

INTERNATIONAL STUDENT GUIDE



DE VINCI
HIGHER
EDUCATION



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FOREWORD

Dear International Student,

Congratulations on your acceptance to De Vinci Higher Education! We are delighted that you have chosen to study with us, and we look forward to welcoming you soon! This guide was created by the International Relations Team to help you to prepare for your studies in France. You will find practical information about the Campus and life in Paris.

De Vinci Higher Education is an enriching environment where students benefit from excellent academic programs, an emphasis placed on internationalization, and close ties to the business world. The group comprises three schools that award high-quality, accredited degrees. Our schools include EMLV (Business School), ESILV (Engineering School), and IIM (School of Web Design and Multimedia). De Vinci Higher Education encourages interdisciplinary collaboration between departments and is based around values of multiculturalism, innovation, and good sportsmanship. Our principles are upheld both in our curriculum as well as in our admission requirements. With more than 8000 students working to achieve success in their studies, personal and professional lives, we continually strive for academic excellence.

We greatly value our international students and their contribution to the educational, cultural, and social environment of the campus and we know that your presence will help us to grow and improve. Living in France will allow you to connect to French students and discover a new language and culture while making great memories to last a lifetime! So, are you ready to become a Léonard de Vinci student?



Julie PIDELL
International Relations



Dounya GHARBARGE
International Admissions

TRANSPORTATION ON ARRIVAL

From Roissy Charles de Gaulle airport to downtown Paris

/ Using public transportation (the cheapest option)

The airport Roissy Charles de Gaulle is situated 30 kilometers outside of Paris, in the north-east. To get back to the inside of Paris, you have several public options depending on your destination: [find the list here](#).

One of them is the Roissybus shuttle which will take you to downtown Paris.

(more information here)

The shuttle provides transportation from Roissy Charles de Gaulle airport (Terminal 1 - Terminal 3 - Terminal 2AC - Terminal 2D - Terminal 2EF) to downtown Paris: **Paris-Opéra** (Corner of “rue Scribe” and “rue Auber”, close to the monument Opéra Garnier).

The journey takes 60 minutes for a cost of €16.20 for a single fare.

If you have a Navigo transportation card, the cost is covered.

The service runs every day from 6:00 am to 8:45 pm (every 15 minutes) and from 8:45 pm to 00:30 am (every 20 minutes).

/ Taxis & Ubers

A taxi ride from Roissy Charles de Gaulle to downtown Paris will cost you around 50 and 80 euros depending on your destination.

If your destination is in inner Paris, the prices are **regulated**: 55€ for “Rive Droite” (North of the river Seine) and 62€ for “Rive gauche” (South of the river Seine).

For your safety and to ensure that you pay the regulated price, make sure you take **an official taxi**:

- . Follow the signs “Taxi” inside the airport. At Roissy Charles de Gaulle, taxis are located in
 - Terminal 1: Gate 24 on the Arrivals level
 - Terminal 2A: Gate 6
 - Terminal 2C: Gate 14
 - Terminal 2D: Gate 7
 - Terminal 2E: Gate 10 on the Arrivals level
 - Terminal 2F: Gate 11 on the Arrivals level
 - Terminal 3: Exit from the Arrivals hall / Terminal 2G: Blue door
 - . Before boarding, check that the taxi has an illuminated ‘Taxi’ sign on top of the car
 - . Check that the car is equipped with a price meter. On arrival, you will pay the price indicated on the meter.
- If you plan to use a uber, [you can estimate the price depending on your destination here](#).

From Orly airport to downtown Paris

/ Using public transportation (the cheapest option)

Paris-Orly airport is located 15 kilometers south of Paris. To get back to the inside of Paris, you have several public options depending on your destination: [find the list here](#).

One of them is shuttle ([more information here](#))

Orlybus is a shuttle that will allow you to get to **Place Denfert Rochereau**, in the center of Paris. The service operates every day between 6 am and 00:30 pm, including public holidays with departures every 10-20 minutes. The average journey time is 30 minutes, depending on traffic. The single journey fare Orly Airport > Paris costs €11,20 and the tickets can be purchased at the airport, from the driver or at any Metro-RER station.

. You can catch the Orlybus from terminal 1, 2, 3 or 4:

- Terminal 1, 2 & 3: Level 0, Gate 22a
- Terminal 4: Level 0, Gate 47d

/ Taxis & Ubers

A taxi ride from Paris-Orly airport to downtown Paris will cost you around 40 and 80 euros depending on your destination.

If your destination is in inner Paris, the prices are **regulated**: 41€ for “Rive Droite” (North of the river Seine) and 35€ for “Rive gauche” (South of the river Seine).

For your safety and to ensure that you pay the regulated price, make sure you take **an official taxi**:

. Follow the signs “Taxi” inside the airport. At Paris-Orly, taxis are located in

- Terminal 1 & 2: gate 14a
- Terminal 3: gate 32a
- Terminal 4: gate 48a

. Before boarding, check that the taxi has an illuminated ‘Taxi’ sign on top of the car

. Check that the car is equipped with a price meter. On arrival, you will pay the price indicated on the meter.

If you plan to use a uber, [you can estimate the price depending on your destination here](#).

From inner Paris to your destination

Once you have arrived in inner Paris, you can use public transportation to get around. As you will notice, many Parisians get around in everyday life walking or using public transportation as the city benefits from a wide public transportation network made up of metros (underground trains), RER (suburban trains), buses, tramways, vélib (city bikes) and Noctiliens (night buses). This network extends not only to the city of Paris but to the whole region outside of the capital.

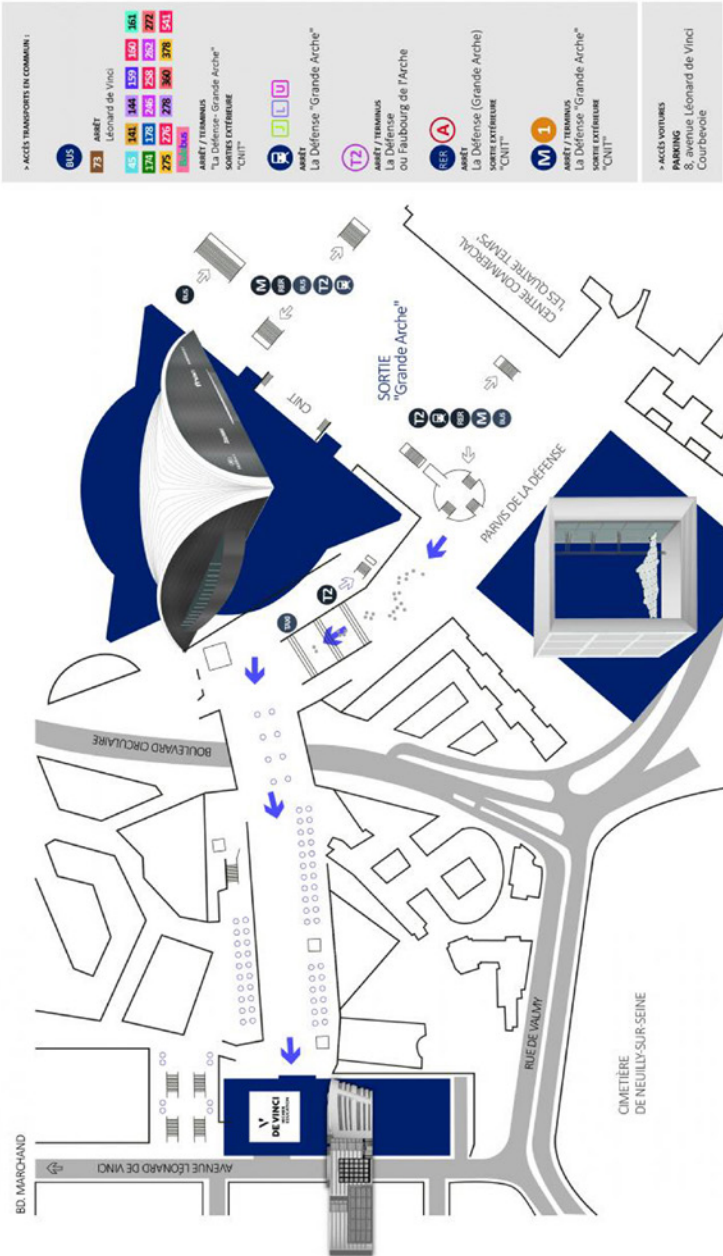
. You can find more information about the transportation system and the fares in **V. Life in Paris & France**

. To find your way using public transportation, [you can use this itinerary planner](#) (available in several languages)

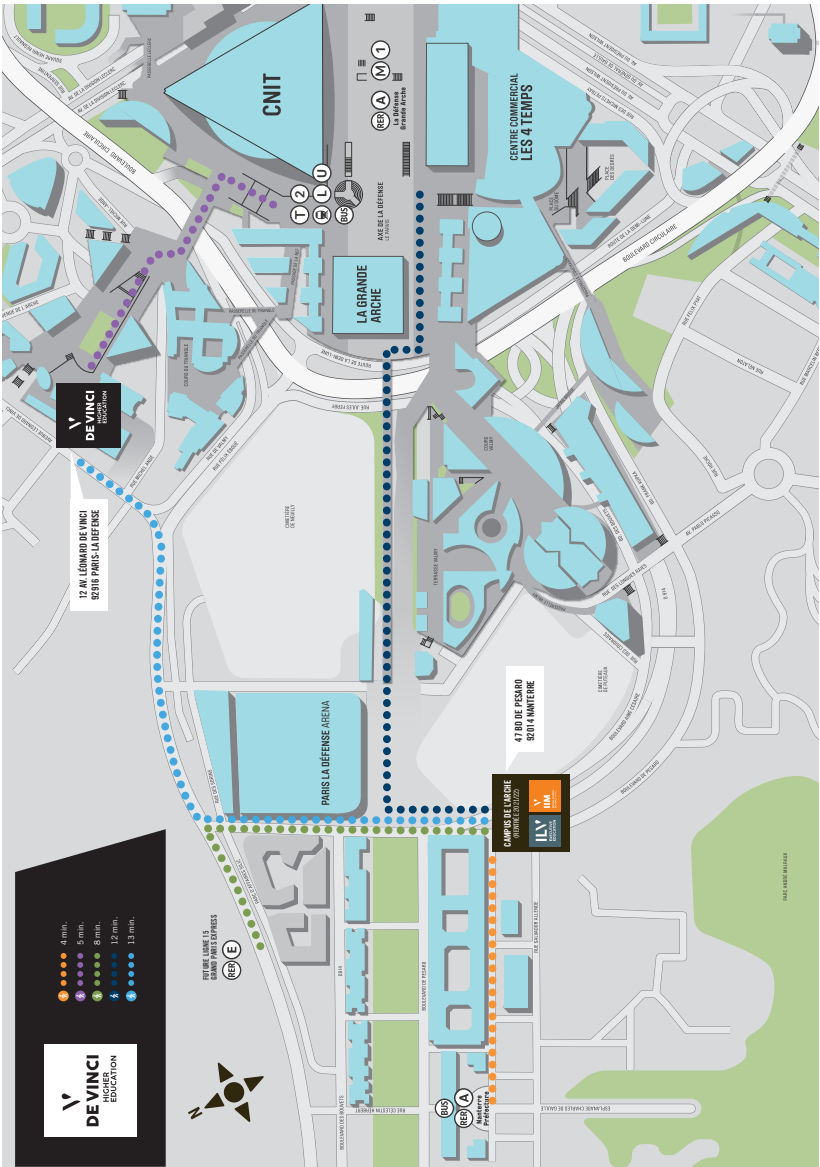
. To know how to get to Léonard de Vinci campus using public transportation, **check the access map (page 6)**.

ACCESSING DE VINCI HIGHER EDUCATION CAMPUSES

The main campus



The Arch campus (Campus de l'Arche)





IMPORTANT INFORMATION ON COVID-19

Where to find official information

The information relative to the coronavirus situation can change. The best sources to find information are the French government websites and the World Health Organization for more general information. Most of the French government websites related to the coronavirus are in French but some of them are in English. In case of a doubt, ask an English-speaker for help.

/ French government websites:

www.gouvernement.fr/en/coronavirus-covid-19 (in English)

www.gouvernement.fr/info-coronavirus (in French)

/ www.interieur.gouv.fr/covid-19-international-travel (in English)

/ World Health Organization: www.who.int/health-topics/coronavirus



I WELCOME TO DE VINCI HIGHER EDUCATION!

What is De Vinci Higher Education?

De Vinci Higher Education is a state-recognized private institution of higher education founded in 1995 by the local government. It is made up of three schools that award accredited degrees: EMLV (Business School), ESILV (Engineering School) and IIM (School of Digital Communication) and ILV (Institute for Executive Education).

De Vinci Higher Education is located in the largest business district in Europe - La Défense. La Défense is home to many French and international headquarters as well as a shopping mall (Westfield Les 4 Temps and CNIT), cinemas, a variety of restaurants, post office, coworking space, food trucks and much more.

The names **De Vinci Higher Education** and **Léonard de Vinci group** both refer to the institution composed of its schools: EMLV, ESILV, IIM and ILV.



The schools at De Vinci Higher Education

All three schools offer 5-year programs and their degrees are recognized by the French Ministry of Education.



Leonard de Vinci School of Business

www.emlv.fr/en

5-year programme (taught in English)

Majors: Corporate Finance / Audit & Performance Management / Market Analysis & Finance / Marketing & Communication / Cultural and Creative Industries Management / International Business / Innovation & Sustainable Business Management.

Dean: Sébastien Tran



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Leonard de Vinci School of Engineering

www.esilv.fr/en

5-year programme (taught in English at Master level only)

Majors: Creative Technology / Cybersecurity & Cloud, Computing / Data & Artificial Intelligence / Digital Modelling & Mechanics / Energy & Sustainable Cities / Financial Engineering / Fintech / Health Engineering & Biotechnology / Industry 4.0 / IT, IOT & Security / Agriculture & Food Engineering

Dean: Pascal Pinot



The Institute of Internet and Multimedia

www.devinci.fr/iim/en

5-year programme (taught in French only)

Digital Communication and e-business, communication and social media strategy, web development, digital transformation management, web and cell phone engineering, interactivity and UX design, artistic direction, creation and design, 3D production and animation, production management, Video Games production and marketing, Game design, Game programming, Game art,

Dean: Lidija Nikolic



Practical information

Address

. Main Campus

Pôle Universitaire Léonard de Vinci
Relations Internationales
12 av. Léonard de Vinci
92400 Courbevoie
France

. 'Arch' Campus (IIM & ILV)

Campus de l'Arche
47, Boulevard de Pesaro
92000 Nanterre
France

Opening Hours

. Main Campus

Monday-Friday: 7:30 am - 8:30 pm
Saturday: 8 am - 1 pm

. 'Arch' Campus

Monday-Friday: 7:30 am - 8:30 pm
Saturday: 8 am - 1 pm

The campuses are closed for two weeks during summer and winter holidays.

