re-sit is organized in case of failure (less than 10/20) only for students who have participated in the first exam. To qualify for the re-sit, international students must sit the examination and answer all questions. Students who fail to attend without valid justification will be denied a re-sit. For LLM and Master 2 courses only, it is not possible to re-take exams.

- **Transcript of records:** Grades are communicated at the end of each semester. Semester 1 in February and semester 2 in July. Grades are reported to students at the end of the semester or academic year to students who spend a full year abroad. If the grades are not available before the departure of the student, the transcript of grades will be scanned and forwarded by email and the original copy will be sent by post to the address of the student or to their home university if they prefer.
- **Validation of grades in another department:** Students must contact the teaching secretary for the department who will issue the grades. It is not possible for the Law School to issue grades obtained in another department.

SCHEDULES CHANGES

Schedules and changes are found by consulting the notice boards for each respective year of studies in CY Law (3rd floor) but also on the platform CoursCY (for L1 to M1 courses), by email (for M2 courses) and on Teams (for LLM courses).

Check your schedules on your ENT/your emails/on Teams before coming. Changes may occur at the last minute!

SYLLABI for Anglo-American Law, French Law and LLM program

They are sent by email.

3rd step: Upon your arrival

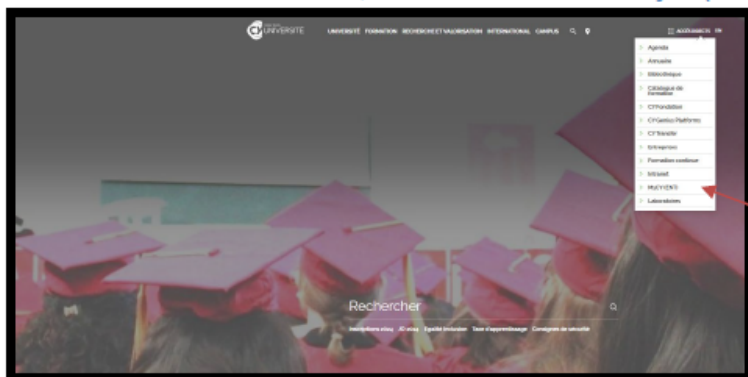
- **ELSA WhatsApp group** : we invite you to let the ELSA WhatsApp group know that you are arriving. Ask them for help with the inventory of your accommodation and your transport card, as well as any practical assistance you may need to settle in.
- **CY Digital Workspace and IZLY:** As soon as you receive the emails with your logins, you should create your ENT (Environnement Numérique de Travail - Digital Workspace) in order to see your courses and their timetables as well as your Izly account to pay on campuses for food and drinks, photocopies, etc with an electronic wallet using your student card or your smartphone.

DIGITAL WORKSPACE – MyCY

L'ENT is an e-account. The students can access to the abundant digital resources of CY Cergy Paris Université with this tool. This includes, school attendance certificate, schedule, transcript of record, student mailbox (FirstName.Name@etu.u-cergy.fr), platform Moodle, video library, WIFI, etc.

HOW TO ACTIVATE YOUR ENT ACCOUNT?

1. You can activate your account via the following link: www.cyu.fr
2. Click on the button → **Accès Directs**, then click on the button → **My CY(ENT)**



3. Click on the link → [Activer votre compte d'accès aux ressources électroniques](#)
4. On this page, **enter** your name, first name, your date of birth and your student number as reported on your school attendance certificate or on your student card.
5. Then, **click on the button** "Je ne suis pas un robot" (EN : "I am not a robot").
6. **Tick the box** "Je reconnais avoir lu la charte informatique de CY Cergy Paris Université et je l'accepte" (EN : "I declare having read and accept CY Cergy Paris Université IT charter")
7. **Tick the box** "J'atteste être le/la propriétaire de ce compte. A défaut, j'ai conscience que l'usurpation d'identité en ligne entraine des poursuites pénales au regard de l'article 226-4-1 du code pénal". (EN : "I certify that I am the account holder. According to Article 226-4-1 of the French Penal Code, the identity theft is subject to prosecution. Thus, I hereby certify that I am aware of this article").
8. **Click on the button** "Valider"
9. After your registration on ENTMonucp, your login, student e-mail and your temporary password will appear in the violet box on top of the form. **Keep them**. You will need it for your first connection.

I AM UNABLE TO ACTIVATE MY ACCOUNT. WHAT CAN I DO ?

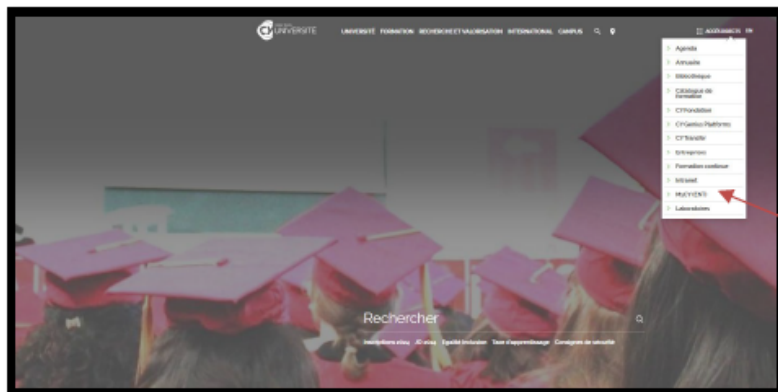
1. Please click on the link: <https://reinscriptions.cyu.fr/iaareins-web/consultation/identification.jspx> Enter your student number and you date of birth.

