MESSAGE FROM THE PRESIDENT

Congratulations on enrolling or re-enrolling at UPEM!
You've chosen a university which is committed to developing professional training, educational innovation, academic excellence and high-quality research on a pleasant campus just outside Paris.

Your career is our top priority.

We are recognised in France for the professional character of our courses with, among other things, more than 20% of our students enrolled on work-based training programmes (apprenticeships and professional training contracts), and more than half of our students undertaking a work placement each year.

Both your teaching staff and the Information, Careers Guidance and Education-to-Work Transition Service (SIO-IP) are here to provide careers advice and help you draw up your career plan.

An innovative and dynamic campus

At the Cité Descartes, you have your own exclusive facility, the Maison de l’Étudiant, where you can enjoy a wide range of activities offered by UPEM’s various services and student societies.

In addition, with its vast collection of 150,000 freely accessible documents, the Georges Perec library offers extended opening hours to enable you to take advantage of its many services (group study rooms, Wi-Fi, access to computer workstations, etc.).

A dedicated educational and digital innovation and entrepreneurship area is also available for your use. This collaboration and innovation hub, known as La Centrif', is at the heart of the Cité Descartes and caters for many different groups of people: students, professionals and university staff.

One of our priorities is to provide a pleasant environment for our students. This is why we have embarked on a large-scale modernisation programme in the Copernic building, a focal point of our institution. What's more, the Cité Descartes campus, with its ponds and green spaces, offers a perfect environment for learning. Situated close to Paris, it has two sister campuses in Val D'Europe and Meaux.

On behalf of the entire management team and all UPEM staff, I send you our best wishes for the new academic year.

Gilles ROUSSEL
UPEM President
CONTENTS

On 1 January 2020, UPEM will become the Université Gustave Eiffel ....................... 7

THE UNIVERSITY 9
Constituent institutions and fields of study ............................................................... 10
Teaching sites and maps ........................................................................................... 12
The Maison de l’étudiant .......................................................................................... 17
The Georges Perec library ........................................................................................ 18
La Centrif’: the Cité Descartes’ collaboration and innovation hub ............................ 19
UPEM's comprehensive security plan ...................................................................... 20

ADMINISTRATIVE AND ACADEMIC ENROLMENT 23
Administrative enrolment ......................................................................................... 24
Social security .......................................................................................................... 24
Student and Campus Life Contribution ..................................................................... 24
Academic enrolment ................................................................................................ 25
Additional enrolments during the academic year ..................................................... 25
Documents issued on enrolment .............................................................................. 25

STUDY AT UPEM 27
Find accommodation ............................................................................................... 28
Eat and drink ............................................................................................................ 28
Find information ...................................................................................................... 29
Get active ................................................................................................................. 31
Get online ................................................................................................................. 32
Learn languages ....................................................................................................... 34
Spend time abroad .................................................................................................. 35
Study as an international student ........................................................................... 36
Plan your career and find employment .................................................................... 36

HEALTH AND WELFARE 39
The University Health Service .................................................................................. 40
Disability support .................................................................................................... 40
Social welfare .......................................................................................................... 40

COMMUNITY AND CIVIC LIFE 43
The Maison de l’étudiant .......................................................................................... 44
Student societies ....................................................................................................... 44
Student representatives ............................................................................................. 51

USEFUL INFORMATION 53
University services at your disposal .......................................................................... 54
A pioneering model unique in France
Université Gustave Eiffel
1 January 2020
On 1 January 2020, UPEM will become the Université Gustave Eiffel.

This means that you enrol at the Université Paris-Est Marne-la-Vallée for the academic year 2019-2020 and you leave with a qualification from the Université Gustave Eiffel.

So what is the Université Gustave Eiffel?

The Université Gustave Eiffel is a new educational institution which will cover a wide field of expertise and which will bring together under one umbrella:

- **A University:** The Université Paris-Est Marne-la-Vallée (UPEM)
- **A national research organisation:** The Institut français des sciences et technologies des transports, de l'aménagement et des réseaux (IFSTTAR)
- **Three engineering colleges:**
  - The École de l'innovation technologique (ESIEE Paris)
  - The École des ingénieurs de la Ville de Paris (EVIP)
  - The École nationale des sciences géographiques (ENSG-Géomatique)
- **An école nationale supérieure:** The École d'architecture de la ville et des territoires à Marne-la-Vallée (EAVT)

Learn all about the Université Gustave Eiffel in 2 minutes in this entertaining and informative video!

[UNIVERSITÉ GUSTAVE EIFFEL](https://www.youtube.com/watch?v=example_video_id)
Constituent institutions and fields of study

UPEM consists of 5 institutions, 2 colleges and 6 Training and Research Units on 3 sites: the Cité Descartes, Val d’Europe and Meaux.

Institutes
- Institut d’électronique et d’informatique Gaspard Monge (IGM)
- Institut Francilien d’Ingénierie des Services (IFIS)
- Institut Francilien des Sciences Appliquées (IFSA)
- Institut Universitaire de Technologie (IUT Champs-sur-Marne site and IUT Meaux site)
- Institut d’Administration des Entreprises (IAE Gustave Eiffel)

Colleges
- École d’Urbanisme de Paris (EUP)
- École Supérieure d’Ingénieurs Paris-Est (ESIPE)

UFRs (Training and Research Units)
- Languages and Civilisations (L&C)
- Literature, Arts, Communication and Technology (LACT)
- Mathematics
- Economics and Management Sciences (SEG)
- Human and Social Sciences (SHS)
- Science and Techniques of Physical and Sport Activities (STAPS)
Teaching areas

- ICT - Information systems
- Mathematics – Statistics – Finance
- Electronics - Telecommunications
- Mechanics - Civil engineering
- Industrial systems
- Physics - Chemistry - Processes
- Urban planning - Geo-environment
- Arts and Technology
- Political sciences
- Human and Social Sciences
- Languages and Literature
- Management – Economic Engineering
- Organisations – Human Resources
- Sport

PhD studies

At doctorate level, the Université Paris-Est Community of Universities and Institutions (UPE COMUE), of which UPEM is a member, is responsible for courses and the award of the PhD qualification.

PhD students work on their thesis in a research centre or host research team attached to one of the eight doctoral schools below:

- Cultures and Societies (CS)
- Organisations, markets, Institutions (OMI)
- City, Transport and Territory (VTT)
- Life and Health Sciences (SVS)
- Science, Engineering and Environment (SIE)
- Mathematics and ICST (MSTIC)
- Agriculture Food Biology Environment Health (ABIES)
- Public Health (SP)
Teaching sites and maps

Teaching sites

Cité Descartes
- École d'Urbanisme de Paris (EUP)
- École Supérieure d'Ingénieurs Paris-Est (ESIPE)
- Institut d'Administration des Entreprises (IAE Gustave Eiffel)
- Institut d'électronique et d'informatique Gaspard Monge (IGM)
- Institut Francilien des Sciences Appliquées (IFSA)
- Institut Universitaire de Technologie (IUT)
- UFR Languages and Civilisations
- UFR Literature, Arts, Communication and Technology (LACT)
- UFR Mathematics
- UFR Economics and Management Sciences (SEG)
- UFR Science and Techniques of Physical and Sport Activities (STAPS)
- UFR Human and Social Sciences (SHS)

Val d’Europe
- Institut Francilien d’Ingénierie des Services (IFIS)