Entering the Campus

To ensure the safety of everyone, entrances on campus are regulated by security officers. On your first day at De Vinci, you will be given a student badge by the Welcome Desk that you can scan to pass the gates at the entrance. It is very important that you keep your badge with you at all times to be able to enter and leave campus. If you have forgotten your badge, please notify your pedagogical assistant (see in Contacts) so they can make you a temporary badge. However, this procedure can delay you a bit, so we recommend you always keep your badge safe with you! **If you lose your student badge, you will be charged 25€ to make a new one.** For safety, you might also be asked by a security officer to open your bag at the entrance. This is a routine procedure so no need to be alarmed!

Finding your way around campus

Main campus facilities

- . 10 amphitheatres for a total of 1,675 seats, 170 classrooms
- . 1 colloquium area offering businesses, 1 conference room with 150 places equipped with IT resources, and 5 meeting rooms
- . 6 scientific research laboratories, 15 experimental rooms
- . The Fab Lab
- . 12 Bloomberg Terminals
- . 1 learning center
- . 4 fully equipped sports rooms

'Arch' campus facilities

- . 1 amphitheater with 164 seats
- . 1 Creative Lab
- . 35 classrooms & 5 computer rooms
- . 1 hub
- . 1 cafeteria

Accessing the campus with reduced mobility

The building's architecture has also been adapted to welcome students with reduced mobility. If it applies to you, please contact the security officers when you arrive at campus by dialing 7200 from an internal landline phone. They will help you get access to the elevators.

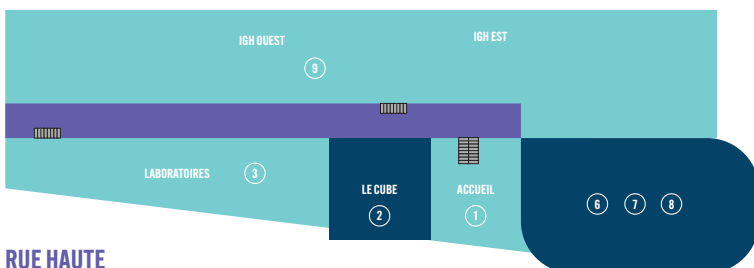
The 'Arch' campus is approved for people with reduced mobility, with a special access at the entrance of the building. The lifts and toilets are also accessible.

Map of the campus

- | | | |
|------------------|-------------------|--------------------------|
| 1 FRONT DESK | 4 STUDENT AREA | 7 SPORT DEPARTMENT |
| 2 ADMINISTRATION | 5 MUSIC STUDIO | 8 SOFT-SKILLS DEPARTMENT |
| 3 IT DEPARTMENT | 6 LEARNING CENTER | 9 LANGUAGE DEPARTMENT |

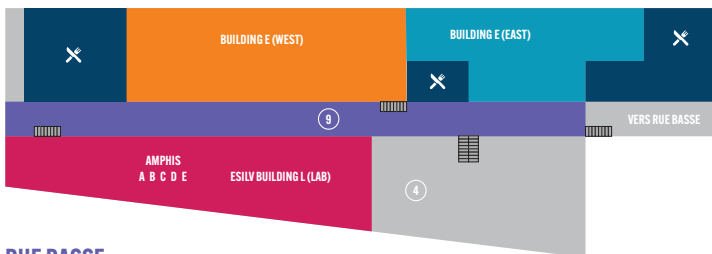
RECEPTION AREA

(where you enter campus)



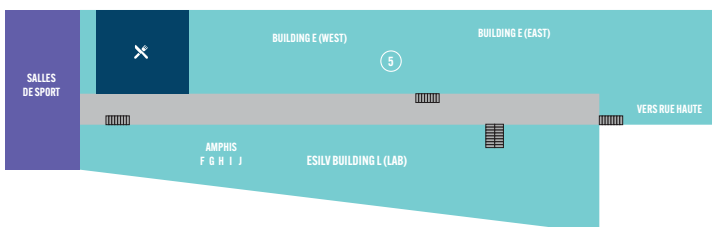
RUE HAUTE

High street (RH)



RUE BASSE

Low street (RB)



Campus resources

/ Learning Centre

Access: 4th floor of the Infothèque / Open from 7.30 am to 8.30 pm

The Learning Center is an open and transversal space where students and faculty members of the 3 schools meet. Its configuration was thought out in a way that facilitates and encourages teamwork and learning by doing. The Learning Center also offers a large number of digital resources (e-books, daily press, academic journals) available online and remotely on the subjects of management, sciences, technical sciences, and languages.

/ Cafeteria & vending machines

Need some time to unwind between two lectures? Head to the 'Foyer' or 'Brasserie' in Rue Haute. Foyer is a word for 'home' in French, and there you will find:

- . Vending machines (hot and cold beverages, candies, various snacks...).
- . A photo booth where you can make passport and ID pictures for €5 or €6

For a place to sit for lunch, you can head to the Lounge (in Rue Haute) or the Grill (in Rue Basse). There you will find different vending machines with different products (salads, pizzas, pasta boxes, sandwich), as well as microwaves to heat up your lunch, if needed.

/ Lost and Found

Have you lost your umbrella on campus? Your first reflex should be to head to the "PC Sûreté" office (Security/Safety office) on the ground floor, next to the elevators. This is where all found objects are stored. If you find any lost property on campus grounds, this is also where you should leave it.

/ Safety and Fire prevention

The evacuation path is displayed on every floor of the buildings. The buildings are monitored by security officers as well as fire safety officers 24/7.

- . Security officers (they monitor the entry and exits at Léonard de Vinci): you can reach them by dialing **17** from an internal landline phone
- . Fire Safety Staff (located in Rue Basse): you can call them in the case of emergencies (fire, health emergency) by dialing **18** from an internal landline phone.

/ Eco Attitude & Recycling

On campus, we have tried to make recycling easy! You will find:

- . Blue Bins for cardboard and papers (all around campus)
- . Yellow bins for cans and plastic bottles
- . 1 bin for standard plastic bottle caps (located in the Foyer, Rue Haute)
- . 2 bins for used batteries (located in the Foyer, Rue Haute)

Your main contacts at De Vinci Higher Education

I am an International/exchange student at De Vinci. I have a question regarding: Arrival & settling in France (visa, bank account, housing, CAF...)

- . I am an exchange student and I need a signature for my Learning Agreement/my certificate of arrival/my certificate of departure
- . I do not know how to answer this question in my registration to the CAF, can you help me?
- . How can I open a bank account in France?
- . I have paid the student contribution (CVEC), where can I find the certificate?
- . I have found this housing ad, can you check that it is safe?
- . My visa will expire soon, how can I renew it?
- . I am a Fall exchange student and I would like to stay for the spring semester as well. Would it be possible?
- . I am leaving France soon, what are the last procedures I need to accomplish?

/ Welcome Desk/Incoming Office

E Building - 4th floor - office E451 A

Monday - Friday 10.00 am - 12.00 pm / 2.00 - 5.00 pm)

incoming@devinci.fr



Lucile MASSÉ

International Relations
& Erasmus+
Welcome Desk Coordinator
+33 1 81 00 29 43



Annaïg LE DUVÉHAT

Welcome Desk Assistant
(part-time)
+33 1 81 00 29 32

/ Accounting and Tuition Fees

Isabelle BAUDRY-FISSEUX

compta_etudiante@devinci.fr

“The Cube” (on the left when you enter campus) - 1st Floor - office. A103

Monday - Tuesday: 2.00 pm - 5.00 pm / Thursday - Friday: 9.00 am - 12.00 pm

My studies and courses

For questions more specific to your program, studies and courses, please contact your school's Pedagogical assistant/Educational Officer.

- . Can I change my program?
- . How can I justify an absence?
- . When can I come to collect my student badge?
- . Where can I get my transcript of records?
- . I have a problem with my student portal /with my timetable



EMLV Educational Officer

Bouchra BENZIANE

bouchra.benziane@devinci.fr

+33 1 81 00 26 99

Office E117

Monday to Friday

10.00 am -12.00 pm

2.00 pm - 5.00 pm



ESILV Educational Officer

Sarah MASSUELLES

sarah.massuelles@devinci.fr

+33 1 81 00 27 35

Office L502



IIM Administration Officer

Aurélié ROBERT

aurelie.robert@devinci.fr

+33 1 81 00 30 15

Office 302

Campus de l'Arche

(see p. 5)

Etiquette to contacting the staff

- . In any circumstances stay calm, respectful and use polite language while communicating with the staff.
- . When facing an issue, first write an email explaining your problem briefly and specify your name, school, and programme
- . Avoid copying several persons in your email: it will only delay the answer. If your email does not concern the person you have contacted, this person will transfer it to the right person/department
- . Allow a few days for the answer and do not resend your email every day. If after 3 working days you have not received an answer, resend an email or contact the person by phone
- . For urgent matters that need to be solved on the same day, it is best to contact the person by phone directly
- . Emails and phone calls are treated during office hours 10-12 am and 2-5 pm (approximately and depending on the person's schedule) Monday-Friday. No calls or emails will be answered outside of office hours/days.

II STUDIES AT DE VINCI HIGHER EDUCATION

/ Welcoming students with disabilities and special needs

The values of De Vinci Higher Education are based on responsibility, inclusivity, and openness. All schools are committed to:

- . the integration of people with disabilities and special needs and ensuring the accessibility of the campus (premises, equipment, courses, events, etc.)
- . taking into account the different forms of disability and special needs in their training programmes to empower future managers and leaders.

To ensure you have the best integration on campus, please get in contact as soon as possible with our referent for disabilities and special needs, who will make all the adjustments needed for you to study in the best conditions.



Referent for disabilities and special needs

Aurélie JACQUEMIN

handi@devinci.fr

I 402 (4th floor, Learning Center, enter through the door written as 'Vie étudiante - Sports - Associations - Alumni')

Tuesday: 1:30 pm - 5:30 pm

Thursday: 1:30 pm - 5:30 pm

/ Leo IDs: your key to De Vinci's digital tools

Once you are a registered student at Léonard de Vinci, you will receive on your personal address your login details - **Leo IDs** - to the student portal: your username (institutional email address ending in @edu.devinci.fr) and a temporary password. You can first use them to connect to your student portal at www.leonard-de-vinci.net

Your Leo IDs will be very useful so make sure to remember them: they will be used to connect to many digital tools used at Léonard de Vinci (student portal, outlook 365, Zoom...).

Can't find your Leo IDs? First take a thorough look through all the folders in your inbox (spams, promotions...) as the email with your Leo IDs might have ended up there. If you still cannot find them, please inform us at incoming@devinci.fr

/ Student portal

The student portal will be one of your best friends during your studies at Léonard de Vinci. There you will find all the information related to your studies: your schedule* (Emploi du temps or E.D.T in French), your absences, your grades, the state of your tuition fees payment, the links to online classes... Via the student portal, you can also access digital tools such as Office 365, De Vinci Online, the Digital Learning center...

To access your student portal, go to www.leonard-de-vinci.net and connect using your Leo IDs

***Warning:** the schedule may change so do not print it in advance.

You must check it online about twice a week to get the most up-to-date schedule.

You might not have the same class on the same day or at the same time every week.

/ Academic calendar

Your academic calendar will depend on your specific program, so please consult the calendar on your student portal. As a general rule though, the academic year starts in late August/September and ends in May-June. One academic year is composed of two semesters: the fall semester and the spring semester.

Semester Dates (depending on program):

- > **Fall semester:** Last week of August - third week of December/End of January (depending on the school and program)
- > **Spring semester:** First week of January - first week of April/Mid-May (depending on the school and program)

Other programs such as RESTART, the Master of Business Administration (MBA), or Masters of Science (MSc) will have a different calendar so please refer to the one that will be communicated to you.

For more information about national holidays and holiday periods, please refer to the dedicated section **The French calendar**.

/ Internet access

One of the first things you will want to do as a student at Léonard de Vinci is to connect to the wifi. For that, please select the network **Pole De Vinci** and connect using your Leo IDs.



/ Digital Tools

At Léonard de Vinci, we are firm believers of new and modern studying methods. So ditch the pen and paper (or keep them for rare occasions)! Instead, you will be introduced during your studies to a real 'digital ecosystem' to help you acquire the skills you will need in your future career. You will be introduced to these tools through a workshop at the beginning of your studies.

These tools include:

- . A student portal where you can find all the information related to your courses: schedule, zoom links to online classes, tuition, replays of your courses, etc.
- . A distance learning platform: Devinci Online (DVO) for course content (course modules, presentations, additional resources, quizzes, and forums);
- . Zoom for live courses and online events;
- . Teams for remote teamwork
- . ZoomRoom and latest generation equipment for capturing and broadcasting courses in a hybrid format (face-to-face and synchronous distance learning);
- . Wooclap and Klaxoon for interactivity in your classes, both in-person and remotely;
- . The Microsoft Office 365 suite for collaborative work;
- . A social network for each school with Yammer or Discord

/ Digital Learning center

Resources

Take advantage of a wide range of online documentary resources in various fields (e-books, general press, statistics, market research, academic journals, etc.). More than 100,000 resources are waiting for you on the best university databases!

Rooms and equipment

Need some equipment for one of your projects? Make sure to use the Learning Center and the creative rooms at your disposal, as well as some premium audio-visual equipment. All this equipment is there to support your creativity!

The Learning Center is a user-friendly space divided into several, high-tech coworking areas open to all, where you will find:

- . **A Studio:** a recording room where you can record your projects and presentations against a green background
- . **A Creativ' Space:** a creative bubble to work with ideation material and a giant screen

/ Printing

Multifunction printers are available on campus which you can use to photocopy, print, and scan documents at your own charge. You can find 1 at the Foyer (Rue Haute), 1 at the Learning Center (4th floor), 1 next to De Vinci Startup (Rue Basse), and 2 at the E building (1st and 4th floor, close to the elevators).

In the 'Arch' campus, you can find printers in :

- . R+1 South
- . R+3 South
- . R+6 North

On arrival, you will be given a guide with indications on how to connect your printing account to your student badge. Keep in mind that in order to print you will need a good internet connection and a student badge with enough printing credit.

You can top up your printing credit and submit the files you want to print via your student portal using a laptop, a smartphone or a tablet.

Printing costs: 7 cents per page in black & white / 18 cents per page in colour

Format: A4, A3, colours, black & white, double-sided

/ IT support

Something is not quite right with your computer? Here is who you can turn to:

- . **The student association Digiteam:** you can find them at the Foyer (A101) or write to them at digiteam@devinci.fr. Digiteam is an association that brings together computer and new technology enthusiasts, and which can help you daily with your digital equipment.
- . **SI (Service Informatique):** this is the IT department of Léonard de Vinci. You can contact them via Yammer on the group **Si - le numérique et l'informatique** au Pôle or via email at si@devinci.fr

/ Class attendance and absences

Schedule

Your schedule ("Emploi du temps" or E.D.T in French) is available on your student portal. Make sure to check it daily as it is updated regularly and as it is not a fixed schedule: your schedule will be different every week.