<p>Etat de l'inscription :</p> <p>Inscription payée</p>	<p>✓ In the section « Etat de l'inscription », it is mentioned "inscription payee". You will be able to activate your account.</p> <p><i>Indicate your name, first name and date of birth as reported on your school attendance certificate and/or on your student card.</i></p>
<p>Etat de l'inscription :</p> <p>Inscription en attente de paiement</p>	<p>✗ In the section « Etat de l'inscription », it is mentioned « inscription en attente de paiement ». You will not be able to activate your account.</p> <p><i>Please contact the Academic Affairs Office</i></p>

2. If your problem persists, please contact our technical support agents at: <https://assistance.cyu.fr>

HOW CAN I CONNECT TO MY ACCOUNT?

1. Click on the following link: www.cyu.fr
2. Click on the button → **Accès Directs**, click on the button → **My CY(ENT)**



3. Click on the button "Connexion".
4. Enter your login and your temporary password and click on the button "se connecter".

HOW TO PRINT MY SCHOOL ATTENDANCE CERTIFICATE ON MY ACCOUNT?

1. Click on the following link: www.cvu.fr
2. Click on the button → **Accès Directs**, click on the button → **My CY(ENT)**
3. Click on the button "  "
4. Enter your login and your password
5. Click on "Administratif" and then click on "Dossier étudiant"
6. On the left, click on "Inscription".
7. In the fields "Filières d'inscription", click on the PDF logo. A new page will load once you click on the button.



8. Now you can print your school attendance certificate.

Student card – IZLY



After your registration, students will receive their student card, also called “cartes multiservices” or Izly card.

If your card is lost or stolen: please contact Registrar Office. We would give you another card. You would pay €15 for that.

Izly is a service that allows you to instantaneously pay from an electronic wallet using your Student Card or your smartphone. You can use it to:

- Pay your meal or your drinking in the university restaurant (Resto'U) or in the cafeteria.
- Pay your snacks or coffee from the vending machine
- Make some photocopies in the Library
- Use the washing machine in the university residences.
- Etc.

Simply activate and refill your IZLY account (minimum €5) on <http://izly.fr>.

HOW TO ACTIVATE MY IZLY ACCOUNT?

After your enrolment at CY Cergy Paris Université, you will receive an activation email (in your email address you used to enrol) allowing you to confirm your registration with Izly and containing your temporary secret code.

1. **Open the e-mail message** from nepasrepondre@izly.fr. The subject is “Activation de votre compte Izly”.
2. In the section “pour activer votre compte Izly”, **copy the secret code**.
3. Then, **click on “cliquez ici”**. A new page will up load
4. In the field “entrer votre code secret”, **paste your temporary secret code**. Afterwards **click on “Valider”**. A new page will up load.
5. On that new page, **complete the Izly registration form**. Fields marked with an asterisk are mandatory.
6. **Tick the box** “je reconnais avoir reçu, pris connaissance et accepté sans réserve les conditions du serveur Izly” once you have completed the form.
7. **Click on “Valider” and then click on the button “confirmer”** in order to confirm your enrolment.
8. As soon as you confirm your registration, you will receive a security code via email or SMS. **Enter it in the box “Code de sécurité” and click on the button “Valider”**.
9. **Click on “Continuer sur IZLY”**
10. Click on “se connecter” **to connect** to the application
11. Please, **enter your login**. This is your student email address (Firstname.lastname@etu.u-cergy.fr) or your phone number.
12. **Enter your chosen 6-digit password**.
13. Finally, you can start to **explore** Izly.

I DID NOT RECEIVE THE ACTIVATION EMAIL. WHAT CAN I DO?

1. Firstly, **check your e-mail inbox as your spam folder**.
2. If you still have not receive it, **you should go to your digital personal space “ENTMonucp”** and check your registration file to verify that your **e-mail is correct**.
If it is not, please change your email address on your profile or contact the Office of Academic Affairs by mail.
3. If the problem persists, please send an e-mail to “Help Izly”: assistance-izly@crous-versailles.fr or use the *Crous de Versailles* contact form by clicking on the following link: <https://help.izly.fr/retour-etudiant/3e4e8055-ba7c-11e8-907e-005056a61307>

HOW DO I REFILL MY IZLY CARD?

1. Open Izly Application or go to <http://izly.fr>.
2. Login using your number phone or your student address and your secret code.
3. Click on the button “Recharger”.
4. Select a payment method:
 - Bank transfer: click on “Compte bancaire”
 - Bank transfer by using your credit card: click on “Carte bancaire”
 - A friend of you can refill your Izly Card. You have to click on “recharger par un proche” and enter his/her e-mail address
5. Refill your Izly account.
6. Use your student card or your smartphone to pay in campus.

- **International relations Office:** when you arrive at the university, you must go see Aissata ANNE or Silvine SOUCHET at the International Office to **pick up your student card and certificate of enrollment**. In addition, **ONLY** Aissata and Silvine sign your certificate of attendance with your arrival date.

4th step: End of semester / Departure

- **Certificate of attendance (departure date):** the last day of attendance at CY will be the day of your last exam. This date will be indicated on your certificate of attendance. Please note that it will determine the amount of **your scholarship** at your home university. Please send it to CY Incoming Mobility for signing: incomingmobility@ml.u-cergy.fr