Meaux
- Institut Universitaire de Technologie (IUT)
1 Copernic building
5, Bd Descartes • Champs-sur-Marne

2 Bienvenüe building
14-20, Bd Newton • Champs-sur-Marne

3 Maison de l’Étudiant
Rue des Frères Lumière • Champs-sur-Marne

4 Georges Perec library– Maison de l’Étudiant
Rue des Frères Lumière • Champs-sur-Marne

5 La Haute Maison gymnasium
Bd Descartes • Champs-sur-Marne

6 François Rabelais building
Bd Descartes • Champs-sur-Marne

7 Lavoisier building
Rue Galilée • Champs-sur-Marne

8 Bois de l’Étang building
Rue Galilée • Champs-sur-Marne

9 Nobel building
Rue Alfred Nobel • Champs-sur-Marne

10 Clément Ader building
Bd Descartes • Champs-sur-Marne

11 Ada Lovelace building– La Centrif’
2, Rue Alfred Nobel • Champs-sur-Marne

12 IUT de Marne-la-Vallée, Champs-sur-Marne site
2, Rue Albert Einstein • Champs-sur-Marne

13 Alexandra David-Néel building
2, Allée du Promontoire • Noisy-le-Grand

14 Albert Camus building
2, Allée Jean Renoir • Noisy-le-Grand
Val d’Europe

15 Erasme building (IFIS)
6-8, Cours du Danube • Serris

Meaux

16 IUT de Marne-la-Vallée, Meaux site
17, Rue Jablinot • Meaux
The Maison de l’étudiant

The Maison de l’Étudiant first opened in 2015 in a renovated farmhouse. It stands opposite UPEM’s Georges Perec library, right at the heart of the campus. The complex sits around a tree-lined piazza and is surrounded by a system of moats.

The building houses UPEM’s student societies, some administrative services for students and many social and entertainment areas:

- Student Life Service (SVE)
- The International Relations-Education Service (SRI-E)
- The University Physical Activity and Sport Service (SUAPS)
- The student and staff welfare service
- A branch of the Secours Populaire charitable organisation
- A dance studio
- A students’ social area
- A meeting room
- The Student Vice-President’s office
- Student societies

You can find out the latest news and keep up to date with events at the Maison de l’Étudiant through the social media networks run by the university’s students.

Facebook: MDEUPEM
Twitter: @MdEUPEM
The Georges Perec library

This library houses the university's urban planning, sociology, languages, literature, history, geography, sports science, management, economics, mathematics, ICT, science and technology and arts collections.

The facility is open to all and free to use.

The "Agora" on the ground floor includes an audio-visual room with multimedia equipment, for viewing in small groups, and comfy seats for relaxed reading. You'll also find art books and books on entrepreneurship, daily and weekly newspapers and magazines, comic books, mangas and fiction films on DVD.

The 1st and 2nd floors consist of study rooms interspersed with shelving which houses most of the multi-disciplinary collections and workspaces. There are also a large number of group study rooms and teaching rooms.

Around 150,000 documents are freely available for borrowing or consultation on the premises, and there are almost 900 workspaces.

A secure bike rack is available outside the library. The library offers users connected workspace, a Wi-Fi network, photocopiers (charge applies), a hole-punch and binding machine, DVD viewing stations and headphones, and computer stations across the premises.

www.u-pem.fr/bibliotheque

contact-bu@u-pem.fr

Facebook: UPEM University Library

GEORGES PEREC LIBRARY
RUE DES FRÈRES LUMIÈRE
77420 CHAMPS-SUR-MARNE

OCTOBER TO JUNE:
MONDAY, WEDNESDAY, THURSDAY, FRIDAY: 8.30 AM - 7 PM
TUESDAY: 10 AM - 8 PM
SATURDAY: 11 AM - 5 PM

JULY TO SEPTEMBER:
MONDAY TO FRIDAY: 8.30 AM - 7 PM
TUESDAY: 10 AM - 8 PM
La Centrif': the Cité Descartes' collaboration and innovation hub

A collaborative space for educational and digital innovation

Are you students or student entrepreneurs? Are you working on an educational project? Do you have innovative ideas using digital technology? Seek permission from your lecturers to go and work in LaCentrif' and develop your projects in an environment designed for a different way of working.

You’ll meet lecturers, teacher-researchers and professionals and find university services to assist you with your projects, such as the Campus Numérique (Digital Campus), the Cellule Innovation Pédagogique (Educational Innovation Cell) and the Centre d’Actions Pédagogiques en Langues (CAPLA - Language Learning Centre). Other facilities at LaCentrif' include a 200 m² co-working space, study rooms, a 100 m² conference room and several computer rooms.

This collaboration and innovation hub is also open to all: teaching staff, teacher-researchers, local entrepreneurs, members of the local community and campus staff. LaCentrif' was designed to become a key venue for meetings and discussions and an incubator for collaboration, experimentation, innovation, the dissemination of knowledge and entrepreneurial competition.

www.lacentrif.co

@LaCentrif

@La_Centrif
UPEM's comprehensive security plan

Certain exceptional events can occur suddenly and may endanger the lives of people working at or visiting the university.

They may involve suspicious smoke, a fire, an explosion, an attack, unusual objects or behaviour, serious incidents of all kinds... They could also be events with more limited effects which, nonetheless, pose serious risks to people and disrupt day-to-day activities.

So UPEM has taken steps to deal with these exceptional situations. It has put in place a special plan - the UPEM comprehensive safety and security plan - which sets out instructions to be followed by all students, members of staff and visitors who find themselves in a dangerous situation to enable them to find a place of safety as quickly as possible.

In an emergency

A special SMS alert will be sent to the mobile phone number you gave to the UPEM administration department.

The alert will also be broadcast via UPEM social networks:

The special SMS you receive in this specific situation will begin as follows:

"UPEM SECURITY ALERT"

More detailed information about the problem will be sent in an additional individual email to your UPEM account. It will be headed:

"UPEM PRESIDENT'S OFFICE SECURITY ALERT"

The instructions given must be followed at all times.

The instructions and information are always sent by the University President, who is responsible for the safety of all people and property at UPEM.

They apply to us all.

The @Beauvau_AlerteTwitter account

The government has launched a new public information process to be implemented in the event of a major public or civil safety incident. It includes, among other things, closer cooperation with social networks (Twitter and Facebook) via targeted messages.

In addition to this cooperation, the Minister of the Interior has set up a dedicated Twitter account to provide information for the general public in the event of a major incident:

@Beauvau_Alerte

So please follow it, and share the information with your networks.

For more information, please refer to UPEM's safety and security booklet entitled Everyone's safety, which is available from the university's institutional website.
ADMINISTRATIVE AND ACADEMIC ENROLMENT
Administrative enrolment

This is an important administrative procedure which gives you student status, once you have been accepted on your course. Not until you are enrolled and have paid your enrolment fees are you considered a student of the university. Once you are enrolled, you can also access all the services offered by the university.

Administrative enrolment begins in July and continues until the end of October.

For information and to access enrolment platforms, visit www.u-pem.fr, "enrolment and tuition" tab, then "administrative enrolment step by step".

Social security

To simplify administrative procedures and reduce expenditure at the start of the academic year, new students are now covered, from the beginning of the academic year, by the general social security scheme for all students. Student social security contributions have been abolished.

Example and procedures:

1. French students who are enrolling for higher education for the first time remain registered with their current social security scheme (CPAM, MGEN, MSA). No further action is required.