Hybrid teaching

On your schedule, courses will be indicated in different colors depending on whether they will take place at Léonard de Vinci main campus, at Campus de l'Arche, or online. On very rare occasions we also use some rooms at "Espace Formeret" (next to Opera in the center of Paris).

De Vinci has adopted a hybrid teaching model where some of your courses will be taken in person and some will be taken online. Additionally, since September 2020, De Vinci Higher Education has equipped all classrooms with new equipment to be able to record all classes. You will be able to access all recordings from your De Vinci Online.

Please note that while all classes are recorded, it is not up to you to decide whether you are taking a class in person or online. If the class is written as taking place in person, you must follow it from campus. And if it is indicated as taking place online, then you can only follow it online.

If you are sick or cannot go to a class in person, please inform the educational officer from your respective school (see contacts) and they will allow you on an exceptional basis to follow online the classes taking place in person.

Attendance

Attendance is **mandatory** for all courses and is **monitored and recorded** by professors, **whether the class is online or in person**. During online classes, students are required to switch on their camera in order to facilitate the interaction with their classmates and their professor.

Each school has a quota of absences that can be tolerated per semester. Please refer to the school rules available from your student portal (in 'Documents'). Above the defined number of absences, you will first lose your right to compensate grades between the courses of a same module, and to pass the retake exams. Eventually, it might also result in you receiving an official warning and the school taking disciplinary action.

If you arrive late to a class, it is possible that the professor will not accept you so please do your best to always be on time.

How to mark your attendance & access online lectures

Whether the class is taking place remotely or in person, you must mark your attendance via your student portal, by clicking on the tab Relevé de présence (attendance record).

If the class is taking place online, it is also where you will find the link to the online class. Next to the link, you will find a blue square reading Relevé de présence. Click on it to mark your attendance.

/ The French Grading system

In France, the grading system is out of 20: you need a final grade of 10/20 to pass the course or to pass the module. If you have not exceeded the absence quota, you have the right to compensate courses from a same module: if you have a final grade of 8/20 on course A and a final grade of 12/10 on course B and these are courses from the same module, your grades will compensate and you will pass both courses.

For each course, the final grade is the average of the continuous assessment + final exam according to the course percentage (refer to the course description).

What does my French grade mean?

Grade	Translation
16-20	Very Good
14-15	Good
12-13	Satisfactory
10-11	Passing/Average
0-9	Fail



/ ECTS Grading System

ECTS stands for European Credits Transfer System and is standard across countries in the European Union and beyond. Its goal is to make programs and the performance of students of higher education more transparent and comparable throughout Europe and to replace or complement the different local (national) standards within Europe. There are two main elements of the ECTS system:

ECTS-credits, ECTS grading scale.

ECTS credits

After the completion of a course, you will be awarded ECTS-credit points. Every ECTS credit point stands for a certain amount of workload. Typically, one year corresponds to 60 ECTS-credits. A 3-year Bachelor's program is therefore usually worth 180 ECTS-credits; a 2-year Master's program usually 120 ECTS-credits. For the MBA or MSc program, you will be awarded a minimum of 60 ECTS.

Exchange students are required to take 30 ECTS per semester and 60 ECTS credits per year, even if in your home institution you would be allowed to take fewer credits. Please note that it is not possible to pick and choose courses from different programs. The courses from your program of choice are ALL mandatory to take, and ONLY those courses are you allowed to select.

ECTS grading scale

Besides the ECTS-credits, an ECTS grading system was defined by the European Commission. Since there is a variety of different grading systems all around the world, the goal of this is to make grades more comparable to each other. Similar to the American grading scale, it is based on the class percentile. That means, that the grade shows how a student performed compared to other students in the same class. Before the evaluation, the results are divided into the two subgroups "pass" and "fail". Therefore, the results are independent from the students who failed a course. The grading system is defined as follows:

A: Best 10%

B: Next 25%

C: Next 30%

D: Next 25%

E: Next 10%

FX: Fail (almost passing)

F: Fail

/ Exams

Some courses might include an exam in their assessment. The weight of the exam grade on your overall course grade will depend on each course (refer to the course description).

Exams might be stressful times so here are a few things to keep in mind to avoid unnecessary last-minute panic:

- . Exams take place during the exam week, be prepared to have several exams per day.
- . For each exam, you should arrive before the stated time. The time given on the schedule is the time at which the exam starts not the time that you should arrive. If the exam is scheduled at 9 am and you arrive at 9 am, you will not be able to get into the room.
- . Thus, take in consideration possible transportation delays on your exam day.
Arrive at least 30 min in advance.
- . No distance resit exam: please plan to stay until the end of the resit exam period. You will not be able to take De Vinci Higher Education resit exams at your home University. If you cannot stay until the resit exams, please check if your University is willing to organize their own resit exams.
- . The resit exam grade will not exceed 10/20.
- . Having exceeded the number of absences tolerated, you will not qualify for the retake exams.

IMPORTANT

- . The exam session is mandatory; you will not be able to take resit exams if you have not taken the regular exams
- . A few days before the start of exams, a list of students for each exam will be sent to your Devinci email and published online.
- . In the exam room, each table has a sticker with a student's name and a number.
- . You will be given the exam paper, some colored scratch paper, and an answer sheet, on the corner of which you should put your name, fold it over and stick it down (anonymous exam). If you need more paper, you should use the insert sheets on which you will put the number written on the table sticker. Never hand in the colored paper, it is draft paper! Don't answer questions on the subject sheet either unless the supervisor tells you to do so.
- . Depending on the exam, it is sometimes necessary to write on the exam paper instead of the answer sheet (multiple choices for example).
Make sure to read the instructions carefully.
- . No dictionary is allowed.

III STUDENT LIFE AT DE VINCI

/ Gym facilities

Cannot sit and study any longer?

Head over to the gym in Rue Basse (Campus De Vinci).

As a De Vinci student you have free access to the gym which comprises:

- . 1 weight-training room
- . 1 cardio-training room
- . 1 dance room
- . 1 martial arts room

To be able to go to the gym, you will first need to register at the sports office by providing:

- . 2 passport photos
- . A medical certificate from your doctor (in French, English or Spanish)
- . A filled registration form (available at the sports office)

The gym is open:

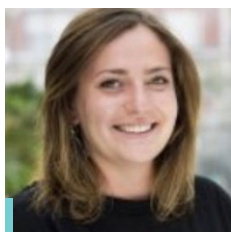
- . Monday & Wednesday: 12.15 - 2pm / 5.30 pm - 7.15 pm
- . Tuesday & Friday: 11.30 am - 3 pm / 5.30 pm - 7.15 pm.



/ De Vinci startup

Because one is not born an entrepreneur, but one becomes one, students at De Vinci Higher Education who want to become entrepreneurs are supported throughout the development of their project. Supported at all stages of your progress, you can gradually enter the entrepreneurial process, at your own pace and when you are ready to launch.

Through thematic workshops, coaching, meetings, and exchanges between entrepreneurs, we wish to introduce students to entrepreneurship and contribute to the creation of a community of entrepreneurs at Léonard de Vinci. To discuss your entrepreneurial project, please contact **Maylis Gross**.



Maylis GROSS

Head of Devinci Startup

maylis.gross@devinci.fr

Office : SB01 - Rue Basse

startup.devinci.fr

Access to the startup incubator

Monday-Friday: 7.30 am – 8.45 pm / Saturday 7.30 am – 1.45 pm



/ De Vinci alumni

You have just arrived at Léonard de Vinci, but it is never too early to take an interest in the Alumni network! The Alumni are the students who graduated from De Vinci schools and who were in your shoes just a few years ago. This community is formed at the beginning of the school year and throughout your studies.

De Vinci Alumni brings together all the 18,000 graduates of De Vinci Higher Education. As a student, this network allows you to find an internship, advice on your educational and professional orientation, and share tips. At each event, graduates answer the call and come to connect with you (Open Days, Alumni Forum, Conferences, etc.). Meetings are also organized throughout the year to bring together alumni and students: DeVinci Connexion, DeVinci Meeting, etc.



Solveig DEBRAY SANDELIN

Head of Alumni Affairs

solveig.debray_sandelin@devinci.fr

Bureau I404 - Learning Center

www.devincialumni.com

/ Student Life Contribution (CVEC)

The CVEC is a fee all students enrolled in higher education studies in France must pay every academic year. Only exchange students are exempted from paying this fee. It was introduced through the “Student success and orientation” law (loi “ORE”) presented by the government, which established the student life and campus contribution (CVEC) to **95€ per year** (separate from tuition fees payment).

This contribution is **mandatory** and aims to strengthen the social, health, cultural, and sports support of students, as well as to reinforce prevention and health education actions carried out for them.


During your orientation, you will be guided on how you can pay this fee, and you will be given a step-by-step guide to follow. Once you have paid the CVEC fee, you will be able to download a certificate with a QR code. You must upload this certificate to your student portal. If you do not upload the CVEC certificate one month after your start of classes, access to your student portal will be blocked.

/ ESN Devinci

ESN (Erasmus Student Network) is the first organization you should join, whether you are an exchange student or a degree-seeking one! ESN is an association of students that aims to welcome, integrate, support, and animate the student life of international and exchange students during their studies at De Vinci Higher Education, and bring them together with the local students from the three schools.

For more information on the activities and events organized by ESN, have a look at:

 www.facebook.com/esn.devinci

 www.instagram.com/esn.devinci

 esndevinci@devinci.fr

/ Other student associations

There is more to student life than just studying! And that is especially true at Léonard de Vinci, where you will find 58 student associations on campus focusing on all kinds of topics: integration, technology, business, art & culture, cooking & wine/beer tasting, individual sports, collective sports, humanitarian...

You can find more detailed descriptions of each association at www.devinci.fr/en/student-life/student-associations as well as contact information.

Many associations are French-speaking but that should not be a deterrent for you. Do not be intimidated, you will be a welcome help to make the association more English-speaking inclusive!



IV SETTLING IN FRANCE



/ International Student Checklist

Upon Arrival

- ☐ Connect to your student portal using the login details (LeolD) you will have received by email (on the email address used for registration)
- ☐ Attend orientation days
- ☐ Get your student badge
- ☐ Non-EEU students: validate your visa online during the first week
- ☐ Pay the mandatory 95€ CVEC student-life contribution (see 'Student-Life contribution') and upload the certificate on your student portal (not applicable for exchange students)
- ☐ Get a transportation card (Imagine 'R for under 26 and Navigo pass for those over 26)
- ☐ Open a French Bank account (see our banking partners during the orientation)
- ☐ Arrange payment of tuition fees (not applicable for exchange students)
- ☐ Register to the French social security system + decide whether you will register to a complementary health insurance (those steps are not applicable for students covered by the European Health Insurance Card)
- ☐ Check whether you would be eligible for CAF housing benefits. If yes, apply to CAF.

We will guide you during the orientation and you will be given detailed step-by-step guides after to help you. You can also contact the Welcome Desk at incoming@devinci.fr if you are experiencing any issues.

While some of these tasks might be accomplished in the first days of your arrival (validating your visa, paying the CVEC), other tasks will require you to have a French bank account and/or a permanent address (applying for CAF housing benefits for example). Thus, be patient and know that depending on your situation on arrival, you might not be able to accomplish everything on the first week.

/ Visa

Visa validation

The most important step to do on your first week in France is to validate your visa VLS-TS, if you needed a visa to come to France. It is mandatory to validate your visa **within 3 months of arriving in France**, and we recommend you do first thing upon arrival, to ensure you do not forget!

Validating your visa entitles you to:

1. Lawfully remain in France for your visa's entire validity period.
2. Leave France, beyond the 3 months* following your arrival, without asking for a visa to come back.

*For the first 3 months after you arrive in France, you may freely leave France and come back, even without having validated your VLS-TS visa. After these 3 months, if you have not validated your VLS-TS visa, you will need to apply for a new visa to return to France.

> Online validation

You can validate your visa online via

<https://administration-etrangers-en-france.interieur.gouv.fr>

To validate your visa, you will need:

- . a valid email address,
- . the information on your visa,
- . your date of arrival in France,
- . your home address in France,
- . a bank card to pay online the fee for issuing the residence permit. If you do not have a bank card, you can buy an electronic stamp (timbre électronique) at a kiosk, or at the post office in cash.

> Online Validation steps

1. Log in on the website
<https://administration-etrangers-en-france.interieur.gouv.fr>
2. Enter the information on your visa: visa number, date of beginning and end of validity, date of issue, the reason for stay;
3. Enter the additional information: family circumstances, telephone number, an email address;
4. Indicate your date of arrival in France and your address in France;
5. Pay the stay tax of 60 euros:
6. Done! Your visa is validated.

> Email confirmation

You will receive two emails:

- . A first email with your **login details**. You will need it to access your account. It will contain the confirmation of the validation of your VLS-TS visa.
- . A second email confirming the information you entered online. You can download the **email confirmation** of the validation of your VLS-TS visa.

HOUSING GUIDE

One of the most important steps in preparing your arrival to De Vinci Higher Education is to look for accommodation. Finding housing in Paris can be a stressful task, but this guide will help you prepare for your search and, hopefully, maximize your chances to find something fast!

IMPORTANT

Something to be aware of before starting your search is scams in private housing ads. Although most students do not encounter any issues, you should be aware of potential scammers looking for unassuming people seeking to rent a room. Some scams include ads for apartments at unrealistically low prices, asking for a high down payment before signing a contract or visiting the apartment. Always make sure to Google if the apartment you have found actually exists with a real address and that it is in the district/region you are being told it is in and avoid making large payments before meeting your landlord (unless you are living in a residence, which often asks for a down payment to reserve the room). We provide several links where you can find private housing, such as [leboncoin.fr](https://www.leboncoin.fr), but it is sometimes difficult to tell whether the ads on it are trustworthy or not. They are still useful for your search, but please keep in mind that we do not guarantee that all housing ads on them are reliable. Ask advice from local student or staff if you have any doubts. They might not know every corner of Paris, but they will probably recognize potential scams or strange housing ads. Furthermore, when booking any type of housing, make sure to sign an official lease/housing contract with the landlord. This is very important because it will come in handy in case of any issues, or if you want to apply for Housing Benefits.

/ Note: In the following paragraphs, we will provide you with links to help you find accommodation. Most of these websites are entirely in French, and so will your application need to be. We encourage you to use google translate, to translate your web page if your browser allows it, or to get help from a French-speaking friend or relative if you need it.

/ Disclaimer: this housing guide is for information only and De Vinci Higher Education cannot be held responsible in any situation caused by a third party.

Signs of a housing scam

The type of scams may vary with time, so it would be impossible to give an exhaustive list of signs that a housing add is a scam. Nevertheless, here are a few tips that can help you avoid the most common ones :

Signs that a housing add might be a scam

- . you are in contact with several person (landlord + spouse or another family member).
 - > only the landlord is entitle to discuss with you the details of your tenancy.
- . The landlord does not provide you with an individual housing contract to your name.
 - > if your name is not on the housing contract, there is no legal proof that you are a tenant and, should a problem arise with the accomodation, you will have no ground to appeal.

