



Annex to Erasmus+ Inter-Institutional Agreement

Key action 1 – Mobility for learners and staff – Higher education
student and staff mobility



INSTITUTIONAL FACT SHEET PROFIL INSTITUTIONNEL DE L'ETABLISSEMENT



Considered as **France's first Law University**, Université Paris II Panthéon-Assas is dedicated to upholding the tradition from which it arose, preserving, yet ever-striving to raise its level of excellence in the following fields of study and research: **Private Law and Criminal Science, Public Law, Political Science, Roman Law, History of Law, Economics, Management, Information and Communication Sciences.**

Attentive to students' needs, the university provides various **numerical services, tutorials, an ever-growing and comprehensive library database, course and professional counselling services**, and a selection of extracurricular athletic and cultural activities all acting in concert to complete and harmonize each student's university experience.

1. Institutional Information

1.1. Institutional details

Name of the institution	Université Paris II Panthéon-Assas
Erasmus Code	F PARIS002
EUC	within the LLLP framework : 28637-IC-1-2007-1-FR-ERASMUS-EUC-1
Institution web site	www.u-paris2.fr
Online course catalogue	We offer a list of courses from the 1 st year to the 4 th year of studies inclusive. www.u-paris2.fr – heading : International / Venir étudier à Paris II / En programme d'échange / Cours proposés selon les disciplines

1.2. Main contacts

Panthéon-Assas Paris II University

Contact person	Prof. Guillaume LEYTE
Responsibility	President
Contact details	12 Place du Panthéon, 75005 Paris, France

The International office – L’Action Internationale

International Office address	Université Paris II Panthéon-Assas Service de l’Action Internationale Bureau des Programmes d’Echange 12 Place du Panthéon 75005 Paris France
International Office Web site	www.u-paris2.fr heading International / Venir étudier à Paris II / En programme d’échange
International Office Director & Erasmus Institutional Coordinator	Dr Georgia SCHNEIDER georgia.schneider@u-paris2.fr
Deputy Director	Mrs Astrid HERZER astrid.herzer@u-paris2.fr

Each Coordinator of the International Office is in charge of exchange programmes in a given geographical area. Incoming and outgoing students are welcomed and managed by the same programme Coordinator within the framework of an Erasmus + Inter-Institutional Agreement.

To find the person of Contact in charge of a specific Agreement, please check the geographical area in which the Partner institution is located:

Country in which the Partner Institution is located	<i>Argentina, Australia, Brazil, Canada, Chili, China, Colombia, South Korea, United States of America, Japan, Mexico & Vietnam</i>
Contact person	Mrs Marion CHENU
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 56 17 e-mail : marion.chenu@u-paris2.fr

Country in which the Partner Institution is located	<i>Belgium, Denmark, Spain (dual degree only), Finland, Island, Italy (dual degree only), Luxembourg, Netherlands & Sweden</i>
Contact person	Mrs Valérie CLERGUE
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 35 e-mail : valerie.clergue@u-paris2.fr

Country in which the Partner Institution is located	<i>Germany, Austria, Croatia, Hungary, Poland, Czech republic, Romania, Russia, Slovakia & Turkey</i>
Contact person	Mrs Astrid HERZER
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 29 e-mail : astrid.herzer@u-paris2.fr

Country in which the Partner Institution is located	<i>Italy, Spain & Switzerland</i>
Contact person	M Mathieu SENE
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 36 e-mail : mathieu.sene@u-paris2.fr

Country in which the Partner Institution is located	<i>Greece, Ireland, Portugal, United-Kingdom</i>
Contact person	Mrs Maryna Vartanova
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 30 e-mail : maryna.vartanova@u-paris2.fr

Country in which the Partner Institution is located	<i>Switzerland (dual degree only) & All countries for degrees organized within a partner university only (in Europe, Asia ...)</i>
Contact person	Mrs Carine PUIGRENIER
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 59 e-mail : carine.puigrenier@u-paris2.fr

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	French	Minimum recommended level: B2 level
Staff Mobility for Teaching	Any	French	Minimum recommended level: B2 level

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements

For detailed information that may not figure in the present document, please contact the relevant programme Coordinator.

2.3. Calendar

For the detailed calendar please visit www.u-paris2.fr / International / Venir étudier à Paris II / En programme d'échange / Calendrier universitaire

	First semester	Second semester
Introductory week <i>(for Law students only)</i>	End of September	End of January
Courses and seminars	October to December	February to May
Examinations	January to February	May to June

Holiday breaks: In general the University is closed for a two-week period, over winter holiday (Christmas end New Year) and over spring (Easter holiday). Furthermore, the University is closed on national bank holidays.

Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June 30 th
Spring term	November 30 th

2.4. Decision Response

If the student's academic profile corresponds to the established Erasmus + Inter-Institutional agreement, partner institutions shall not reject the nominated students.

2.5. Transcripts of Records

A Transcript of Records will be issued after the assessment period has finished at our institution. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines.

The International Office of Panthéon-Assas Paris II University sends the transcripts of records to the partner institution, not to the students. They are sent in general in March for results obtained over the first semester and in July for the second semester.

3. Additional information

3.1. Grading system

Grade obtained at Panthéon-Assas Paris II University	Definition of the ECTS plan : % of students who reach the grade	ECTS grade
More or equal to 14/20 (or 7/10)	approximately 5 %	A
Between 12 and 13,99/20 (or 6 and 6,99/10)	approximately 25 %	B
Between 11 and 11,99/20 (or 5,5 and 5,99/10)	approximately 30 %	C
Between 10,50 and 10,99/20 (or 5,25 and 5,49/10)	approximately 20 %	D
Between 10 and 10,49/20 (or 5 and 5,24/10)	approximately 20 %	E
Between 8 and 9,9/20 (or 4 and 4,95/10)	-	FX
Less than 8/20 (or 4/10)	-	F

Depending on the courses that students follow, they may need to take oral or written examinations. The examinations' calendar is available online and students must check theirs a few weeks before their examinations by visiting: [www.u-paris2.fr/](http://www.u-paris2.fr/Formations/Examens/Calendriers_g%C3%A9n%C3%A9raux) Formations / Examens / Calendriers généraux or Calendriers personnalisés (for your individual examination planning you will need to fill in your student number and date of birth).

It is obligatory that students stay in Paris until the end of each examination session: early February for the 1st semester and end of June for the 2nd semester.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the Coordinator of the International Office in charge of the exchange programme.

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm Incoming students may adhere to health insurance coverage during their enrolment at the University. For details please check the "*Guide pratique*" of the incoming students that can be downloaded at the International office's web site: International / Venir étudier à Paris II / En programme d'échange / Guide de l'étudiant étranger

3.4. Housing

Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following person:

Contact person	Mrs Maryna Vartanova
Responsibility	Coordinator of exchange programmes
Contact details	Tel : +33 (0) 1 44 41 55 30 e-mail : maryna.vartanova@u-paris2.fr
Website	www.u-paris2.fr

3.5 Additional information

Additional practical information about studying in Panthéon-Assas Paris II University (library, online facilities, sports etc.) and life in Paris in general can be found in the "*Guide pratique*" of the incoming students that can be downloaded at the International office's web site: International / Venir étudier à Paris II / En programme d'échange / Guide de l'étudiant étranger

The International Office will be your guide throughout your stay in Paris.
Please do not hesitate to contact your programme Coordinator when needed.

Nous vous souhaitons un excellent séjour au sein de notre Université!