2. Students who are continuing their studies without any nationality requirements remain, by tacit agreement, covered by the Student Social Security system for which they registered in 2018-2019.

3. International students (with the exception of EU, EEA and Swiss nationals) who are enrolling for higher education in France for the first time are required to register with their local CPAM. The staff of the International Relations - Education Service will be happy to guide you through this process.

If you need help, visit the dedicated website at: etudiant-etranger.ameli.fr

Students cannot register until they arrive in France, and will be required to produce a tuition certificate to do this.

Student and Campus Life Contribution

All students must pay a "Student and Campus Life" contribution (CVEC) of €91 to the local CROUS (Créteil in UPEM's case) before they begin the administrative enrolment process. Proof of payment - or non-payment, for students who are exempted - is an obligatory document which must be produced for enrolment purposes.

Students exempted from the CVEC:

- Bursary students
- Students with refugee status
- Students granted subsidiary protection
- Asylum seekers

Students wishing to enrol for initial education courses must pay this contribution to the CROUS.
Academic enrolment takes place at the very beginning of the academic year, following administrative enrolment. It is vital because it allows you to choose your options and sit examinations. You enrol at your course’s academic office. Some courses also offer online enrolment.

⚠️ Should you decide to change courses part way through the year, you must re-enrol.

Additional enrolments during the academic year

For information on the "ICT and Internet Certificate" (C2i) and "Higher Education Languages Skills" (CLES) sessions organised by the university, go to:

- c2i.u-pem.fr/inscriptions
- www.u-pem.fr, "Courses" tab, then "Joint Languages Service" and "Languages qualifications"
- For information on "French as a Foreign Language" (FLE) sessions for international students (except students on exchange programmes), go to www.u-pem.fr and click on the "International" tab

Documents issued on enrolment

When you enrol, you will be issued with various documents:

A student card

A student card is issued to all enrolled students, on production of supporting documentation and payment of enrolment fees.

Your student card certifies that you are enrolled as a student and entitles you to:
- Borrow books and pay for photocopying in the library
- Pay for CROUS services and meals in the restaurant when your card is topped up.
- Take advantage of student discounts

⚠️ Don’t throw it away! It is valid for the length of your course at UPEM. Keep it safe. You could also save it in digital format or make copies of it.

If you no longer have your card, you will have to request a replacement (cost: €15, except if previous card stolen).

- Go to www.u-pem.fr, "Enrolment and tuition" tab, then "Your actions (Cancellation/Refund/Transfer)"
- For more information about the Izly card, visit: www.izly.fr

A tuition certificate

A tuition certificate is issued to all enrolled students, on production of supporting documentation and payment of enrolment fees.

You can print out your tuition certificate from your Digital Work Environment (DWE) (see p. 32)
Find accommodation

Looking for accommodation close to the university?

The Student Life Service (SVE) publicises different accommodation options (rooms in private homes, studio apartments, flatshares, student residences, etc.).

To view available accommodation, log into the accommodation platform u-pem.studapart.com, where you will find:

- property for rent
- shared rental
- sub-let property
- short term rental (room)

Thousands of accommodation options with private landlords, in residences and through estate agencies are available on the university's different sites.

You can also find all the information you need on accommodation assistance and procedures in the "Student accommodation guide" which you can pick up from the Student Life Service or the university website: www.u-pem.fr,"Campus Life" tab then "Student life" then "Accommodation".

STUDENT LIFE SERVICE - EMPLOYMENT & ACCOMMODATION
MAISON DE L’ÉTUDIANT – OFFICE B02
VIE.ETUDIANTE@U-PEM.FR
TEL : +33 (0)1 71 40 81 98

To secure accommodation in a university residence for the next academic year, you should apply to the CROUS before 30 April of the current academic year (allocation of accommodation is subject to conditions).

Eat and drink

L’ARLEQUIN
COPERNIC building
5, Boulevard Descartes
77420 Champs-sur-Marne

A huge restaurant with choice of menus and a cafeteria.
11.30 am - 2 pm
http://www.crous-creteil.fr/restaurant/ru-arlequin-mlv/

IUT cafeteria
(Champs-sur-Marne site)
2, Rue Albert Einstein
77420 Champs-sur-Marne

Hot and cold drinks, breakfast, sandwiches, takeaway pasta dishes, salads...
11 am - 2 pm
http://www.crous-creteil.fr/restaurant/cafeteria-iut-champs/

LAVOISIER EXPRESS
LAVOISIER building
5, Boulevard Descartes
77420 Champs-sur-Marne

Sandwiches, salads, paninis, drinks, takeaway pasta dishes...
11 am - 2 pm
http://www.crous-creteil.fr/restaurant/cafeteria-lavoisier-express/

CROUS club
10, Boulevard Newton
77420 Champs-sur-Marne

Canteen with choice of menus.
11.30 am - 2 pm
http://www.crous-creteil.fr/restaurant/ru-crous-club/
Find information

The University Library offers 200,000 documents covering all disciplines in its libraries across the Cité Descartes, at Val d’Europe and Meaux, as well as a wide range of services (photocopying and printing, answers to your questions in person and remotely, Inter-library loans…)

For further information, go to: contact-bu@u-pem.fr

Online resources

The University Library offers a vast collection of online journal platforms, bibliographical and factual databases, and e-books. These resources can be consulted on the premises or online, once your credentials have been authenticated. The University Library expands its e-resources on a regular basis.

You can access online resources from the UPEM website: "Library" tab then "Access online resources".
### UPEM libraries