Must-do to avoid housing scams

- . check on the internet whether the adress exists
- . Check that the rent of the accomodation you are looking at matches the average price of the neighborhood. You can check the average renting price by square meter in different neighborhoods here : www.seloger.com/prix-de-l-immo/location/ile-de-france.htm
- . Check that your housing agreement contains all required items, more information here: www.service-public.fr/particuliers/vosdroits/F920?lang=en
- . Do not make decision out of fear and stress: take the time to carefully consider the housing add, to cross-check it with a friend if needed.

Rent Prices in Paris

Paris is a beautiful but also an expensive city. The rent prices are generally quite high, it is quite rare to find anything below €650 per month in Paris, where most prices are around between 700 and 1000€ per month. If distance and taking public transportation every day to go on campus is not an issue for you, you can find more affordable housing just outside of Paris, in neighboring cities (suburbs).

Student residences

Student residences are a safe and easy-to-find type of accommodation.

There are several (private) ones located close to campus, such as:

- . Les Estudines: www.estudines.com/uk
- . Cardinal: www.cardinalcampus-student.com/residence/le-college

They provide furnished rooms or studios with bathrooms and kitchens, and some residences offer the possibility to share a room or flat if you want so. When you move into a student residence, make sure to do a room check with the residence staff before and after your stay to make sure you get your deposit back (some students have indicated they had difficulties in getting their deposit back by Residence Pythagore so be extra careful).

/ Devinci Housing Platform

Léonard de Vinci has its own online platform on which you can browse housing from student residences and private owners. This online platform is called Studapart DeVinci. On it, you will be able to create your own profile and look for housing in student residences near campus. You can also find private accommodation on Studapart. These are apartments which have a private landlord. You can either find a studio or apartment for yourself or share a flat with other people.

This platform is trustworthy and safe and has many ads for housing. Do not hesitate to browse it every day to access new ads.

How to apply

To look and apply for housing on Studapart, go on the following link:

> <https://devinci.studapart.com/en>

> Click on the blue button “tenant space” and create your personal account.
As a student of ESILV, EMLV or IIM, you may be asked for an activation code by Studapart is: **HOUSINGDEVINCI**.

> Don't forget to check your emails to activate your account!

Once you are logged in, you may now look for housing and book them through this portal. Because this platform is personalized for Léonard de Vinci, it will offer you housing more or less near the campus by default. On each ad, it will be specified whether the accommodation is owned by a private owner (landlord) or a student residence.

Other student residencies

You can also look for housing in student residences by searching for available rooms and apartments directly on their websites. There are several residences near our campus, here are links to their websites:

. **YouFirst Campus:** <https://campus.youfirst.co/en>

. **Nexity Studea:** www.nexity-studea.com/en/

. **Adele:** www.adele.org/en/residence/city/courbevoie/student-housing

Other residencies

. **The Student Hotel:** www.thestudenthotel.com

. **Fac Habitat:** www.fac-habitat.com/en

. **Arpej:** www.arpej.fr/en

/ CROUS student residences

The CROUS residences are public and subsidized by the State. It is the most sought-after type of accommodation by students, due to its low rent price.

Important Information

Because of the low rent price, the supply of accommodations provided by the CROUS does not meet the very high demand. Therefore, relying solely on the CROUS to find accommodation wouldn't be realistic and you might end up without any confirmed housing in the end. If you decide to apply for the CROUS housing, always apply to other options as well.

How to apply

International students may apply for Crous housing starting July 9th. To apply, go on the following website:

> <https://trouverunlogement.lescrous.fr>

- > Look for the section "Mon Logement Crous" and click on "Rechercher un logement".
- > This will bring you to a page with different housing options. You can search for housing by city/location/ and housing type (private, couple, shared). Prices vary on the housing type. For shared housing, please keep in mind that it is you who are responsible for finding your flatmates, not the CROUS.

In order to save offers for later, or to apply for an accommodation, you must create your personal profile:

- > click on the red "identification" number at the top right corner of the page. This will bring you to the Government's Student Services' official page (**MesServices.etudiant.gouv.fr**). If you already have an account (for example, if you are a fee-paying student and you have already paid your CVEC student contribution, you already have an account), login. If not, click on the very last link "si vous ne disposez pas d'un compte sur MesServices, merci de le créer avec le formulaire d'inscription". This will allow you to log in to the Crous platform and save/apply for offers.

Other options offered by the CROUS

The CROUS also offers housing platforms to maximize your chances:

- . www.lokaviz.fr where students can safely look for private housing from private landlords.
- . www.bedandcrous.com housing for short stays (less than a month). This can be useful if you haven't found permanent housing before arriving in France: you can book a room for a few days or weeks while you keep looking for permanent accommodation. Just like for long-term CROUS housing, please keep in mind that it may be difficult to find available accommodation on Bed and Crous.

/ Cité Internationale Universitaire de Paris (Master level students only)

The Cité Internationale Universitaire de Paris offers 40 different residences to which master level students can apply. Because it welcomes students from all over the world, Cité Internationale is a true melting pot of cultures, which can make for a great place to live in!

- > For information on what it is like to live at the Cité Internationale, you can visit this page: www.ciup.fr/en/living/the-residences-2-28326
- > For information on the criteria and application procedure, you can visit this page: www.ciup.fr/en/houses/applying-for-housing

How to apply

To apply for accommodation at the Cité Internationale, click here:

<https://bienvenue.ciup.fr/questionnaire>

There is no starting date or deadline for requesting accommodation at the Cité Internationale, so you may apply as soon as you are ready. Prices vary depending on your status (student or doctorate, your age, etc.), the length of your stay, the level of comfort of the room... but they start at around 400-500 euros per month. Please keep in mind that obtaining housing at the Cité Internationale depends on the number of available rooms. Thus, applying is no guarantee that you will get housing.

Private flats and studios

Although many residences offer studio and apartment-size housing, there are also many options with private landlords if that is what you prefer. There are many websites on which you can find private housing such as:

- . SeLogger: www.seloger.com
- . Acheter-louer: www.acheter-louer.fr
- . À Vendre À Louer: www.avendrealouer.fr
- . Le Bon Coin (french equivalent to Craigslist):
www.leboncoin.fr/locations/offres/ile_de_france/paris
- . Glamour Apartments: www.glamourapartments.com
- . Particulier à particulier (Pap): www.pap.fr
- . Paris Attitude: www.parisattitude.com
- . To Be Erasmus in Paris: www.tobeerasmusinparis.com/explore-trip



Please remember to always sign an official lease/housing contract to your name when renting apartments from private landlords!

/ Shared apartments

Another housing option is to rent a private apartment with flatmates. This can be a good solution if you are looking to reduce the amount of your rent, if you want to experience life with other French or international students, or if you are coming to study in Paris with a friend or partner. When you share an apartment with flatmates, make sure you each sign your own individual lease/housing contract with the landlord.

Here are a few websites on which you can find rooms in shared apartments:

- . À Partager: www.appartager.com
- . La Carte des Colocs: www.lacartedescolocs.fr
- . Immojeune: www.immojeune.com/en/flatsharing/paris-75.html
- . iRoommates:
www.iroommates.com/rooms-for-rent/city_rooms/france/paris_area
- . RoomLaLa: <https://en-fr.roomlala.com/rent/FR-France/paris>

/ Renting rooms in families

With this option, you will have your own private room within a family's house and you will share the rest of the house with them (unless they are renting a private studio within their own house). This can be a more affordable option, as well as a great experience to be completely immersed in the French culture.

There are several websites on which you can look for accommodation within family homes:

- . **Atome Paris:** www.atomeparis.com/fr
- . **Séjours France Famille:** www.sejoursfrancefamille.com
- . **Host Families in Paris:** <http://hostfamiliesinparis.org/en/index.php>

Temporary housing

If you do not manage to find long-term accommodation in Paris before you arrive, an alternative is to book a temporary housing option for your arrival and then continue searching for permanent housing once you are in Paris. Indeed, it is often easier to be in the city to look for apartments. You can book a room or apartment on Airbnb, in a hotel, or even in a youth hostel for a few days or weeks and move into your accommodation once you find it.

Here are a few links for temporary housing:

- . **Air Bnb:** www.airbnb.fr
- . **Booking:** www.booking.com
- . **MIJE:** www.mije.com/en/auberge-jeunesse-paris
- . **HostelWorld:** www.hostelworld.com
- . **Bed and Crous:** www.bedandcrous.com
- . **Village hostel:** www.villagehostel.fr
- . **Cheap Hostel:** www.cheaphostel.com
- . **Young and Happy:** www.youngandhappy.fr

Guarantors

A guarantor is a person that commits to being responsible financially for the tenant in case she/he cannot pay the rent.

Many residences and landlords require a guarantor in order for you to move in. Sometimes, they accept guarantors that live abroad, such as your parents or other members of your family. Please check with your landlord first. If they do accept, you may have to provide proof of their income to your residence or landlord for them to accept them as your guarantor.

However, for non-EU students, many landlords do not accept guarantors residing abroad. If you do not have a guarantor, some residences accept a larger deposit instead. If you really need a guarantor or if your guarantor is not accepted by your landlord/residence, you can apply for a virtual guarantor on the Visale website or the Studapart website. Both have virtual guarantor options. But before you resort to these options, make sure with your residence/landlord that they accept a virtual guarantor.

> Visale: www.visale.fr (only in French)

> Garantme: <https://garantme.fr> (in English or Mandarin).

/ Documents required to apply

- . Proof of Identity
- . Savings proof (bank certificate or account statement with name, date, and balance visible)
- . Proof of education (certificate of enrollment, student card...)

/ How much does it cost?

The price of a virtual guarantor will depend on two things: the monthly rent & the number of tenants. You can make an estimate on Visale's and Garantme's websites. As an example, for a monthly rent of 800€/month and if you were living alone, a virtual guarantor with Garantme would cost you 336€/year.

Home Insurance

Getting household insurance is mandatory. It covers damage that your home may suffer (theft, water, and fire damage) as well as third-party liability. Contact an insurance company to obtain coverage as soon as you know the day you will be moving in. Often, you can get household insurance from your bank, so if you open a bank account in France make sure to ask them about it. **You will always be asked to provide proof of insurance when you sign the lease.**

Here are some insurance websites you can take a look at:

- . Homebrella: www.homebrella.fr/assurance-habitation
- . MAE: www.mae.fr/contrats/assurance-habitation-etudiant
- . MAAF: www.maafr.fr/assurance-habitation/assurance-logement-etudiant
- . Direct Assurance:
www.direct-assurance.fr/assurance-habitation/assurance-habitation-etudiant
- . Société Générale (our partner):
<https://particuliers.sg.fr/assurances/nos-offres/assurances-habitation/assurance-habitation>



When you have found housing : arrival

Deposit

When you sign the rental lease, the renter might ask for a deposit. A deposit is usually the equivalent of a month's rent. The deposit is to ensure that you will keep the place clean until you leave and that you will not damage any property. This deposit will be returned to you at the end of your lease. Make sure to keep any important documents proving that you have paid your deposit safely.

Room check

"État des lieux" in French - the room check is done **upon arrival and upon departure**. Upon arrival, the residence manager (or the landlord if you rent a private apartment) and the tenant (you) check the apartment together. The checklist is used to indicate the already existing damage or dirtiness on the walls, floor, bathroom, kitchen etc. before you settle into the apartment. It is important to notify **all damages** because the same check will be done again upon departure and you will be charged for any dirtiness or damage that had not been notified on the checklist. Before leaving, please ensure that you clean the apartment thoroughly. Make sure you also keep any room check related documents safely until the end of your lease and the refund of your deposit.



PRO-TIP

When you first enter your apartment, before you start unpacking all your stuff, take some time to go through the apartment and take pictures/videos of any damage/dirtiness. A crack in the bathroom floor? A spot on the carpet? A wallpaper that is flaking a little bit in some places? A hole in the wall? A scratch on the dining table? **Take a picture or a video of everything (the more the safer) and send them all to your landlord/residence by email in the very first days of your settlement.** Thus, should any conflict arise at the end of your stay about some damage or dirtiness, you will have proof of the damages that existed prior to your living in that apartment. This might take you a little bit of time and effort, but it might save you your deposit money at the end of your stay!

Electricity

If the residence does not do it for you or if it is not included in your rent, you may have to open an electricity account upon arrival. Ask the residence or landlord for the former renter's name with the numbers from the electric meter (in French compteur électrique). Prepare your French bank details to provide them to your electricity provider.

You can call the EDF English-speaking number (09 69 36 63 83) or check the webpage: www.edf.fr/en/meta-home

Internet

In most residences, Internet access is usually included, and you can connect your devices to the internet via the phone line. Ask the residence for more information on how to connect to their internet. If you are in a private apartment, there are several internet providers you can choose from. The best offer should be from the provider SFR or its subsidiary RED by SFR, but do not hesitate to contact the Buddy Team to see if they have other recommendations for you.

Ask the landlord if your phone line is "active". If it is not, you should know the former renter's name and you will have to pay a fee from €40 to €60 depending on the provider to activate the line. Go to an SFR shop (there is one in La Défense close to Léonard de Vinci in the mall "Westfield Les 4 temps") and ask for a "contrat sans engagement" (a non-binding contract that you can terminate at any time). The offer will be about €10/month and it will take about 8-10 days to be active. Any month started will be due in full.

Housing Benefits with the CAF

- . Are you a student? (that should be a resounding yes!)
- . Do you live in an apartment, a furnished house, a studio or a shared flat?
- . Are you paying rent?
- . Will you stay in Paris for more than 3 months?

If you answered yes to all these questions, you might be eligible for housing benefits provided by the CAF. The Caisse d'Allocations Familiales (CAF) is a national program that allocates different forms of financial aid depending on each person's situation, type of visa, and type of accommodation. You can check your eligibility by doing a simulation through the CAF website at

> wwwd.caf.fr/wps/portal/caffr/aidesetservices/lesservicesenligne/estimervosdroits/lelogement#/stateaccueil
(in French, please translate using your browser)

If you are eligible, you will need to make an application through the CAF website (<https://www.caf.fr/>). During your orientation, you will be provided with a step-by-step guide to help you through the application for housing benefits.

The total amount of the housing benefit is **approximately 150-190€ per month**, depending on your situation.

/ Important things to note

- . You will need a French bank account and a social security number to apply for CAF housing benefits. Thus, you cannot make an application before having first registered to the health insurance (Assurance Maladie).
- . Your housing aid entitlement begins the month after you move in. If you moved into your accommodation in September and submit your application right away, you will be entitled to housing aid in October.
- . **Applications to the CAF take a long time to be processed, sometimes up to several months!** You might for example receive in December the housing benefits for the months of October & November. Thus, the best is to apply as soon as possible, once you have permanent housing and a French bank account.

