

School of law

2024

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2025

STEP BY STEP GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS



Welcome to CY Cergy Paris Université

School of Law

Please read all this 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>

Departmental Coordinator

Elia Gombert

- 3rd Floor, Office C348
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- @ : elia.gombert@cyu.fr

Erasmus students Coordinator

Sylvie Fresinsky

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- ☎ : + 33 1 34 25 23 11
- @ : sylvie.frezinsky@cyu.fr

Director for International Studies -School of Law

Professor Roxana Family

Semester Dates

School of Law

- Autumn 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 organized 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)
- January (French Law)

Semester 2:

- April and May

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

- 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 arrival and departure**

- CLF (for French Language Courses)

- Chênes 1 campus - Les Chênes 1, 3rd floor, Office E386
- ☎ : + 33 1 34 25 22 51
- @ : languefrancaise@ml.u-cergy.fr
- @ : catherine.cadet@cyu.fr
- <https://www.cyu.fr/clf-centre-de-langue-francaise>

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 objective 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 for any information which concerns everyday life (accommodation, transportation, some help...). ELSA Association can also help you with the course notes.
 - @: president.cergy@fr.elsa.org
 - @: fsm.elsa@yahoo.com
 - Facebook : Elsa Cergy
 - Twitter : @ELSACergy
 - LinkedIn (ELSA Cergy)

1st step : Accommodation

The School of Law is concerned about assuring 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 the Paris area, where Cergy is located, is especially 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

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

- 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) Connect to the platform by using this website: <http://housing.u-cergy.fr>

2) Click on '*Espace Locataire*'

3) Code : CYU

E-mail : booking@studapart.com

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

Here is the site usually 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.

For any problem, please contact: international.droit@ml.u-cergy.fr

2nd Step: Enrolment at the school of law

WARNING: THE LEVEL B2 IS COMPULSORY TO TAKE EXAMS IN LAW COURSES TAUGHT IN FRENCH, IN ENGLISH and IN SPANISH. You can choose Law courses taught only in English or Spanish. In this case, it is not necessary to have a French language Proficiency.

TIMETABLES AND CALENDAR

The timetables will be sent at the start 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 the enrolment is not limited. You are free to choose any number courses you want as long as your university approves them.

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 through Year Five (M2). You can also take Spanish Law courses taught in Spanish in Licence 1 and Licence 2. The 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. Regarding your learning agreement, your choice of courses (level Bachelor or Master) and changes, the rule is **if your university agrees, we also agree**. You are free

to choose any number courses you want as long as your university approves them. If you are on bachelor level, you can take master level law courses if your university agrees.

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 /1 hrs30 per week) Group of 25-30 students.
- 8 ECTS for LLM course (maximum 2 LLM courses per semester, maximum 3 courses per semester for American and UK students)

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. The CM and the TD courses in French are dissociated. Same name but different course. For French courses, you can choose: CM or CM + TD but not only a TD
5. The level B2 is required to attend the foreign Law courses too (English and Spanish).

For the lectures (CM), attendance is not compulsory but it's highly recommended to attend all classes for the success of your exams.

Attendance in the TD courses in French Law, TD in Foreign Law, Master 2 Anglo-American Law and in the LLM program is compulsory: 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.

For the TD French Law courses, you must pass the "Galops d'essai" with other CY students. You can be tutored by Master 1 students in methodology. Ask to Sylvie Frezinsky for registration.

LLM program: As an international student, you are admitted to this program on a very exceptional basis. Be careful in 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.

Registration for courses:

Registration is required FOR ALL COURSES according to the level of the course: L1, L2, L3, Master1, Master2, LLM. Ms Frezinsky will do it for you and she will ask the secretaries to enroll you in the platform CoursCY. This platform will allow you to **download your course material and to stay informed about any schedule changes.**

Important:

***All Anglo-American law courses will appear on your ENT.** Don't worry, you will only take the exams for which you have registered.

*** For French law and Spanish law courses,** enrolment will be done for each course chosen.

Schedules for TD classes: Ms Frezinsky propose to you one or more time slots depending on the availability of places during the TD registration period (see the calendar).

LLM and Master 2 courses are not on the platform CoursCY. You will be informed by email about the schedule and changes.

Remedial classes for CM or TD may be held on Saturdays.

Secretaries' office:

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

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.

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 Frezinsky. After that, you will no longer be able to change exams enrolment and your learning agreement. She will send the appropriate document to you by mail (see the international exchange students calendar).
- In order to avoid overlapping dates and times, please inform as soon as possible Ms Frezinsky of your exams in another department or at the CLF (French Language Centre).
 - ✓ An exams 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 Frezinsky 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' appearing on your transcript of records for the cancelled exam.
- **For French law**, you will take oral exams. Ms Frezinsky will arrange an appointment with your professor when CY's student take written exam. When the CY student take oral exam, you take exam with them.
- **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 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
- **Re-sit 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. EXCEPT for the LLM, Master 2 only, there is no possibility 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 the student at the end of the semester, or academic year for those 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 his home university if he prefers.

- **Validation of grades in another department:** Students must contact the teaching secretary for the department concerned who will issue the grades. It is not possible for the Law School to issue grades obtained in another department.
- **Certificate of departure:** the last day of attendance at CY will be the day of your last exam. This date will be indicated on your departure certificate. Please note that this will determine the amount of **your scholarship** at your home university.

┌ SCHEDULES CHANGES

Schedules and changes are found by consulting the notice boards for each respective year of studies in CY Law (3rd floor) and in the platform CoursCY

For LLM and M2, changes are communicated by email.

┌ SYLLABI for Anglo-American Law, French Law, Spanish Law and LLM program:

Available on request by email to Ms Gombert and Ms Frezinsky. Please indicate the year (Licence 1, 2, 3, Master 1, Master 2) and semester of each course.