<table>
<thead>
<tr>
<th>Georges Perec library</th>
<th>IUT library</th>
<th>IUT library</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cité Descartes)</td>
<td>(Cité Descartes)</td>
<td>(Meaux)</td>
</tr>
<tr>
<td>Languages - Literature</td>
<td>Civil engineering - Thermal</td>
<td>Business and local authority</td>
</tr>
<tr>
<td>- Urban Planning - Sociology</td>
<td>engineering - Computer networks</td>
<td>management - Marketing</td>
</tr>
<tr>
<td>- History - Geography</td>
<td>Urban Planning</td>
<td>techniques - Networks - Accounting</td>
</tr>
<tr>
<td>- Economics - Mathematics</td>
<td>Science and Technology - Arts</td>
<td>Science and Technology - Arts</td>
</tr>
<tr>
<td>- ICT</td>
<td>Arts</td>
<td>Arts</td>
</tr>
<tr>
<td>Tel: +33 (0)1 71 40 81 37</td>
<td>Tel: +33 (0)1 60 95 85 30</td>
<td>Tel: +33 (0)1 64 36 44 29</td>
</tr>
<tr>
<td><a href="mailto:contact-bu@u-pem.fr">contact-bu@u-pem.fr</a></td>
<td><a href="mailto:bibch@u-pem.fr">bibch@u-pem.fr</a></td>
<td><a href="mailto:bibmeaux@u-pem.fr">bibmeaux@u-pem.fr</a></td>
</tr>
<tr>
<td><strong>October to June</strong></td>
<td>Monday to Thursday: 9 am - 5.30 pm</td>
<td>Monday to Friday: 8.30 am - 5.30 pm</td>
</tr>
<tr>
<td>Monday, Wednesday, Thursday, Friday: 8.30 am - 7 pm</td>
<td>Tel: +33 (0)1 60 95 76 38</td>
<td>Monday to Friday: 8.30 am - 5 pm</td>
</tr>
<tr>
<td>Tuesday: 10am - 8 pm • Saturday: 11am - 5 pm</td>
<td><a href="mailto:bibval@u-pem.fr">bibval@u-pem.fr</a></td>
<td></td>
</tr>
<tr>
<td><strong>July to September</strong></td>
<td>Monday to Friday: 11am - 5 pm</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday: 8.30 am - 6 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday: 8.30 am - 5 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts and Multimedia library</th>
<th>Lavoisier Research Library</th>
<th>Copernic Research Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandra David-Néel building</td>
<td>(Area M, 3rd floor)</td>
<td>Mathématiques – ICT Linguistics</td>
</tr>
<tr>
<td>(Noisy-le-Grand)</td>
<td>Physics - Chemistry</td>
<td></td>
</tr>
<tr>
<td>Cinéma –Performing Arts</td>
<td>Process engineering - Mechanics</td>
<td></td>
</tr>
<tr>
<td>Image – Sound – Multimedia</td>
<td>Access by swipe card</td>
<td>CLOSED FOR RENOVATION</td>
</tr>
<tr>
<td>Tel: +33 (0)1 49 32 90 28</td>
<td><a href="mailto:biblav@u-pem.fr">biblav@u-pem.fr</a></td>
<td><a href="mailto:bibrech@u-pem.fr">bibrech@u-pem.fr</a></td>
</tr>
<tr>
<td><a href="mailto:bibifi@u-pem.fr">bibifi@u-pem.fr</a></td>
<td>Monday to Thursday: 8 am - 5.30 pm</td>
<td></td>
</tr>
<tr>
<td>Monday to Thursday: 8 am - 5.30 pm</td>
<td>Monday to Friday: 11am - 5 pm</td>
<td>Monday to Friday: 8.30 am - 6 pm</td>
</tr>
<tr>
<td>pm Friday: 8.30 am - 12.30 pm</td>
<td>Tel: +33 (0)1 60 95 76 38</td>
<td></td>
</tr>
<tr>
<td>Tel: +33 (0)1 60 95 76 38</td>
<td><a href="mailto:bibval@u-pem.fr">bibval@u-pem.fr</a></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday: 8.30 am - 5 pm</td>
<td>Monday to Friday: 8.30 am - 6 pm</td>
<td>Monday to Friday: 8.30 am - 5 pm</td>
</tr>
</tbody>
</table>

⚠ Opening hours are subject to change. Please refer to notice boards and the “Library” tab on the UPEM website.

🔥 UPEM University Library

contact-bu@u-pem.fr
Get active

The University Physical Activity and Sport Service (SUAPS) offers three kinds of sports activities.

- Sport for all: badminton, volleyball, basketball, futsal, handball, tennis, golf, boxing, etc.
- Competitive inter-university sport with the university sports society: badminton, tennis, football, volley, basket, ultimate frisbee, etc. A fee of 35 euros is payable for the pass.
- Well-being and fitness: core conditioning, bums and tums, step aerobics, stretching, weight training, yoga, Pilates, Fekdenkrais and hip-hop

All students can join the SUAPS free of charge.

For details of how to join, and to view the programme, go to: www.u-pem.fr, “Campus life” tab then “Sports activities”.

UNIVERSITY PHYSICAL ACTIVITY AND SPORT SERVICE
MAISON DE L’ÉTUDIANT – OFFICE B13
SUAPS@U-PEM.FR
TEL : +33 (0)1 71 40 81 91
The university gives you the possibility of accessing your workspace and online resources.

Log into your DWE and your email account: **ent.u-pem.fr**

---

**Digital Working Environment (DWE)**

No matter where you are, you can consult your student account straight from your DWE to:

- View your grades (as soon as they are released)
- Print out your tuition certificates
- View your course syllabus
- Change your postal address

To do this, go to: **mondossierweb.u-pem.fr**

---

**Your DWE provides access to:**

- Your email account: **login@etud.u-pem.fr**
- Online courses related to your course at: **elearning.u-pem.fr**
- Online languages courses (only available after you have completed your academic enrolment).
  If you need help, contact: **campus.numerique@u-pem.fr**
- Digital library resources
- Information about international relations (finding a placement abroad, exchange programmes, mobility grants...)
- Careers and employment information

---

- Job and placement offers
- Information about student life (practical information, news, your elected representatives...)
- Information relating to your academic record
You will receive your log-in details when you enrol.

If you lose your username or password, go to: https://cri.u-pem.fr, "Student services" tab then "FAQ", or log into the Passreminder application: https://passreminder.u-pem.fr

⚠️ UPEM uses your university email account to send you crucial information about your academic year. You should consult it regularly and use it to correspond with the university.

Should you wish, you can redirect your emails from the university to another email address by activating message forwarding.

Go to https://mailetud.u-pem.fr "Options/redirect email" tab.

Timetable

You can view your timetable on the DWE or at https://edt.u-pem.fr/direct

Wi-Fi

While on the campus, you can connect to the Wi-Fi network from a laptop or smartphone.

More information about how to do this can be found at: cri.u-pem.fr, "documentation" tab then "how to set up Wi-Fi"

Help

To report problems in teaching rooms or difficulty in accessing applications, go to: sos@etud.u-pem.fr

ICT and Internet Certificate (C2I)

The C2I examination is open to all higher education students, particularly students in the first year of their bachelor's degree course.

C2i level 1 certifies proficiency in a set of ICT skills, divided into 5 areas, which students need for the activities now required for a higher education course.

The certification test consists of 2 sections:
- A series of multiple-choice questions on the educational digital platform
- A practical section at a computer workstation

For more information
- C2i at UPEM: c2i.u-pem.fr, c2i@u-pem.fr or contact your departmental office
- C2i level 1 official website: c2i.education.fr
- Multimedia training: www.c2imes.org
Learn languages

CAPLA (Language Learning Centre)

The CAPLA’s remit is to support language learning in all the university's constituent institutions.

It supports the provision of language training for students specialising in other disciplines and offers courses, workshops and activities, most of which take place on Thursday afternoons or weekdays between 5 and 7 pm.

Subject to availability of places (students must enrol with the CAPLA at the beginning of the academic year, via an online form), you can:

- Keep up your MFL2/MLF3
- Start learning another language (Chinese, English, French Sign Language, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish, and Latin)
- Follow an optional advanced English course (students must enrol with the CAPLA at the beginning of the academic year, via an online form)
- Work through UPEM’s English Help modules
- Take part in the theatre workshop in English
- Take part in the bilingual French - French Sign Language workshop
- Learn a language along with a foreign student
- Use the SPEEXX languages platform independently or as part of your course
- Study for qualifications relevant to your career plan (contact the CAPLA)
- Learn how to speak in public in English in IDEABATE workshops
- Prepare for time abroad by taking part in language and culture workshops
- Take part in conversation workshops

CAPLA
ADA LOVELACE BUILDING – LA CENTRIF’ – OFFICE 217
MANAGER: LAURENCE.VIGIER@U-PEM.FR

ASSISTANT MANAGERS
BENJAMIN.TEMPLIER@U-PEM.FR
RASH.BEGHDALI@U-PEM.FR
OFFICE 216

TOCFL COORDINATOR
RASH.BEGHDALI@U-PEM.FR
OFFICE 218

CLES ENGLISH COURSES
COORDINATOR
ANNE-LAURE.PARIZE@U-PEM.FR

DEPARTMENTAL OFFICE
CAPLA.SECRETARIAT@U-PEM.FR

For information, visit:
www.u-pem.fr "Training" tab, then "Languages"

French as a Foreign Language (FLE)

The International Relations - Education Service (SRI-E) offers FLE courses for international students enrolled at UPEM.