Healthcare

The National Health Service (or the “Sécurité Sociale” in French) manages the transfer of funds throughout the system between patients and health care providers. It is a collective protection system created in 1945, after World War II, and it is recognized as one of the best health care systems in the world. Nevertheless, it is also a highly complex system so here are some keys to better understand how it works.

/ Do I have to apply to the social security system in France?

Registering for social security is **MANDATORY*** and **FREE** for all students enrolled in a course of higher education in France and for residents from outside the European Union or European Economic Area (+Switzerland).

***It cannot be replaced by a private insurance scheme!**

If you are a citizen of the European Union (EU) or the European Economic Area (EEA), you do not need to apply to the French social security. Instead, the European Health Insurance Card (EHIC) will cover part of your health care expenses. It also guarantees you access to public health professionals established in the member countries of the EU/EEA.

/ Students from EU/EEA countries

If you are a citizen from one of the following countries (Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Czech Republic), you do not have to register to the French social security system.

Instead, you are entitled to the European Health Insurance Card (EHIC), which allows you treatment during a temporary stay in one of the member states of the EU/EEA, Switzerland (France of course included!) under the same conditions as the persons insured in this country. Thus, with this card, you will be allowed the same treatments and the same price in France as French citizens.

Before coming to France, make sure that your EHIC's card period of validity will cover you during your entire stay in France. If you do not yet have an EHIC card, you can check how you can apply to one at

<https://ec.europa.eu/social/main.jsp?catId=563&langId=en>



IMPORTANT

The EHIC card **does not replace travel insurance**: it will not cover you in the event of loss or theft of luggage or in the event of emergency repatriation to your country of origin.

The EHIC card **does not guarantee free medical services in France**. It ensures you the same prices and the same level of reimbursement as in France. Please note that the level of medical cost reimbursement in France is generally at 70%. This level of reimbursement can however be much lower for certain medical fields (ophthalmology, dentistry...).

During the orientation, you will receive more information about the process to follow in order to get your medical costs in France reimbursed using your EHIC card.

/ How does the French social security work?

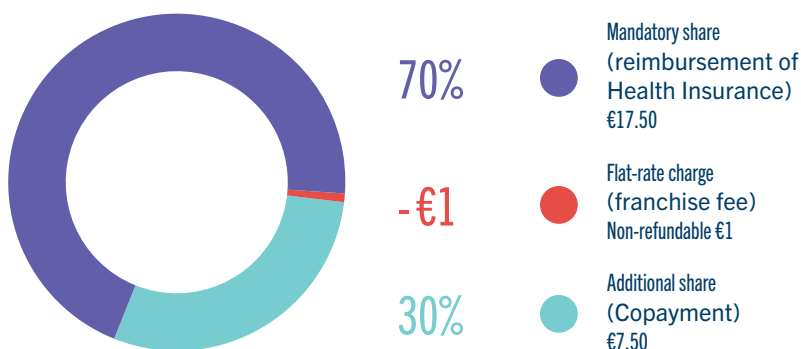
Social Security covers health care expenses based on the Social Security rate. Depending on the medical procedures, reimbursement rates vary but on average they are around 70%. Below are some examples:

- . 70% for medical consultations and radiological examinations
- . 15% to 65% for medications
- . 60% for nursing care, physiotherapy, biological analyses

Social Security does not reimburse everything; in order to avoid paying out-of-pocket, it is strongly recommended to subscribe to a complementary health insurance, also called top-up health insurance, which reimburses you all or part of the health care expenses that are not covered by Social Security.

EXAMPLE

For a consultation with a general practitioner whose agreed rate (social security base) amounts to 25€, the reimbursement of health costs will be as follows:



(Understanding the social security system in France
Wellness Center HEYME - September 2020)

- . The mandatory share is covered by the Social Security
- . The flat-rate charge of 1€ is not refundable
- . The additional share is to be borne by you or covered by a complementary health insurance



Not all doctors apply the social security base rate (BRSS, base de référence de la sécurité sociale). This means that some doctors might charge higher prices. It is important to note that the level of reimbursement by the French social security will not change if your doctor charges higher prices than the BRSS, meaning that you would have to pay more money out of your own pocket.



Thus, to avoid unexpected surprises, make sure the doctor you consult is 'Conventionné secteur 1' meaning that he/she applies the BRSS rate. It can also be written as 'Sans dépassements d'honoraires' (No extra fees). If, on the other hand, your doctor charges higher prices than the BRSS, he will be marked as 'Conventionné secteur 2'. This information can be found on [Amelie.fr](https://www.ameli.fr) or [Doctolib](https://www.doctolib.fr).

/ Registering to the French social security

Now that you know how the French social security system works, the question is: are you entitled to it & how can you register?

You are entitled to French social security coverage from the date you meet these 3 conditions:

- . You have a definite certificate of enrolment at a higher education establishment (certificat de scolarité, which you can download in French & English from your student portal)
- . You are in France
- . You have a residence permit or document stating your legal right to residency in France

To register to the French social security, you will connect to etudiant-etranger.ameli.fr

During the orientation, you will receive more information about the application process as well as about the reimbursement. But please do remember that unless you are covered by an EHIC card, registration to the French social security is **MANDATORY** (but **FREE**).

The registration process to l'Assurance Maladie is long, as it is composed from several steps:

- 1) Register on the website etudiant-etranger.ameli.fr & upload your supporting documents
- 2) Once your application is processed, you will receive your social security number
- 3) You will then be able to log in to your Ameli account, which is the secure personal area to access all of the French health insurance system (l'Assurance Maladie)'s online services.
- 4) Finally, you will receive by post a French health insurance card application form. You will have to fill it and send it back. This form will be used to send you your 'carte vitale', a little green and yellow card with a microchip linked to you Ameli account.



It is crucial that you get a coverage for the first few months when you will not yet be registered to l'Assurance Maladie.

If you are a student from an EEA country, make sure you have a valid European Health Insurance Card.

If you are not from an EEA country, you must be covered by a private health insurance scheme at least for the first six months upon your arrival. This is very important, as if you incur any medical expense while you are not yet registered to l'Assurance Maladie, it might cost you a lot of money.

/ Optional but highly recommended: subscribing to a complementary health insurance

Complementary health insurance makes it possible to totally or partially cover health expenses that remain at your expense after Social Security reimbursement; the remains payable, also called the co-payment. This includes the costs for a general practitioner or specialist, dental costs, vision costs, fee overruns, hospital packages, etc. Depending on the level of coverage chosen, complementary health insurance covers all or part of the co-payment.

If you chose to subscribe to a complementary health insurance, we recommend you choose a student one such as:

. LMDE (La Mutuelle des Étudiants):

www.lmde.fr/mutuelle-sante/international/i-come-to-study-in-france

. HEYME (our partner): <https://hey.me/care/en/foreign-student>



While subscribing to a complementary health insurance is optional, please bear in mind that accidents may happen and that treatments can be very expensive if you are not covered.

Opening a French Bank account

A lot of students wonder whether they will need a French bank account, as a lot of payments can be made from a foreign bank account. However, please note that certain procedures (applying for CAF housing benefits, paying for an electricity account) will require you to have a French bank account.

Many banks are located close to Campus, so you have a variety to choose from. Below you will find a list of our partnering banks.

. Société Générale

Address: 5 Place de la Pyramide, 92800 Puteaux

Open: Monday, Wednesday, Thursday, Friday 9 am - 1 pm & 2 - 5 pm;
Tuesday 9 am - 1 pm & 3 - 5 pm

Contact: Mr. Robin SULTAN, +33(0)146966612, robin.sultan@socgen.com

. Caisse d'Épargne

Address: 13-14, Place de la Défense, 92400 Courbevoie

Phone: +33(0)171096114

Open: Tuesdays, Wednesdays, Fridays 9.30 am - 1.15 pm & 2 - 5:30 pm;
Thursday 9.30 am - 1.15 pm & 3 - 6.30 pm; Saturday 9 am - 1 pm & 1.45 - 4.15 pm

. BNP Paribas

Address: 3 place de la Défense, 92800 Puteaux

Phone: +33(0)141268352

Open: Monday to Friday 9 am - 6.15 pm

/ Documents required to open a bank account

To open a bank account in France, the documents usually required are:

- . Passport (If no city of birth is indicated on your passport, you will also need to present the original and an officially translated copy of your birth certificate)
- . 1 proof of address less than a year old to your name (rent invoice, rental contract, electricity, gas, or internet bill). If you are hosted, you will need an 'attestation d'hébergement' (accommodation certificate) and a copy of your host's ID.
- . Your student card or proof of enrollment

/ Additional advice

- . Do not carry a lot of cash on you! Getting your debit card might take a little while; in the meantime, please check with your bank in your home country if your credit card works in France or book a "forex card" or a prepaid card.
- . we recommend you always have money on your account! If EDF Electricity Company or your phone company debits your account when there is no money on it, you may be charged a fee by the bank.
- . Remember to ask your bank how you can close your account once your departure date will be getting closer! (Note: it might be better to leave it open for a while after you have left France if, for example, you are still expecting housing benefits payments).

Telephone

You can purchase pre-paid mobile phone cards or subscribe to a phone contract. Closest to campus, you have SFR and Orange in the shopping mall Westfield Les 4 Temps. But you also have many other companies to choose from, including Free, B&You, Orange... You can subscribe directly on their website once you have opened your French bank account.

Budgeting and living costs

/ Food Budget in Paris

- . Basic lunchtime menu with a drink: 19€
- . Combo meal in a fast-food restaurant: 14€
- . 1 liter of whole fat milk: 1,50€
- . 12 eggs: 4,70€
- . 1 kg of pasta: 1,80€
- . 1 kg of apples: 3,40€
- . 1 kg of potatoes: 2,24€
- . 1 baguette (bread): 2,01€
- . 1 croissant: 1,10€
- . 1 bottle of red wine: 9€
- . 1 sandwich from a bakery with a drink: 8-10€
- . 1 coffee at a bar: 3,20€
- . Groceries from a supermarket (per week): 60-90€

/ Healthcare budget

These are examples of medical visits costs under “conventionné secteur 1” pricing (see Healthcare):

- . checkup with a general doctor: 25€ (16,50€ reimbursed through EHIC or the French social security system)
- . checkup with a gynecologist, ophthalmologist: 30 Euros (20 Euros reimbursed)
- . checkup with a dentist: 30 Euros (the amount reimbursed depends on what is done)

/ Entertainment budget

The price of entertainment and cultural activities varies considerably. There's something for everyone and for every budget. You will often get discounts and special rates when you show your student card or if you are under 25.

- . Movie ticket: 8-12€
- . Unlimited subscription to the cinema: 40€ per month
- . 1 entry for a museum or a national monument: free for all European Economic Area (EEA) nationals under 26, or between 5 and 20€
- . 1 discount entry for the swimming pool: 2,50-3€
- . 1 pocketbook: 5-12€
- . 1 theatre ticket: 20-90€

Departure: leaving your accommodation

Closing your electricity account & internet contract

If the residence does not do it for you, you should close your electricity account before you leave. The day you leave the apartment: read the numbers on your electrical meter (“heures creuses - heures pleines”). Call EDF with your client reference number (you can find it on your invoice): Tell them:

- . the date you wish to close the account: when you wish to leave the apartment
- . the numbers from the electric meter (in French compteur électrique)
- . your permanent address abroad for them to send you the last invoice

Remember to contact your internet provider around one month before leaving to know the procedure to terminate your account! The procedure might vary depending on your provider.

Leaving Notice

Residencies usually ask for a leaving notice 1 to 3 months before your departure date. This will depend on your rental lease so please make sure to carefully check your housing contract. The legal date taken into account is the date at which the residence/landlord receives your notice, not the date when you have sent it.

In all cases, you must send a registered letter with recorded delivery (“lettre recommandée avec accusé de réception” in French), because it is not enough to just tell the residence/landlord about your upcoming departure.

Go to the post office with your letter in an envelope and ask to send it “**en recommandé avec accusé de réception**” (around €5). This is necessary for you to have both the proof that you have sent the letter (in case your landlord does not receive it) and the proof of the date to which your landlord/residence has received the letter.

- . **Lettre recommandée** (registered letter): meaning you will have the proof that you have sent it. But you will not be notified once your recipient receives the letter.
- . **Avec accusé de reception** (with acknowledgment of receipt): this means that you will be notified once your letter has reached the recipient.

Terminating your CAF housing benefits

Don't forget to tell the Housing Benefit Association (CAF) that you are leaving, so you will stop receiving the housing aid. **If you do not notify them, you will have to pay back the extra money they have transferred to your account after you have left your accommodation.**

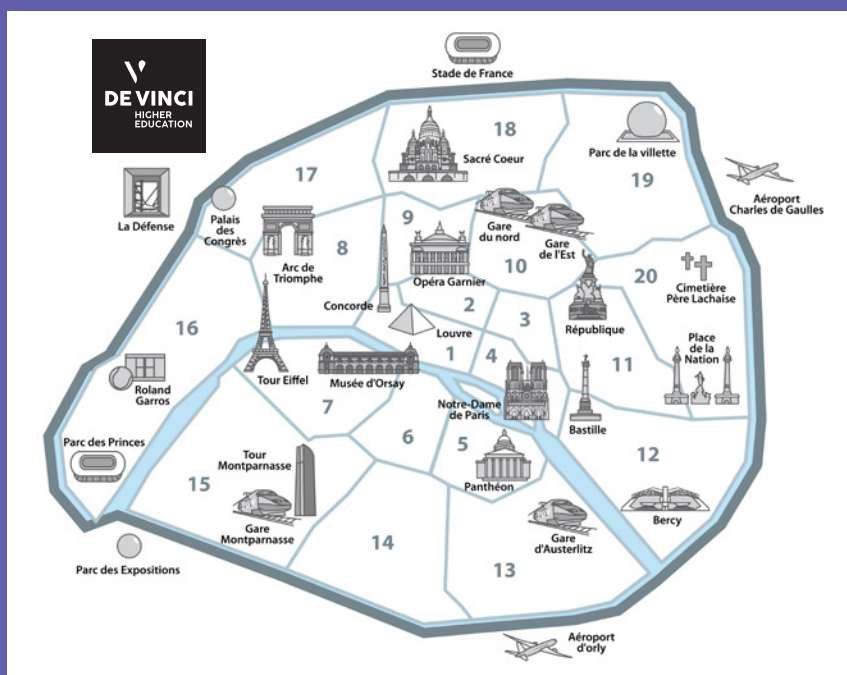
For more information on the CAF, see the Housing Benefit section of the guide (IV). Please note that you will not receive housing benefits for incomplete months: if you leave France on August 20th, July is the last month for which you will receive housing benefits.

V LIFE IN PARIS & FRANCE

The city of Paris

/ Arrondissements (Paris' districts)

One of the first things you will notice when living in Paris is how Parisians refer to places by indicating the district: 'I am looking for an apartment in the 11th...', 'I am working in the 13th...'. Paris is divided into 20 districts (arrondissement), as shown in the picture below:



As you will come to know by living in Paris, every district has its own atmosphere and some clichés attached to it: from ultra-posh 16th district to more hectic and multicultural 10th district or district 13th known for its many Asian shops and restaurants.

/ Cultural activities

The city of Paris is culturally very rich: painting, architecture, gardens, history, literature, theatre... there is something for everyone. Furthermore, with your student card, you will be able to benefit from discounts on movie and theatre tickets, museums entries, and much more. Some museums are also free for every EU citizen under 26 and others are free every first Sunday of the month.

Always free

50 national museums and monuments are free all year round for **people under 26 from one of the 27 European Union countries** (more information on en.parisinfo.com)

- . Musée d'Art Moderne de la Ville de Paris (Museum of Modern Art of the city of Paris)
- . Musée de la Vie Romantique (Museum of the Romantic Life)
- . Maison de Victor Hugo (The House of Victor Hugo)
- . Musée Carnavalet Histoire de Paris (Carnavalet Museum History of Paris)
- . Musée Bourdelle (free admission to only a part of the collections during exhibitions)
- . Maison de Balzac (House of Honoré de Balzac, free admission to the collections, except during temporary exhibition periods)

Free on the first Sunday of each month

- . The Louvre
- . Musée Picasso
- . Musée Rodin
- . Musée d'Orsay
- . Musée des Arts et Métiers (Museum of Arts and Crafts)
- . Musée national du Moyen Âge (National Museum of the Middle Age)
- . Thermes de Cluny (Cluny thermal baths)
- . Musée du Quai Branly
- . Musée national du Château de Compiègne (National Museum of the Castle of Compiègne)
- . Musée national Gustave Moreau
- . Musée national d'art moderne (National museum of modern art)
- . Centre Pompidou

Other free things to do in Paris

- . Cathédrale Notre Dame de Paris
- . Marché aux Puces de St-Ouen (Saint-Ouen's flea market)
- . Parc du Champ de Mars
- . Cimetière du Père Lachaise (Père Lachaise graveyard)
- . Marché d'Aligre (Aligre's market)
- . Basilique du Sacré Cœur (Sacré-Cœur basilica)
- . Parc des Buttes-Chaumont (Buttes-Chaumont park)
- . Cimetière du Montparnasse (Montparnasse graveyard)
- . Parc Monceau (Monceau park)
- . Canal St-Martin
- . Atelier Brancusi (Brancusi workshop)
- . Arènes de Lutèce (Lutetia arenas)
- . Rue Mouffetard (Mouffetard street)
- . Belleville
- . La Promenade Plantée (The Planted Promenade)
- . Le Marais
- . Jardin des Tuileries (Tuileries garden)

Kiosk Jeunes Canopée

> 4, Place du Louvre — Open from Tuesday to Saturday 11 am - 6 pm

The staff of “Kiosque Jeunes” will welcome you and help you find good offers on cultural activities. It can also offer you reduced rates on theatre, concerts, exhibitions, shows, sporting events in Paris. Students from 13 to 30, living in Paris or just studying in Paris can benefit each day from two invitations per person for 2 different shows or 4 reduced rate tickets per person on 4 different shows.



/ Staying safe in Paris

While Paris is overall quite a safe city to live in, it has, like every capital, some things you need to be aware of. Here are a few:

- . **Pickpockets and robbers:** especially in the metro or in very touristy places (around the Eiffel Tower, for example). Keep your valuables stored deep in your bag or in a hidden compartment, avoid keeping your phone in an open pocket, where it can easily be reached by a pickpocket. Do not walk around with your wallet/camera in your hands. Beware of your backpack if you are standing for a long time in a crowded place. Always keep your backpack in front of you while standing in the metro or RER. Never leave your handbag/bag in a restaurant where you cannot see it (behind your chair for example). Never leave your valuables unattended, even for a short period of time (while you go to the bathroom for example).
- . **Tourist scams:** in touristy areas, you will often see groups of tourists around someone performing money games/magic tricks. Do not partake in those as the games are rigged and you will always end up losing your money. In Montmartre, around the Sacré Coeur, you might see persons offering to give you a free bracelet. Always be firm and refuse/walk away as once you have the bracelet on, they will ask you for money. Another scam you might encounter is fake petitions. With this one, you might see girls coming to you holding clipboards and asking you to sign a petition for a charity organization, and they will sometimes act like they are deaf and mute. Then, while you are busy signing the petition, another one will steal something out of your backpack or handbag. Always refuse to sign those petitions and walk away.
- . **Flower men:** this one might happen if you are sitting at a table outside in a 'romantic' location (Montmartre, Notre Dame). One man might come and offer you a flower for free. If you take it, he will then ask you for money. And if you try to give him back, he will refuse and follow you asking for money.
- . **'Have you lost this?':** With this trick, someone might show you a ring, a wallet, a coin... and ask you if you dropped it and if it is yours. Do not say yes, as they will then ask you for money. Even if you say no, they might still try to offer it to you but do not accept it, as they will then proceed to ask you for money.
- . **ATM distraction:** with this one, someone will come and ask you a question just when you are using an ATM. And as you are distracted, they will then try to steal the money coming out of the ATM or your debit/credit card. Never let yourself be distracted when you are using an ATM!
- . **Street sellers:** It is important to know that France does not have a tradition of street selling like in many other countries. Do not buy metro tickets from individuals as they might charge you higher prices and sell you invalid tickets. Always buy your transportation cards/tickets from a RATP kiosk. Other types of street selling (Eiffel towers trinkets, cheap water/beer, grilled corn) is usually illegal and unregulated so we recommend you avoid those.
- . **Unknown individuals:** Generally speaking, Parisians are friendly but they do not approach people directly in the streets to provide help or assistance. Thus, remain careful when you encounter this situation. If you do not need any assistance, walk away and avoid conversation.
- . **Drinks and Party:** Never accept any free drinks in bars or clubs from someone you do not know. Always keep an eye on your drink and never leave your glass unattended.

/ Cultural shocks

Depending on where you are coming from, these things might appear normal to you or a bit disturbing. But as we say, forewarned is forearmed!

. **Beggars in the metro/RER:** begging in the metro can take a lot of different forms: in the RER A, it is common to have individuals distributing little paper cards with something written along the lines of 'My house burned in a fire. I have 4 kids to feed and I have no food'. Then, they will come back to collect back the cards and money from people donating. Please keep in mind that this is a very common begging technique and that you will see a lot of different individuals with cards that have the same texts. Thus, it is difficult to speculate whether the stories are genuine or not. Thus, give at your own discretion. Sometimes, you may have musicians coming to play a tune with an instrument to try and collect a bit of money. You might also have people telling a story about how they lost their jobs and would like to make a bit of money by selling handmade wallets or other small objects.

You will commonly see beggars in touristy places or the metro. Sometimes you might even see children begging, women holding babies, or people faking handicaps. They can sometimes be very pushy in their begging technique. Please know that they often work in huge networks and that most of the money you might give one person will end up in the pockets of those supervising the network.

. **Strikes:** this stereotype of French people striking is true and it is not unusual to have metro stations closed or train delays due to strikes. In this case, you have to find an alternative route and some professionals from the RATP will be standing at the concerned stations to help you find alternative routes. It is recommended to avoid Republique area on weekends during day time as it is a famous rally point for protests and political demonstrations.

. **Demonstrations:** France has a long tradition of high political engagement from its citizens. Demonstrations are legal and pretty common, especially in Paris. So, do not be alarmed if you see groups of people marching while holding banners and shouting slogans. While demonstrations are mostly non-violent, some can lead to confrontations with the police, so it is important to remain cautious.

. **Safety measures against terrorism:** France, like many other countries, has suffered from terrorist attacks, therefore several security measures have been put in place in the country. Do not be alarmed if you see armed military officers in touristy places or train and subway stations. Please also note that if a piece of luggage is left abandoned, the whole area will be evacuated so the police can check if it does not contain anything harmful.

La Défense

La Défense, the district where De Vinci Higher Education is located, is technically outside of Paris, although most people will talk as if it was in Paris. You will notice that it also has quite a different atmosphere: it is the most business-oriented district of Paris, and it is one of the only parts of Paris where you will see those high towers. But it being the business district of Paris does not mean there is nothing to see or do there except work! Here are just a few:

- . La Défense open-air Art Collection: the big thumb statue, which you will learn to recognize, is one art piece of this collection!
- . André Malraux Park
- . Westfield Les 4 Temps & CNIT shopping center
- . The Japan Bridge for an awesome view of the district (access it by exiting Westfield Les 4 Temps mall and following the direction of the Kupka tower)

When it comes to food, you will also have a lot of choices. Just down the stairs (on your left when you exit the campus), you will find a food market every Wednesday and Friday with various food trucks offering food from different parts of the world (Spanish, Asian, Lebanese...). Other food options near campus are:

- . **Monoprix** avenue Léonard de Vinci (8 am – 9 pm): supermarket
- . **Mongoo**, in front of the campus, down the stairs (11.30 am - 3 pm): there, you can make a hearty and personalized salad
- . **Aubrac Corner**, in front of the campus, down the stairs (11.30 am – 7 pm): Restaurant, Bar, Fast Food
- . **McDonald's**, in Westfield Les Quatre Temps Mall (9 am – 11 pm): Fast food

Transportation in Paris

The city of Paris is a city where it is easy to get around without a car thanks to a good transportation network made up of **metros** (underground/subway trains), **RER** (suburban trains), **buses**, **tramways**, **vélib** (city bikes) and **Noctiliens** (night buses). In Paris, the transportation network is operated by the RATP. In recent years, other modes of transportation such as electronic scooters operated by private companies (DOTT, LIME, TIER) have also emerged.

> Journey planner: www.ratp.fr/en/itineraires#no-back

/ RER & metros

Metros and RER are the cheapest and easiest ways to get around Paris. There are 16 metro lines and 5 RER lines, and each line has a specific number and colour. Metros run every day (including public holidays) from 6am until 12.45am (Sunday to Thursday) or 1.45 am (Friday and Saturday). RER trains run every day (including public holidays) from 6am until around 12.45am. Inside Paris, you can use RER and metro lines interchangeably.

www.ratp.fr/plan-de-ligne/img/rer/Plan-RER-et-transiliens.1673014648.png



Tickets and transportation cards

Individual ticket fare: You can buy a ticket at a ticket office by asking a RATP professional or you can also buy them at the RATP automatic ticket machine using coins or debit cards. You can buy individual tickets or packs of 10. Please note that 1 metro ticket = 1 trip. Thus, if you want to travel from La Défense to Châtelet-Les-Halles and back to La Défense, you must get 2 tickets.

Paris is also divided into five transportation areas (Zone 1 to 5) and regular tickets do not always work from one zone to the other : for example you cannot go from Zone 1 to Zone 3 with a regular ticket.

If you have a doubt, you can ask advice to the staff at the RATP kiosk (in every station). You can also buy your tickets on the RATP App on your phone. If you use the BUS, you can also get a ticket by sending a text from your phone : send BUS followed by the number of the line to 93100. Please note that you need a French line to send this text.

However, most likely, you will be using the transportation daily. **In this case, it is financially much more interesting to get a travel pass.** These will allow you to use all the transportation systems in Paris (RER, Metro, Buses, Night buses, tramways included but vélib and electric scooters excluded). Here are different options:

/ Travel cards you can purchase at every station

Pass Navigo Découverte: This one is the best one to get you covered on your first week or month in Paris. It costs 5€ and it is a blue card where you have to write your last name and forename and glue an ID picture.

Then, you can charge it to give you unlimited travel in Paris for the duration of your choice: **84,10€ for one month, 30€ for one week, and 17,80€ for one day.** Once the period you have paid for is over, you can recharge it by charging more money on it at every RATP ticket office (located in every station).

/ The cheapest option: The Imagine R card (available through online application for students under 26)

If you are under 26, you can subscribe to the student travel card called **Imagine R.** You can subscribe to this card between September 1st and April 30th. The subscription starts at the beginning of the selected month and stops 12 months later.

It is the cheapest transportation card you can benefit from during your stay in Paris. It costs 350€ for a year, and you can make the payment via debit card online. If you are staying less than a year, you can also pay it monthly, meaning that you will pay 38€ monthly (except the first month where you will pay 84€, as you are paying for 2 months at the same time + administrative 8€ fees). You can then terminate your subscription before leaving France.

If you choose to pay it monthly, you will need a French bank account!

Subscriptions are made online at www.jegeremacartenavigo.iledefrance-mobilites.fr/souscription/imaginR/identification_imaginer

Once you have subscribed online, you will receive the card at your French address 15 days later.

To subscribe, you need:

- . A debit card (can be an international one) if you pay in once (350€). If you choose to pay it monthly, you will need a French bank account
- . A French address to receive your card
- . A French phone number
- . A French educational institutional letter (you can download your certificate of enrollment from your student portal)
- . To be under 26 years old on the 1st of September

During the orientation, you will receive a detailed guide to help you subscribe to the Imagine R travel card. As applying for one requires you to have a French address, a French bank account (if you pay monthly), and a French phone number, in the meantime, you can use a **Pass Navigo Découverte**.

If you are paying monthly, **do not forget to terminate your Imagine R card contract before leaving!** About 2 weeks before the end of your last month in Paris (or a few days before leaving but you must pay the entire month for every month started), you must send a notice of leave + a certificate saying that you are leaving France (ask us at incoming@devinci.fr). You should send it as a registered letter (recommandé) which means you have proof that you sent it.

/ Vélib (city bikes)

Vélib is a bike system you can use anytime in downtown Paris to avoid taking the metro or bus. For more information, you can go on www.velib-metropole.fr/en_GB



Car, taxis & transportation options from private companies

/ Car

About driving in France: It is mandatory to wear a seatbelt both in the front and in the back seat. The speed limit is 30/50 km/h in town, 80 km/h on the ring roads, 80/90 km/h on the main roads, and 130 km/h on the motorways. Don't forget to carry your international insurance card.

Driving in Paris: In most districts of Paris you must pay for parking by using parking meters and you will be limited to a stay of two hours. A large number of public car-parks (paid car-parks) are available in most districts with prices ranging between €1.50 and €3 per hour.

/ Taxis

The city of Paris has set up a single number +33 (0) 1 45 30 30 30 to put you in touch with the nearest taxi. Parisian taxis operate 24 hours a day. You can order a taxi straight away by hailing it (it is available if it has a green light on top). Taxis will also be available in certain locations (near the thumb statue in La Défense, in airports and train stations). You can also book one to come at a required time:

. Alpha Taxis: +33 (0) 1 45 85 85 85, <https://reservation.alphataxis.fr>

. Taxis G7: <https://www.g7.fr/en> (website available in English), app available

. Taxis-Paris.fr: the practical and independent guide to taxis in Paris (translate using your browser)

Please note that at certain times of the day it is very difficult to find an available taxi... The worst time is between midnight and 2 am on Friday and Saturday!