They are designed to enable participants to gain proficiency in and/or improve their French.

These courses for international students (except those on exchange programmes) are held from Monday to Friday, between 5 pm and 8 pm, and on Saturday mornings, between 9 am and 12 noon.

For information, visit:
www.u-pem.fr "International" tab
international@u-pem.fr
**Spend time abroad**

Add an international dimension to your studies at UPEM and enjoy an enriching academic, linguistic, cultural and human experience!

The International Relations - Education Service (SRI-E) team can provide information and assist you with your one- or two-semester student mobility project in a partner university in a foreign country.

The SRI-E also provides financial support to help you during your study or placements abroad.

**Destinations and procedures for study abroad**

Information about destinations and administrative procedures (application deadlines, conditions, etc.) can be found on the UPEM website: [www.u-pem.fr](http://www.u-pem.fr), “International” tab then “UPEM students” and “Financial assistance”.

**Financial assistance for study and placements abroad**

For information about assistance schemes, visit the UPEM website: [www.u-pem.fr](http://www.u-pem.fr), “International” tab then “UPEM students” and “Study mobility”.

Bursary application forms must be obtained from the International Relations - Education Service.

**Buddy programme**

Sign up for the Buddy programme and help a foreign student at UPEM: [international@u-pem.fr](mailto:international@u-pem.fr)

---

**INTERNATIONAL RELATIONS - EDUCATION SERVICE**  
MAISON DE L’ÉTUDIANT – OFFICE C01  
INTERNATIONAL@U-PEM.FR  
TEL:+33 (0)1 71 40 81 84
Study as an international student

Call in at the International Relations - Education Service (SRI-E) for assistance (CAF, CPAM...).

Residence permit
Contact the SRI-E for information on the different methods of applying for or renewing your residence permit.
If you live in the Torcy district, the SRI-E handles your application.

French as a Foreign Language (FLE)
The SRI-E offers FLE courses for UPEM’s international students.
Enrolment fee: €210 per semester
How to enrol: [www.u-pem.fr/international](http://www.u-pem.fr/international) tab, then learn French
If studied as introductory modules, and subject to the agreement of the course coordinator, these courses can lead to the award of ECTS credits.
In this case, students will follow the courses designed for students on exchange programmes.
If you have any questions about French as a Foreign Language courses, send an email to: international@u-pem.fr

Plan your career and find employment

Obtaining careers information and advice
The Information, Careers Guidance and Education-to-Work Transition Service (SIO-IP) is here to advise, guide and assist you throughout your course.
Its careers advisors will be happy to help you with:
- Individual careers interviews (by appointment)
- Assistance in drawing up your personal and career plan
- Advice regarding further study
- Assistance in changing course or career plan
A document library and career choice tools are also available for your use.

Finding employment
The SIO-IP offers the following services to help you find employment or a placement:
- Themed 'Finding employment' workshops (CV, letter of application, job interview, etc.)
- Meetings with a professional careers advisor.
Four other tools are available:
- A placement and job offer platform, which is regularly updated by companies, can be accessed at: [upei.jobteaser.com](http://upei.jobteaser.com)
- A platform for printing out your P-STAGE placement contracts
- The placement student guide
Becoming an entrepreneur

UPEM encourages entrepreneurship among its students and supports people with ideas and project developers. Student-entrepreneur status enables students to combine their entrepreneurial project and their studies.

An expert advisor is available to help you (by appointment).

Student jobs

The SIO-IP disseminates information about job offers received from individuals, companies and local authorities.

The Student Life Service (SVE) offers internal jobs at the university all year round.

For information and to enrol for the UPEM Career Center, go to:
https://upem.jobteaser.com

SIO-IP
COPERNIC BUILDING – GROUND FLOOR – OFFICE 0V110
SIO@U-PREM.FR
TEL: +33 (0)1 60 95 76 76
MONDAY: 1 PM - 5 PM
TUESDAY – THURSDAY: 9 AM - 5 PM
FRIDAY: 9 AM - 4 PM

Employment statistics

The Observatoire des Formations, des Insertions Professionnelles, Évaluations (OFIPE) analyses students' training paths and employment secured by graduates. In addition to being a useful tool for the university's management, these studies also provide information to help you make your career choices.

You can find all this information (qualification achievement statistics, employment rate, unemployment, average net salary...) on the OFIPE website: http://www.u-pem.fr/ofipe/ "key figures" tab

To view the analysis of results, click on the "Publications" tab

For information on the routes followed by students in previous years, contact your course coordinator.

The OFIPE conducts annual surveys on graduates' careers and the quality of teaching. These surveys are designed to improve the training you receive and your study facilities. So it's vital that you reply to enable the university to fully cater for your needs.
The University Health Service

The University Health Service (SSU) offers support and health-related information for students.

Medical appointments for:
- Study arrangements for students with disabilities
- Regular check-ups
- Fitness for sport certificate
- Vaccinations
- Mental health consultations
- Medical treatment and emergencies

UNIVERSITY HEALTH SERVICE
COPERNIC BUILDING
SSU@U-PEM.FR
TEL: +33 (0)1 60 95 74 43

Disability support

The disability support office is part of the Student Life Service and offers personalised assistance to disabled students throughout the academic year: extra time in examinations organised in conjunction with the University Health Service (SSU), a scribe for the year, examination assistant, transport for university excursions, loan of equipment (ergonomic chair, laptop computer, etc.).

Do introduce yourself so a study support plan can be put in place for you, once you have had a medical check with the University Health Service.

STUDENT LIFE SERVICE - DISABILITY SUPPORT HUB
MAISON DE L’ÉTUDIANT – OFFICE B02
ACCUEILHANDICAP@U-PEM.FR
TEL: +33 (0)1 71 40 81 96

UNIVERSITY HEALTH SERVICE
COPERNIC BUILDING – OFFICE 0B036
SSU@U-PEM.FR
TEL: +33 (0)1 60 95 74 43

Social welfare

Top-ups to the social welfare grant and financial assistance

Welfare assistant

If you experience family, social or financial difficulties, UPEM's welfare assistant can advises and assist you.

NATHALIE SERPAUT
MAISON DE L’ÉTUDIANT – B WING 1ST FLOOR
OFFICE B14

SOCIAL WELFARE SERVICE ADMINISTRATIVE OFFICE
PATRICIA.BUTTIGIEG@U-PEM.FR
TEL: +33 (0)1 60 95 70 07
OFFICE B12
Specific assistance - One-off grant (ASAP)

Financial assistance may take two forms:

- Either one-off financial assistance for students who are momentarily experiencing serious difficulties
- Or annual financial assistance for students who are experiencing long-term difficulties (financial hardship, proven financial independence from their family, resumption of studies).

For information, contact the university’s social welfare assistant (by appointment only).

**WELFARE SERVICE**
MAISON DE L’ÉTUDIANT – B WING 1ST FLOOR
OFFICES B12 AND B14

**WELFARE SERVICE ADMINISTRATIVE OFFICE**
PATRICIA BUTTIGIEG
PATRICIA.BUTTIGIEG@U-PREM.FR
TEL: +33 (0)1 60 95 70 07

Full information on CROUS grants can be found at: [www.crous-creteil.fr](http://www.crous-creteil.fr)

Secours Populaire Français

A branch of the Secours Populaire Français charitable organisation (SPF) is located on the university premises. SPF volunteers are available on Tuesdays and Thursdays, 1 pm - 4 pm, to deal with requests for welfare assistance in the form of food and/or clothing, and to put you in contact with the other SPF organisations.