/ UBER-type services



Transportation In France & Europe

/ By Air

- . Aéroports de Paris - all flights to and from Paris:
<https://www.parisaeroport.fr>
- . Aéroport d'Orly: www.parisaeroport.fr/orly
- . Aéroport Roissy Charles-de-Gaulle:
<https://www.parisaeroport.fr/roissy-charles-de-gaulle>

/ By Bus

- . Eurolines - main European cities: <https://eurolines.fr>
- . Flixbus: <https://global.flixbus.com>
- . BlaBlaCar Bus: <https://fr.ouibus.com>

/ By Train

Railway stations in Paris (Gare)

- . Gare du Nord: Northern France, Germany, the Scandinavian countries, Belgium, the Netherlands, Great Britain
- . Gare de l'Est: Eastern France, Luxembourg, Germany, Austria, Switzerland, Eastern Europe.
- . Gare Saint-Lazare: Normandy, maritime connections
- . Gare Montparnasse: Brittany, Aquitaine
- . Gare d'Austerlitz: South-western France, Spain, Portugal
- . Gare de Lyon: South-eastern France, Switzerland, Italy

Planning a train journey

- . Intercity trains: SNCF www.sncf.com/en
- . Cheaper trains: <https://en.oui.sncf/en>

/ Carpooling

- . www.blablacar.fr

THE FRENCH CALENDAR

The French calendar contains several public holidays on which schools and most businesses are closed. On those days, employees do not go to work (some exceptions for policemen, firefighters, medical staff...). During those public holidays, Léonard de Vinci campus will be closed and you will not have classes.

It is important to note that, unlike other European countries, if a public holiday falls on a Sunday, French employees and students are not entitled to take the following Monday off. Thus, it is a common thing among French people at the beginning of the year to check on which days public holidays are falling, and to hope that many of them fall on a Monday or a Friday! Another common thing to do for employers if a public holiday falls on a Thursday is to allow their employees to take the Friday off to allow for an extended four-day weekend. In French, we call that “faire le pont” (to bridge).

So grab your agenda, you can already write the following days as off-days!

Dates	Name in French	Name in English
1 January	Nouvel An	New Year
Moveable (in April)	Lundi de Pâques	Easter Monday
1 May	Fête du Travail	Labour Day
8 May	Fête de la Victoire	Victory Day
Moveable (in May)	Ascension (Always a Thursday)	Ascension Day
Moveable	Lundi de Pentecôte	Whit Monday
14 July	Fête Nationale	French National Day
15 August	Assomption	Assumption of Mary
1 November	Toussaint	All Saint's Day
11 November	Armistice	Armistice Day
25 December	Noël	Christmas

France officially observes 11 public holidays, which are linked to its Christian heritage, its older history (National Day) or its more recent history (end of WWI and WWII). Three of these public holidays do not have a specific date (moveable): Whit Monday for example always takes place on a Monday, meaning the exact date might vary slightly each year. For these moveable public holidays, you can consult the exact date on which they will be falling at <https://publicholidays.fr>

Holidays

In France, there are 5 different holiday periods:

- . **Toussaint Holidays** (End of October/Beginning of November)
- . **Christmas Holidays** (End of December/Beginning of January)
- . **Winter Holidays** (End of February/Beginning of March)
- . **Spring Holidays** (End of April/Beginning of May)
- . **Summer Holidays** (July & August)

These are the general holiday periods observed in French schools. The exact date will vary depending on the region of France. In higher education, holidays are usually shorter. To know when you will have your holidays, please consult the academic calendar specific to your school (ESILV/EMLV/IIM) which is updated every year. Your holidays will also appear as periods in which you have no classes on your schedule (your schedule is available on your student portal).



Some survival French

ENGLISH

FRENCH

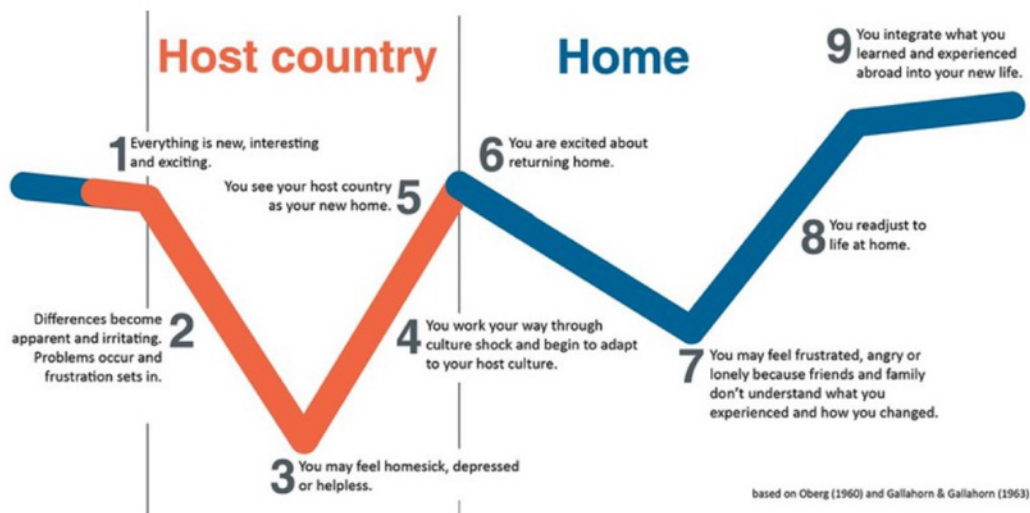
Hello/good morning	Bonjour
Hello/good evening	Bonsoir
Hi !	Salut !
Goodbye	Au revoir
Yes	Oui
No	Non
Excuse me	Excusez-moi
I'm sorry	Je suis désolé
I don't speak French well	Je ne parle pas bien français
(Could you speak) slowly please?	Lentement, s'il vous plaît
Do you speak English ?	Parlez-vous anglais ?
Please	S'il vous plaît
Thank you	Merci
No thank you	Non merci
My name is	Je m'appelle...
What is your name?	Comment vous appelez-vous ?
How are you?	Ça va ?
I'm fine thanks	Ça va bien merci
I would like	Je voudrais...
Where is the... ?	Où est... ?
How much is this?	C'est combien ?
I need help	J'ai besoin d'aide
Do you have... ?	Avez-vous... ?

French people are quite proud of their language and can be a bit annoyed if you address them directly in English, expecting them to be able to speak it. Thus, we recommend you always start an interaction with a French word or sentence before you switch to English. They will most likely appreciate the effort and you might get a warmer response!

Examples:

- 'Excusez-moi, parlez-vous Anglais' ? (Excuse me, do you speak English?)
- Even if it is just a 'Bonjour' followed by 'Could I have a coffee please?' at a bar, it will be better received!

Facing the ups and downs of studying abroad



Outside of the administrative and academic preparations for your studies in France, it is also useful to prepare yourself emotionally for the ups and downs you will face during your studies in a country that is not your home country. Researchers have established a diagram explaining the different phases of cultural shocks someone experiences when they study abroad.

In the beginning, everything seems new, interesting, and exciting, but this 'honeymoon phase' is usually followed by a down period where many things that you first found so exciting and interesting become irritating, and you feel homesick.

The most important thing to know is that this phase is temporary and that you are not alone. Everyone experiencing an extended stay in a foreign country will know this phase. And even better, when you know that this phase will come, you can establish coping strategies.

Here are a few:

- . **Connect with students from your home country:** cook some of your home country's food together, watch some of your favorite shows together, celebrate your national holidays...
- . **Connecting with others in general is a great way to not get stuck in your down phase:** join associations, participate in the events organized by ESN (Erasmus student network), study with fellow students at the Learning Centre instead of at home...
- . **Get to know France:** try some French snacks, join in some French traditions, take advantage of what Paris has to offer (museums, bars, restaurants, concerts, monuments...). When in the down phase, it might be tempting to close yourself off and start hating everything in your host country. But it is exactly when that happens that you should encourage yourself to get to know it better. Every country has some beauty to share if you give it a chance!
- . **Take good care of yourself:** eat well, make sure you get enough sleep and fresh air! If you need, you can also benefit from psychological support at Léonard de Vinci (see Psychological support)
- . **Do not be too hard on yourself:** Even with all those coping mechanisms, you might still have off-days when you feel sad and homesick. It is ok, acknowledge your feelings and know that it will pass.



V IN CASE OF EMERGENCIES



/ Emergency Numbers

European emergency number	112
SAMU (Service d'Aide Médicale Urgente Emergency Medical Service).....	15
Fire Brigade	18
Police.....	17
for a house-call doctor if you are too ill to travel. This service is available 24/7	3624
Paris Poison Control Centre (24/7).....	+33 (0) 1 40 05 48 48

Nurse's Office & Psychological Support

- . A nurse is available at De Vinci Higher Education's main campus for students from EMLV, ESILV or IIM on the following days: Tuesday: 9 am - 12:30 am / Wednesday: 8 am - 12:30 am & 2 pm - 4:30 pm / Thursday: 9 am - 12:30 pm
Room E200 (on De Vinci's Higher Education's main campus).
- . The nurse's office is a space dedicated to welcoming and advising you, whatever your age or school. You can visit it if you need: first-aid care or treatment, advice regarding your health, occasional psychological support.
- . For more information, you can contact:



Eléna NIATI
elena.niaty@devinci.fr

Psychological Support

It is crucial not to remain alone if you are experiencing distress or anxiety. Many services are there to help you, whether you are just feeling lonely and need someone to talk to or if you need more specific psychological support.

- . The nurse's office has weekly time slots dedicated to psychological counselling:

Meeting with the nurse > Tuesday: 2 pm ; 3 pm or 4 pm

Meeting with a psychologist > Thursday: 2pm ; 3 pm or 4 pm

De Vinci Higher Education also offers its students a listening and support service where all subjects can be discussed: personal, covid, family, back to school, etc. . .

- . A platform open 24/7, accessible by a toll-free number:

+33 (0) 800 730 891 / from abroad: +33 (0) 9 75 18 49 21

A website and a mobile application: **www.pros-consulte.com**

where 70 qualified psychologists, speaking several languages, are available.

Other contacts

In Paris, the association **Nightline** (<https://www.nightline.fr/en/paris>) created by volunteer students for students, offers, in partnership with the CROUS and higher education institutions, a support listening service, by telephone and chat, fully anonymous and confidential.

In addition, Nightline has created a website, <https://www.soutien-etudiant.info>, available also in English, which lists **all the psychological support and listening services for students throughout France**. Remember that your mental health is of the utmost importance and you should always make it a priority!

Lost or Stolen Property in France

Losing a possession is never fun, and it is especially scary when it happens in a foreign country. If this happens to you while you are in France, here is what to do:

If you remember where you lost your item, or where it has been stolen, contact the relevant authorities in that particular place (local police, museum, airport, hotel...). To find the relevant local police in Paris, go to

> <https://demarchesadministratives.fr/prefecture/ville-de-paris-75>

and select the district. It will give you the address and contact of the local police in that area.

/ Reporting a lost passport

If you've **lost your passport in France**, tell the local police. They will write up a report and you will receive a receipt of the reported loss.

You can then report it to your country's embassy in France, and they can issue you a temporary or full replacement. You will need to bring in a piece of ID, the police report, and other identifying information to obtain it.

Advice: we strongly recommend you travel with one or two photocopies of your passport and other important documents and distribute them in your luggages in order to always have one in case of emergency.

/ Reporting a lost or stolen credit card

Before searching for your **lost or stolen credit card**, call your bank and cancel your card as soon as possible.

You can then report the theft to the police station in the area where you **lost your card**. They'll file a report (récépissé de déclaration de vol, or Declaration of Theft) that you can then send to your bank and insurance company.

/ Reporting a lost or stolen phone

Was your **phone lost in Paris**, or somewhere else in France? Do you know your IMEI (International Mobile Equipment Identity) number? It's a 15-digit number that identifies your phone and can be used to terminate your service in case of loss or theft. Sometimes your phone can be traced through this number, too. You can find this number by going to Settings on your phone (the best would be to always keep a note of this number somewhere else, at home, on your computer...). If your phone is lost, report it to the police and give them your IMEI number, as well as the time and place the phone was last used. You can suspend your French number by calling your French phone provider.

As a society we have forgotten how to live without our devices! As such we advise that you make note of important information such as your parents contact, Embassy's, the School's, etc. in case you lose your phone and keep it somewhere safe.

/ On public transportation

If you lost something on the metro and know where you lost it, ask the ticket desk at that station or the station close by. You can also call RATP at +33 892 69 32 46, or just 32 46 if you're within France (calls will cost €0,34 /min).

If it has been more than 24 hours, it has likely already been collected by the Lost and Found Office in Paris.

/ In a taxi

If you lost something in a taxi, call the taxi service you used for more information and give them the drivers' license plate if you have it. Again, if the taxi company doesn't have your item when you call, it likely has already been collected by the Lost and Found Office in Paris.

/ Lost and Found Office in Paris

There is a general **Lost and Found Office in Paris** that accumulates any items left behind in areas such as the major airports (CDG, Orly), train stations, taxis, the metro system, police stations, and tourist attractions, among others. You can report your lost item using their online system (<https://objets-trouves.prefecture-de-police.fr/>, in French) and they will contact you if they have identified your item. If you'd prefer to visit them in person, their address is:

Préfecture de police

- Direction des transports et de la protection du public
- Sous direction des déplacements et de l'espace public
- Service des objets trouvés
- 36, rue des Morillons
- 75732 Paris Cedex 15

They are open Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday from 8:30 a.m. to 4:30 p.m. You can also call them at +33 (0) 8 21 00 25 25 (0,12€ / min), or email them at servicedesobjets-trouves-paris@interieur.gouv.fr

To retrieve items from the Lost and Found Office in Paris, you will need to provide your ID and pay 10€. This is a "caretaker fee" (droit de garde) for keeping your item at the office. You may also need to supply a police report regarding the item lost. If your item is valued at over 760€, you will also be charged a 3% fee on top of the caretaker fee.

Booking an appointment with a doctor

The platform **Doctolib** (www.doctolib.fr) allows you to search for doctors and make medical appointments easily. The website is in French, so we recommend you translate it using your browser. When the doctor speaks English or another language, it is indicated on his page. If you want your search to only include doctors speaking English, in 'filter par', select 'Langue parlées' and tick 'Anglais' (English).

When choosing doctors, make sure it is written under his name and address 'Conventionné secteur 1' meaning that he/she applies the BRSS rate and does not charge extra fees (see Healthcare). You can also filter your search to only indicate those doctors: in 'Filtrer par', select 'Honoraires' and click on 'Sans dépassements d'honoraires' (No extra fees). The cost of a medical examination is €25 with a doctor that charges the BRSS rate. You can also find a list of state certified practitioners with whom you can make an appointment.

Assurance Maladie: <http://annuaire.sante.ameli.fr>

If you have questions about sexuality, sexual relations, love, or contraception, contact the Planning Familial (Family Planning), an association that offers free and confidential check-ups. Women may obtain a prescription for contraception and obtain the day-after pill in case of need. You will find the Paris branches of the Family Planning at:

- **Centre de la Rue Vivienne - Paris 2**
- 10, rue Vivienne, 75002 Paris
- +33(0)1 42 60 93 20
- (line available Monday 9.30 am / 6.30 pm, Tuesday 9.30 am / 1.30 pm,
- Wednesday & Thursday 9.30 am / 5.30 pm, Friday 9.30 am / 4 pm)
- You can visit them without an appointment on Monday 2 / 7 pm
- & Thursday 2 / 4.30 pm.
-
- **Centre de la rue Hittorf - Paris 10**
- 2 Rue Hittorf, 75010 Paris
- Make an appointment by calling at +33(0)1 42 45 67 35
- You can visit them without an appointment on Monday 10 am / 12 am,
- Tuesday 10 / 12.30 am & Wednesday 4 / 7 pm.
-
- **Centre du Boulevard Massena - Paris 13**
- 9 Villa d'Este, 75013 Paris
- Make an appointment by calling +33(0)1 45 84 28 25
- You can visit them without an appointment on Wednesday 10 am / 5 pm
- & Friday 10 am / 4 pm.

Preventing, reporting, and combating bullying, harassment, hazing, sexist behaviors, and other sexual offenses

This procedure applies to all students as long as they are enrolled at ESILV, EMLV, or IIM, regardless of the place where the offense was committed - on campus, during internships, during associative and sports activities, and during festive events.

The aim of this procedure is:

- . To inform students at ESILV, EMLV, and IIM of the risks involved in inappropriate behavior and
- . To allow those who feel they are victims to report inappropriate behaviors in the framework of a confidential procedure. Contacts are provided in the section below.
- . To remind students that the school allows any student to contact for free an anonymous psychological counseling service, paid for by the school and provided by external professionals and subject to an obligation of confidentiality. The number of the unit is: **+33 (0) 800 730 891**

/ Student Counseling service

See [Psychological support](#).

What are the behaviors and risks involved

Sexist behavior, insulting behavior that humiliates students, and harassment are prohibited. Students in the schools should respect each other and not impose degrading behaviors on their peers.

This section provides a non-exhaustive description of offending behaviors and the risks involved, both from a criminal and disciplinary perspective.

Such behaviors may result in criminal sanctions and the recording of such sanctions on the criminal record. They may also give rise to disciplinary sanctions which may go as far as permanent exclusion from the school following the internal regulations for students of the school concerned.

Students who believe they are victims of such acts may report them to their enrolling institution in accordance with the procedure described in Article II. They may also ask the courts to convict the perpetrator of the harassment, cyberharassment, or offense, and to compensate them for the prejudice, in accordance with the procedures described in Article III.

1. What is harassment?

Harassment occurs when one person repeatedly subjects another to aggressive language or behavior. Sexual harassment is characterized by the repeated imposition on a person of words or behavior with a sexual or sexist connotation, which:

- . undermine their dignity because of their degrading or humiliating nature, or,
- . create an intimidating, hostile, or offensive situation.

Sexual harassment is any form of serious pressure (even if not repeated) with the real or apparent aim of obtaining a sexual act, for the benefit of the perpetrator or a third party. In both cases, sexual harassment is punishable regardless of the relationship between the perpetrator and the victim, even outside the workplace.

- The offense of harassment is also constituted when these words or behaviors
- are imposed on the same victim in a concerted manner by several persons,
- even though each of these persons has not acted repeatedly. This is the case
- when one participates, even once, in a coordinated attack on the internet
- and social networks (cyber harassment).

> **Criminal risk:** in addition to the disciplinary sanctions taken by the institution, which can go as far as the permanent exclusion of the student, the criminal penalty incurred is 2 years imprisonment and a fine of €30,000.

- Behaviors amounting to harassment, such as intimidation or repeated
- pressure or requests or inducements to commit acts or breaches prohibited
- by the internal regulations, are subject to disciplinary sanctions.

2. What is gender-based contempt/insult?

Gender-based contempt occurs when a person imposes any sexual or sexist remarks or behavior on another person, thereby creating an intimidating, hostile or offensive situation.

Gender-based contempt/insult is different from sexual harassment as it is not repeated in time.

> **Criminal risk:** in addition to the disciplinary sanctions taken by the institution, which can go as far as the permanent exclusion of the student, the criminal penalty incurred is €750.

3. What is the risk of unauthorized dissemination of images of a sexual nature (revenge porn)?

The offense of revenge porn occurs when a person captures, records, or transmits the sexual image or words of another person (regardless of the public or private place where the recording was made) without the consent of the person filmed or recorded. Since the law of 7 October 2016, documents or recordings of a sexual nature obtained with the consent of the person concerned require his or her prior agreement before they are broadcast.

TWO CONSENTS ARE THEREFORE REQUIRED:

- . Consent for recording
- . Consent to broadcasting

- The law punishes dissemination regardless of whether the person gave consent to the initial recording of the video. The mere fact that the dissemination takes place without consent is sufficient to constitute an offense. The dissemination is not only electronic. Showing the video in public (even without sending it), sharing it with one or more people, constitutes the offense.

> **Criminal risk:** in addition to the disciplinary sanctions taken by the institution, which can go as far as the permanent exclusion of the student, the criminal penalty incurred is 2 years imprisonment and a fine of €60,000.

4. What is hazing and what are the penalties

Hazing is the act of causing a person to undergo or commit humiliating or degrading acts. For example, pressuring a person to consume alcohol excessively, even if they consent to it. Hazing is punishable by 6 months imprisonment and a fine of €7,500. These penalties are doubled if the victim is a vulnerable person (for example a minor or a person with a disability).

In addition to the disciplinary sanctions taken by the institution, which can go as far as the definitive exclusion of the student, the organization, assistance, or guarantee provided by the association's representatives can lead to the implementation of a de-labeling procedure for the schools concerned by acts of hazing.

How to report an offense at De Vinci Higher Education?

In the academic environment, the school's disciplinary power authorizes the school to intervene and possibly sanction inappropriate behavior by registered students (1). If the incident occurs during a work placement or work-study program, the school will assist the student victim in his or her efforts but cannot intervene in disciplinary matters (2).

1. Events took place in a student environment

> **Step 1:** In the interests of confidentiality and freedom of choice, a student who feels that he/she has been the victim of harassment, gender-based contempt or unauthorized dissemination may make a complaint orally, or in writing (by post or e-mail) to

- . The module director,
- . The pedagogical assistant/Educational Officer of your respective school
(see **Your main contacts at De Vinci Higher Education**)
- . The Head of Student Life, **Mrs. Laurence JOUANET**
(laurence.jouanet@devinci.fr)

> **Step 2:** The member of staff that you will have contacted will refer the matter to the Legal Officer. The student will be offered an appointment with the anonymous counseling service provided by the school and run by professionals from outside the school. The aim will be to assess the situation, to listen, and if necessary, to provide psychological care. Any student can contact the unit on the following number: +33 (0) 800 730 891.

> **Step 3:** With the prior agreement of the student who considers him/herself to be the victim of the facts - and of his/her legal representative if the victim is a minor - the Legal Officer will inform the ALDV management for EMLV and ESILV students, or the ILV management if IIM students are concerned.

> **Step 4:** The Legal Officer will examine the file. In the light of the elements at his/her disposal, he/she will draw up a report with an opinion, transmitted to the management of the school concerned by the decision, which may be:

- . The implementation of the precautionary measures provided for in the internal rules for students and alternating students of the school concerned,
- . the initiation of disciplinary proceedings against the persons causing the disturbance, in compliance with internal regulations for students applicable to the student(s) concerned,
- . no further action will be taken.

The decision taken by the General Management will be transmitted to the person concerned. **Confidentiality is guaranteed throughout the procedure.**

- Confidentiality should not be confused with anonymity. Indeed, in order to
- put an end to the behavior, to take sanctions, to summon the students
- involved, the School must be informed of the facts, of the identity of the
- victim, and of the persons involved. No anonymous reports will be processed
- under this procedure.

2. The facts occurred in the workplace (internship or work-study)

Interns, trainees, and applicants for employment, internships or training benefit from the protection afforded by the Labour Code against moral or sexual harassment in the workplace (Article L. 1154-1 of the Labour Code).

> **Step 1:** Before any litigation, the victim of moral harassment or the person accused of it may initiate a mediation procedure. The mediator is chosen by mutual agreement between the trainee and the company. It may be a person belonging to the company. The mediator finds out about the state of relations between the parties and tries to reconcile them. If conciliation fails, he or she informs them of the possible sanctions and procedural guarantees for the victim. Recourse to mediation is not compulsory but is recommended in the interest of dialogue.

> **Step 2:** In the interest of confidentiality and freedom of choice, a student who believes that he or she has been the victim of harassment, gender-based contempt, or unauthorized dissemination during an internship or work-study program may make a complaint orally or in writing (by letter or e-mail) to:

- . The tutor or company referent
- . the course supervisor
- . The module director,
- . The teaching assistant.

If a member of staff is consulted, the student will be offered an appointment with the anonymous counseling service provided by the school and run by professionals from outside the school. The aim is to assess the situation, to listen, and if necessary, to provide psychological care. Any student or work-study student can contact the unit on the following number: +33 (0) 800 730 891.

Step 3: After agreement from the student who considers him/herself to be a victim of the facts, the Legal Officer informs the ALDV management if the student victim is enrolled at the EMLV or ESILV, or the ILV management if the student victim is enrolled at the IIM.

Step 4: The Legal Officer examines the case. In the light of the information available to him/her, he/she draws up a report with an opinion, which is forwarded to the management of the school concerned for a decision, which may be:

- . Contacting the company's contact person in order to initiate mediation,
- . to close the case without further action.

The decision taken by the general management will be transmitted to the person concerned. Confidentiality is guaranteed throughout the procedure.

- Confidentiality should not be confused with anonymity. Indeed, in order to
- put an end to the behavior, to take sanctions, to summon the students
- involved, the School must be informed of the facts, of the identity of the
- victim, and of the persons involved. No anonymous reports will be processed
- under this procedure.

What are the mechanisms for reporting and handling by the authorities?

Only the victim of an offense or his/her legal representative when the victim is a minor can take legal action.

The school may:

- . Accompany the victim in accordance with the terms hereof,
- . Initiate disciplinary proceedings against the perpetrator in accordance with the student/student rules of the school concerned.

The school cannot:

- . File a complaint on behalf of the victim
- . Act without the victim's consent

In order to assist victims in their efforts, this section outlines the various ways in which they can seek redress and report to the relevant authorities.

1. How can I report inappropriate behavior to the authorities?

It is recalled that any person can report illegal content or behavior encountered while using the internet on the Pharos platform:

www.internet-signalement.gouv.fr/PortailWeb/planets/Faq.action

- . Report the profile to the following address: www.internet-signalement.gouv.fr
- . File a complaint at the police station or gendarmerie, with screenshots, and accompanied by a parent or an adult, if you are a minor;
- . in the event of cyberharassment or dissemination of sexual images without consent, the student can contact the Digital Brigade of the Gendarmerie Nationale via: www.gendarmerie.interieur.gouv.fr/Brigade-numerique

2. What measures should be taken urgently?

It is recommended that the student who believes he/she is a victim of the facts described previously (see **What are the behaviors and risks involved**) take the following measures:

- . Take screenshots of the litigious content (if necessary, contact a bailiff or a third party who will take the screenshots and attest to the existence of the offense);
- . Block the malicious correspondent;
- . Report the broadcast to the relevant website/social network/platform(s) (see below).

If the student who believes he/she is a victim is not ready to report, he/she can speak to someone close to them and ask them to write down their story.

- Association leaders who become aware of inappropriate behaviors may offer
- to take evidence from the student victim, date and record it, and keep it
- confidential for as long as the student victim allows.

3. How can I report malicious content to social networking platforms

It is possible to report content to the platforms. Here are the links for each platform:

- . **Instagram:** https://help.instagram.com/contact/1681792605481224?helpref=faq_content
- . **Youtube:** <https://support.google.com/youtube/answer/2802027?co=GENIE.Platform%3DAndroid&hl=fr>
- . **Facebook:** <https://www.facebook.com/help/1381617785483471?helpref=related>
- . **Snapchat:** <https://support.snapchat.com/fr-FR/article/report-abuse-in-app>
- . **Google:** <https://support.google.com/youtube/answer/142443>
- . **Tiktok:** <https://support.tiktok.com/fr/privacy-safety/report-inappropriate-content-fr>
- . **Discord:** https://support.discord.com/hc/fr/requests/new?ticket_form_id=360000029731 (choose the section Trust & Safety)

OUR STAFF RECOMMENDS!

If you have reached this point of the student guide, first of all congratulations, you have made it! Or maybe you have cheated a bit and skipped directly to the more interesting part. Either way, you must be impatient to start visiting your surroundings. It is not always easy to know what to start with: from the most famous spots like the Eiffel tower to unknown gems, some prefer to go with the flow and others have a precise bucket list.

To help you get started, we have asked our colleagues to give their own recommendations. Feel free to get inspired!

Art lovers will enjoy a rainy day at the **Musée d'Orsay**. Home to a world-famous collection of impressionist paintings, the museum also offers the chance to discover sculptures, artefacts and temporary exhibitions, as well as the historic Grand Ballroom for a taste of Parisian glitz and glam (free to visit for under-25s).

Feeling peckish? You can travel to Japan for dinner while staying in the heart of Paris! The **Rue St Anne** certainly earns the nickname 'Little Tokyo'. Don't be put off by the queues outside, it's worth it to enjoy delicious noodles and curries, some sushi or a bubble tea.



Annaïg LE DUVÉHAT
Incoming/Welcome Desk
Assistant

While Paris is a marvelous city, there are also some hidden gems outside of the city that are still reachable through the transportation network: the national parc '**La Haute Vallée de Chevreuse**' with its castles and hiking trails is accessible with RER B. Still on the B line, you can find the 'Parc de Sceaux', a large and beautiful parc with all sorts of gardens that make it popular for jogging, dog-walking, picnics and wedding pictures!



Lucile Massé
Incoming/Welcome Desk

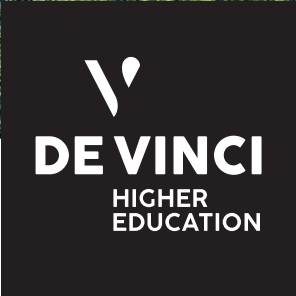
On a warm evening, you can head to the **Esplanade des Invalides** with your friends to enjoy a picnic and some games - if you've not discovered Molky yet, now's your chance! You also get a beautiful view of the golden dome of the Invalides army museum as the sun sets.

Fancy a breath of fresh air? Spend a sunny weekend in the **Buttes-Chaumont park**. You can rent a boat to cool down on the lake or grab an ice cream and head to the top of the hill to sunbathe with one of the finest views over the city. Bonus: it's the best place for dog-spotting!



Julie Pidell
International Admissions

Go for an ice cream **Berthillon** on Ile de la Cité/ Ile Saint Louis! Paris has over 500 parks & gardens, so do not hesitate to discover them!



92916 Paris-la-Défense
France
+33 1 41 16 70 00

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