**SECOURS POPULAIRE FRANÇAIS BRANCH**
MAISON DE L’ÉTUDIANT – OFFICE A11
SECOURSPOPULAIRE.FR/77

UPEM Financial Support

A proportion of the Student and Campus Life contributions collected by the university is earmarked for student welfare assistance. These exceptional grants are awarded by a social welfare committee which meets 4 times a year, and are designed to help students who find themselves in difficult situations (significant unplanned expenses, loss of a student job, placement-related mobility, discontinuation of parental support, etc.) and who are not entitled to travel expenses for placements ASAP assistance or support from the CROUS.

To apply for one of these grants, you should make an appointment with the university’s social welfare assistant who will analyse your situation and help you to complete an application form which will be presented anonymously to the social welfare committee.

**WELFARE SERVICE**
MAISON DE L’ÉTUDIANT – B WING 1ST FLOOR
OFFICES B12 AND B14

**WELFARE SERVICE ADMINISTRATIVE OFFICE**
TEL: +33 (0)1 60 95 70 07

Financial help with transport costs

**Overseas France: the mobility passport**

The mobility passport, awarded by the Ministry of Overseas France, is handled by CROUS.

It covers the cost of one return journey per academic year for students originating Overseas France who are studying in Metropolitan France, Overseas France or the European Union, on a course which either does not exist or is full in their locally.

For more information, visit: [mobilite.ladom.fr/accueil](http://mobilite.ladom.fr/accueil)

Information can also be obtained from your local CROUS. Special assistance can be granted by the local council, the department or the region.
COMMUNITY AND CIVIC LIFE
The Maison de l’étudiant

The Maison de l’Étudiant is a dedicated social space for students. It comprises a dance studio, a food court and a multi-use hall and is home to all the university’s student and campus life services.

Student societies

The Student Life Service’s main remit is to promote and develop student and civic activities at the university. It provides advice and assistance to help you carry out your projects, such as setting up a society or organising events (parties, concerts, festivals, film screenings, sports tournaments, etc.).

It also runs the (CVEC/FSDIE) committee responsible for providing financial support for students projects.

For more information, go to the UPEM website: www.u-pem.fr, "Campus life" tab then "Community and cultural life", "Societies: practical information" and "Grants".

STUDENT LIFE SERVICE - COMMUNITY AND CULTURAL LIFE
MAISON DE L’ÉTUDIANT – OFFICE B02
VIE.ETUDIANTE@U-PEM.FR
TEL: +33 (0)1 71 40 81 97

By getting involved in campus life, you can acquire skills to complement your studies. These can then be included in the appendix to your degree certificate or as a Constituent Element of the Introductory Module (ECUEO).

Do join an existing student society or set up one of your own. Listed below, you’ll find information about UPEM’s very active student societies.
General Societies

Assemblée Étudiante MLV (AEM)

The Marne-la Vallée Student Council’s aim is to establish a means of organisation and expression for us, the students of UPEM through monthly consultative meetings. This means that we can put forward projects and initiatives for improving the university or our living conditions and study facilities! So we can communicate more easily with the university's elected officials and establish a more direct form of democracy with our student representatives by communicating our ideas to them directly. We also get together for a drink on a regular basis to enable students to get to know one another.

**ASSEMBLÉE ÉTUDIANTE MLV (AEM)**
MAISON DE L’ÉTUDIANT
ASSEMBLEEETUDIANTEMLV@GMAIL.COM
TEL: +33 (0)1 71 40 81 73

As de cœur

As de Cœur is a student society which puts its members' skills to good use on behalf of humanitarian, aid and development causes. We carry out our projects in France and in other countries. We have taken part in the annual 4L Trophy humanitarian rally for the last 4 years and we frequently organise collections for various projects (clothing, toys, plastic bottle tops...).

**AS DE CŒUR**
COPERNIC BUILDING – OFFICE 1B11
AS.DE.COEUR.ASSOCIATION@GMAIL.COM

Association Sportive AS UPEM

The UPEM Sports Society enables all UPEM students to participate in inter-university sports competitions.

**ASSOCIATION SPORTIVE**
MAISON DE L’ÉTUDIANT – OFFICE B 13
WWW.ASUPEM.COM
AS.UMLV@GMAIL.COM
TEL: +33 (0)1 71 40 81 93

**AVED**

AVED brings together representatives of the students and apprentices of the institutions on the Cité Descartes campus in Champs-sur-Marne to:

- Organise parties
- Organise cultural events (art exhibitions, concerts, conferences, etc.)
- Organise sports events
- Organise events or gatherings to bring together students at the Cité Descartes

ASSO.AVED@GMAIL.COM

**ASDECOEUR.UPEMLV**
**UPEM BDE (Student Union)**

If you're looking for a social area where you can drop in at any time to chill out (table football, ping-pong), if you want to participate in events where you can meet some of the campus’s 15,000 students, or if you just want to attend our student parties - you're more than welcome!

**BDE DE L’UPEM**
MAISON DE L’ÉTUDIANT
OFFICE A03 AND SOCIAL AREA IN THE MULTI-USE HALL

Contact@BDE-UPEM.FR

BDE.UPEM77

---

**Bruit du Kouloir (BDK)**

Bruit du Kouloir is a music society with its own, fully equipped rehearsal space. Members can use the many musical instruments and equipment to share - or discover - their passion for music.

The society gives beginners an opportunity to learn about music under the guidance of highly experienced musicians Everyone is welcome to come along to learn, express themselves, share experiences and, of course, get up on the stage.

So what are you waiting for? Come and jam with us and catch the vibe!

**BRUIT DU KOULOIR**
LAVOISIER BUILDING - ROOM R102
BRUIT.DU.KOULOIR@GMAIL.COM

BRUITDUKOULOIR
CINÉKO
This society assists students with their studies by organising cinema-related events and helps them to implement their film projects. Creative support, student directory, filming, courses, discussions, film club, distribution of films, cinema screenings...

CINÉKO
MAISON DE L’ÉTUDIANT – OFFICE A04
ASSOCIATION.CINEKO@GMAIL.COM

COOP’A’PRENDRE
The society’s aim is to develop an educational project focusing on green and socially responsible activities.

The project involves:

• Showing students the benefits of working cooperatively

• Encouraging the creation of social and solidarity economy organisations

• Developing cooperation between the different stakeholders at the Cité Descartes (Seine-et-Marne)

• Developing solutions to both the challenges of sustainable local economic development and local needs.

And, generally, participating in any financial, commercial, economic, property and non-property activities which relate directly or indirectly to the purpose stated above or to any similar or related purpose which might lead to its extension or development in other areas.

COOP’A’PRENDRE
Coopaprendre@gmail.com

Danses à l’UPEM
Danses à l’UPEM was set up to encourage students to discover, learn and enjoy Latin and Afro-Caribbean dancing in a friendly and relaxed atmosphere. So come along and see what we have to offer - including salsa, bachata and kizomba!

DANSES À L’UPEM
DANSES.UPEM@GMAIL.COM

Association De l’Autre Côté (ADAC)
This society offers you the chance to experience audio-visual production from the other side of the camera through various projects and events. Do you dream of getting into the film industry, making videos or clips? Are you a musician? Would you like to form a group or record a track? Do you want to meet former UPEM students who now work in audiovisual production or simply share and widen your experience in the field?

DE L'AUTRE CÔTÉ
MAISON DE L’ÉTUDIANT – OFFICE A15
ASSO.DELAUTRECOTE@GMAIL.COM

Édition Graphite
Édition Graphite’s raison d’être is to produce, publish and sell a fanzine created by students and organise events with and for its members.

ÉDITION GRAPHITE
FANZINE.GRAPHITE@GMAIL.COM
ENACTUS UPEM

This society develops and promotes entrepreneurial spirit among students in the interests of human and sustainable development.

ENACTUS UPEM
ENACTUSUPEM@GMAIL.COM

RADIO RECC

Radio RECC is UPEM's campus radio station. Set up 10 years ago, it is run by the university's students. News, sport, music, culture, student life, etc.

RADIO-RECC
MAISON DE L’ÉTUDIANT – STUDIO A01 AND OFFICE A02
COMMUNICATION@RADIO-RECC.FR
TEL: +33 (0)1 71 40 81 77
WWW.RADIO-RECC.FR

U-GEEK

This society provides an opportunity for members to play various videogames on different platforms, organise activities involving platform games, Geek culture and new technologies.

U-GEEK
MAISON DE L’ÉTUDIANT – OFFICE A12
UGEEKUPEM@GMAIL.COM

Wild Dancers

Wild Dancers is a dance society which performs at all kinds of events. We also offer drop-in sessions to give our members an opportunity to unwind and learn different styles of choreography.

WILD DANCERS
DANCERSWILD312@GMAIL.COM

803Z

The University Audio-Visual Society would be the formal description of 803Z. A fun and friendly group would be cooler. The UPEM Cinema Society would be the pretentious version. But the best way to describe 803Z is simply 803Z.

803Z
MAISON DE L’ÉTUDIANT – OFFICE A14
CONTACT@803Z.FR
WWW.803Z.FR
Departmental student societies

**BANZAI JAPAN**

Banzai Japan is a UPEM-ESIPE student society which promotes Asian culture.

**BANZAI JAPAN**  
COPERNIC BUILDING - ROOM 1B021  
NOTICEME@BANZAI-JAPAN.COM  
[facebook](#)

**BDE ESIPE**

We organise parties and barbecues to enable everyone to meet and get to know one another outside the academic environment.

In addition, the BDE (Student Union) has an area, the FDK, in the COPERNIC building where students can amuse themselves during breaks (table football, videogames, sweets and drinks) - and enjoy the friendly atmosphere!

**BDE ESIPE**  
COPERNIC BUILDING - ROOM 1B033  
BDEESIPE@GMAIL.COM  
[facebook](#)

**BDE STAPS**

UPEM's STAPS Student Union works throughout the year, through its wacky sporting activities and its premises, to foster a friendly and fun atmosphere in our department and with the university's other societies.

**BDE STAPS**  
COPERNIC BUILDING – ROOM 0S320  
BDE.STAPS.MLV@GMAIL.COM  
TEL: +33 (0)6 14 98 51 87  
[facebook](#)

**BDI**

The BDI is the society for students studying on the IMAC Engineering course. Induction weekend, fund-raising events, mentor-mentee meals, meal for students from different year groups, laser games, "jeudimac" games events...

With the support of our many partners (Scribe, École d'Ostéopathie, Laser Game, Ferme du Buisson, etc), we do our utmost to provide a dynamic environment for IMAC students.

**BDI**  
COPERNIC BUILDING – OFFICE B31  
BDEIMAC@GMAIL.COM  
[facebook](#)
FDK
You can drop into the FDK for a coffee, a soft drink, a chocolate bar... and relax with a game of table football or a videogame, etc.

FDK
COPERNIC BUILDING - ROOM 1B060
TEL: +33 (0)6 98 05 98 82
FDK.ESIPE

LE KARTEL
A student society which offers go-karting- and motorbike related activities.
open to all UPEM and INGENIEURS 2000 students.

LE KARTEL
COPERNIC BUILDING – OFFICE 1B13
LEKARTEL.MLV@GMAIL.COM
LE-KARTEL

NETIS
This society seeks to offer its members a long-term platform for self-expression and collaborative working experiments through the development of non-commercial projects.

NETIS
ERASME BUILDING - OFFICE 210
SANDBOX – OFFICE 212
CONTACT@ASSO-NETIS.FR
NETIS.ASSO

SCIENCE GATEWAY
A UPEM student society offering free tutoring with their school work to pupils at the Lycée René Cassin in Noisiel.

SCIENCE GATEWAY
SCIENCE.GATEWAY.2016@GMAIL.COM
TEL: +33 (0)6 43 92 50 01
Student representatives

Your representatives on university councils

Student representatives are elected every two years by all the university's students. They sit on each of the three councils as follows: 4 students on the Board of Governors, 12 on the Academic Council, 9 as members of the Education and University Life Committee and 3 as members of the Research Committee.

Your Vice-President is Enora Lorcy, who was elected by the Academic Council to serve until December 2020.

ENORA LORCY
ASSISTANT VICE-PRESIDENT: GÉRALD LEBIGOT
MAISON DE L'ÉTUDIANT – OFFICE A13
VPETUDIANT@U-PEM.FR
T EL: +33 (0)1 60 95 81 73

You can find a list of student representatives on the central university councils on your DWE!

Your elected representatives on the councils of UPEM's constituent institutions

Student representatives sit on the councils of their own institutions and are elected every two years by the students of that institution. So they have a say in organisation, policy-making and management.

Details of how to contact your student representatives are available at your departmental office.

Your course representatives

Your representatives are selected at the beginning of the academic year or term in a tutorial, a lecture, or a meeting of the whole year group, depending on how the course is organised. They are valuable contacts and can participate in working groups concerned with life on campus.

The Student Vice President meets with them periodically to address general matters or issues specific to the component institutions, and to pass on information to them.

The President

The University President, Gilles Roussel, has been elected to serve until January 2020.

He has assigned the task of energising student life and improving the everyday live of students on the campus to Karine Marot.

For information, call in at:

BOIS DE L'ÉTANG BUILDING - OFFICE A 215
KARINE.MAROT@U-PEM.FR
University services at your disposal

Finance department

Implements the university's budget and draws up its financial statement. It pays all the university's expenses and handles its receipts (including enrolment fees). So it is the contact point for students in matters relating to the payment of fees.

COPERNIC BUILDING - 1ST FLOOR
COUNTER AT OFFICE 1S419-420
AGENCE-COMPTABLE@U-PEM.FR
TEL: +33 (0)1 60 95 75 01

University Library

Manages all the university's libraries, its holdings and electronic resources for students and staff.

GEORGES PEREC LIBRARY
CONTACT-BU@U-PEM.FR

Campus Numérique (Digital Campus)

Organises the university's online courses and digital content from its audio-visual centre. The service is at the cutting edge of educational innovation thanks to New Information and Communication Technology (NICT).

ADA LOVELACE BUILDING – 2ND FLOOR
ALEXANDRA DAVID-NÉEL – OFFICE A261
IUT CHAMPS - OFFICE I140
IUT MEAUX - OFFICE A308
CAMPUS.NUMERIQUE@U-PEM.FR
TEL: +33 (0)1 60 95 74 55

ICT Resource Centre (CRI)

Manages the computer servers, management applications and the IT structure for the university’s teaching and research activities.

COPERNIC BUILDING - OFFICE 4B09 TO 4B024
IUT CHAMPS SUR MARNE SITE - OFFICE A001
IUT MEAUX SITE - OFFICE 1208
SOS@ETUD.U-PEM.FR
TEL: +33 (0)1 60 95 74 55
HTTPS://CRI.U-PEM.FR

CAPLA (Language Learning Centre)

Supports language learning at UPEM and offers various workshops and activities.

ADA LOVELACE BUILDING – LA CENTRIF’ – OFFICE 210
CAPLA.SECRETARIAT@U-PEM.FR
TEL: +33 (0)1 60 95 73 72

The International Relations - Education Service (SRI-E)

Supports students' international mobility projects. It also assists UPEM's constituent institutions in developing international projects and manages financial assistance schemes for study and placements abroad. It also offers French as a Foreign Language (FLE) courses for international students.

MAISON DE L’ÉTUDIANT – OFFICE C01
INTERNATIONAL@U-PEM.FR
TEL: +33 (0)1 71 40 81 84
Information, Careers Guidance and Education-to-Work Transition Service (SIO-IP)

Will be happy to:

• Provide careers guidance and advise you in choosing what to study
• Offer you job placements and help you to prepare for working life
• Assist you with your entrepreneurial project.

COPERNIC BUILDING–GROUND FLOOR – OFFICE 0B042
SIO@U-PEM.FR
INSERTION.PROFESSIONNELLE@U-PEM.FR
ENTREPRENEURIAT@U-PEM.FR
TEL: +33 (0)1 60 95 76 76

Academic Registry

• Handles enrolment and transfers:
  TRANSFERS AND ENROLMENT CENTRE
  COPERNIC BUILDING –OFFICE 0B093
  SCOLARITE@U-PEM.FR
  TEL: +33 (0)1 60 95 74 74

• Manages study bursaries and issues degree certificate:
  COPERNIC BUILDING –OFFICE 0B034
  BOURSES-DIPLOMES@U-PEM.FR
  TEL: +33 (0)1 60 95 74 74

Welfare service

A place where you can drop in for advice if you are experiencing material and/or personal problems during your studies.

MAISON DE L’ÉTUDIANT – B WING 1ST FLOOR
OFFICES B12 AND B14
WELFARE SERVICE ADMINISTRATIVE OFFICE:
TEL: +33 (0)1 60 95 70 07

University Health Service

Support and consultations for any health-related problem and regular check-ups, special arrangements for students with disabilities and sports medical certificates.

COPERNIC BUILDING –OFFICE 0S0300
SSU@U-PEM.FR
TEL: +33 (0)1 60 95 74 43

The University Physical Activity and Sport Service (SUAPS)

Enables students to enjoy a large number of non-competitive sports and leisure activities between October and the end of May. You can enrol at any time during the academic year.

MAISON DE L’ÉTUDIANT – OFFICE B13
SUAPS@U-PEM.FR
TEL: +33 (0)1 71 40 81 91

www.u-pem.fr, “enrolment and tuition” tab
Student Life Service (SVE)

Is your contact point for matters relating to community life, launching projects, accommodation and student jobs and oversees the disability support service.

MAISON DE L’ÉTUDIANT – OFFICE B02
VIE.ETUDIANTE@U-PEM.FR

EMPLOYMENT & ACCOMMODATION CENTRE
VIE.Etudiante@U-PEM.FR
Tel : +33 (0)1 71 40 81 98

DISABILITY SUPPORT CENTRE
ACCUEIL.HANDICAP@U-PEM.FR
Tel: +33 (0)1 71 40 81 96

COMMUNITY & CULTURAL LIFE CENTRE
VIE.Etudiante@U-PEM.FR
culture@u-pem.fr
Tel: +33 (0)1 71 40 81 97

COPERNIC BUILDING – OFFICE 1V080
GLADYS DUBOUQUET
FC@U-PEM.FR
TEL: +33 (0)1 60 95 70 21

COPERNIC BUILDING – OFFICE 1V080
SABRINA.SAUNIER
FC@U-PEM.FR
TEL: +33 (0)1 60 95 71 36

Provides advice and guidance and handles your enrolment and Validation of Acquired Experience procedures for you.

COPERNIC BUILDING – OFFICE 1V080
CHRYSTEL ALLEBE
VAE@U-PEM.FR
TEL: +33 (0)1 60 95 71 38

COPERNIC BUILDING – OFFICE 1V080
AUDREY LOISEAU
VAE@U-PEM.FR
TEL: +33 (0)1 60 95 71 37

The Continuing Education and VAE (Validation of Acquired Experience) service

Provides advice and guidance for placement students interns on continuing education and VAE courses.

If you have discontinued your formal education and/or you work, this service can help you to put together your funding application and will manage your contract or funding agreement.

If you are in work-based training and want to enter into a professional training contract, the Continuing Education and VAE service will manage the agreement with your future employer.

ERASME BUILDING – OFFICE 006
SOPHIE LE VAGUERESSE
fc@U-PEM.FR
Tel: +33 (0)1 60 95 78 02
Useful addresses

BAPU Luxembourg (mental health help desk)
44, RUE HENRI BARBUSSE – 75005 PARIS
TEL: +33 (0)1 43 29 65 72
BAPULUXEMBOURG.NET

BIJ (Youth Information Centre)
6, ALLEE BORIS VIAN – 77186 NOISIEL
BIJ@SAN-VALMAUBUE.FR
TEL: +33 (0)1 60 37 29 70

Seine-et-Marne Family Welfare Fund
21-23, AVENUE DU GÉNÉRAL LECLERC – 77024 MELUN CEDEX
TEL: +33 (0)8 10 25 77 10
WWW.CAF.FR

CFA (Centre de Formation des Apprentis)
The Descartes and Ingénieurs 2000 Apprentice Training Centres are the university's main partners. You can find contact information for its other partners in the "Work-based training guide".

CFA (CENTRE DE FORMATION DES APPRENTIS)
21-25 RUE GALILÉE
77420 CHAMPS-SUR-MARNE
CONTACT@CFADESCARTES.FR
TEL: +33 (0)1 64 61 65 00
HTTPS://WWW.CFADESCARTES.FR/

CFA INGENIEURS 2000
NEOS BUILDING 4TH FLOOR - 14, AVENUE DE L'EUROPE
77144 MONTEVRAIN
TEL: +33 (0)1 60 95 81 32
HTTPS://WWW.INGENIEURS2000.COM/
CFA.DESCARTES.MLV

CIDJ (Young People's Information and Documentation Centre)
101, QUAI BRANLY – 75015 PARIS
TEL: +33 (0)1 44 49 12 00
HTTPS://WWW.CIDJ.COM/

CIRA (Inter-Ministry Agency for Administrative Information)
21, SQUARE SAINT CHARLES – 75012 PARIS
TEL: 39 39 (FROM FRANCE ONLY)

CPAM 77
Accepts applications for supplementary emergency health insurance, depending on the commune.
2, RUE RAOUL FOLLEREAU – 77600 BUSSY-SAINT-GEORGES
TEL: +33 (0)8 11 70 36 46

CROUS de Créteil
70, AVENUE DU GÉNÉRAL DE GAULLE – 94010 CRETEIL
TEL: +33 (0)1 45 17 06 60
HTTPS://WWW.CROUS-CRETEIL.FR/