Welcome to the Paris LLM!

Congratulations on receiving an offer to study for a Queen Mary LLM in Paris.

As you prepare to come to Paris, we hope the information below will be helpful to you.

Please do not hesitate to contact us should you need any further information or advice.

The Paris LLM Team

**IMPORTANT DATES**

**Induction**

Monday 9th September 2019 – Thursday 12th September 2019

**All** students are **required** to attend the induction days, which include enrolment, introduction to library and other resources, administrative information and the Opening Lecture.

**Module Teaching**

Teaching takes place between September and December, and January and June of each year. Specific module teaching dates can be found under the “Modules” tab of the [Paris LLM section](#) of the QMUL website. Dates for the January-June 2020 semester will be forthcoming.

*Please note that Paris semester dates differ from the London LLM dates.*

**Examination Periods**

6 – 10 January 2020 (for modules studied September - December)

13 – 17 July 2020 (for modules studied January - June)

Under exceptional circumstances, should exam timetabling necessitate it, the exam period may extend into the week following or preceding the dates listed above.

*Please note that some modules are assessed by coursework, submission for which is normally expected within 1 month of the date on which it is set (usually the last day of class).*
ENROLMENT

Only those students who have accepted an Unconditional Offer are able to enrol on the 9th September 2019.

If you have received a conditional offer, you must fulfil any outstanding requirements, as outlined by Queen Mary’s Admissions team, before your offer can be made unconditional, and you can proceed to enrolment.

We strongly recommend you do this in good time.

Pre-enrolment

Pre-enrolment is the first stage of the enrolment process and is completed using MySIS (the Student Information System portal). You will be sent an email - depending on when your place at the College is confirmed (an unconditional offer) - which will include information on enrolment, as well as details of how to access MySIS and an invitation to pre-enrol online, which can be done up to three weeks prior to the start of your programme. If you do not receive this information or are unable to access MySIS, please contact the Admissions Office on 0800 376 1800 or, if you are calling from outside the UK, +44 (0)20 7882 5511. The email address is LAWpgadm@qmul.ac.uk.

Pre-enrolling through MySIS

Once you have access to MySIS you will see that pre-enrolment is available via the 'My Enrolment' tab on the left hand side. Pre-enrolment consists of a number of screens which require you to submit personal and academic information. To complete pre-enrolment and progress to the next stage you must complete all of the fields. The system allows you to revisit the site as many times as you need in order to add or edit information up to the point where you complete pre-enrolment. Thereafter you can change details such as your address via the applicant portal or in person when you enrol in Paris.

The online form will ask you to submit your term-time contact address which you may not know at this stage. If this is the case, you can copy over your home address details or provide your most recent contact address. If you think you will know your new term-time contact address shortly, then you can update this section before you complete the Declaration section. Otherwise, you can update your details via MySIS throughout the year.

Once pre-enrolment has been completed, you will be able to download and print a Pre-enrolment Certificate. Please bring this certificate along with you to enrolment.
College Enrolment

College Enrolment is the next stage of the enrolment process and must be completed by all students. If you do not complete this process you will not be able to attend lecturers, seminars, etc, you will have no access to College resources and you will not be registered for a Queen Mary award. All students must attend the College Enrolment.

Enrolments for the LLM Paris will take place in the ULIP building at 9-11 rue de Constantine, 75007, Paris.

What to bring with you

- **Personal identification**

  **Passport**
  
  - International students must bring a valid original passport.
  - Home and EU students should bring a passport, but if you do not have a passport then you can provide any TWO of the following:
    - EU identity card
    - Birth certificate
    - Full UK driving licence (issued after 1 May 1999)

  It is essential that you provide original documentation; photocopies will NOT be accepted.

- **Evidence of your immigration permission**

  If you are not an EEA or Swiss national, you will need to show that you have immigration permission which does not restrict you from studying in France.

- **Original evidence of your academic qualifications (if notified by the Admissions Office)**

  International students – You must provide the required qualification certificates / transcripts and certified translations at your enrolment session.

  Home / EU students - If you have not already provided us with the required qualification certificates, please bring them along to enrolment. If you have not yet been issued with your certificates at the time of enrolment, please bring the documentation which was accepted by the Admissions Office in order to issue your Unconditional offer.

  It is essential that you provide original documentation; photocopies will NOT be accepted.
If you have any questions regarding your qualifications, please contact the Admissions Office on +44 (0)20 7882 5511, or by email: LAWpgadm@qmul.ac.uk.

- **Proof of payment of tuition fees**

During your enrolment session, you will need to provide proof that you have paid at least 50% of your fees through at least one of the following:

- a receipt from the College Finance Office confirming you have paid your fees in full for the academic year; or
- a receipt from the College Finance Office confirming that you have paid at least 50% of your fees, and have arranged a payment plan for the remaining amount, usually with a Direct Debit having been set up (please note there is an administrative fee associated with setting up the payment plan); or
- a sponsorship letter provided by the College Finance Office, which would be given to you upon production of a letter from your sponsor - eg your School/Institute, recognised government agency or commercial sponsor - confirming their intention to pay your fees in full

For further information regarding paying your fees, please see below.

- **English Language Certificate (if notified by the Admissions Office)**

Please bring the original English language test certificate which was accepted by the Admissions Office.

- **European Health Insurance Card and/or Evidence of Health Insurance**

Please see the section on Medical Insurance, below, for further information.

- **A printed copy of your pre-enrolment certificate**

This will be available to print after you have completed the pre-enrolment task.

**Temporary enrolment**

Students who fail to supply any of the required documentation listed above may be offered temporary enrolment, which allows a student to attend lectures. Temporary enrolment will expire approximately within 1 month; if you have not fully enrolled by this date then your registration with Queen Mary will be terminated and the College will inform the appropriate bodies, including the French immigration authorities.
Student ID card

Once you have enrolled, your photograph will be taken and you will be issued with your Student ID card.

Choosing modules

You will need to provide us with your list of module choices by the end of induction – i.e. 12th September 2019. These will be the choices for the entire academic year.

A full list of modules on offer, plus dates, will be sent to students with unconditional offers approximately one month before Induction. We recommend students start to consider their choices in good time, and in advance of induction.

Further information is made available during the induction period, including a module overview provided by the Specialism Convenors, and the opportunity to meet current students who have experience of studying the modules.

Critical Thinking and Writing in Law

We strongly recommend (and in some cases require) that students attend these classes. Alongside the provision of materials on the virtual learning environment (QMPlus) and contact through Skype, phone and email, teachers from QMUL’s Language Centre come to Paris for 6 days of classes. Dates are listed under CTWL (S19) on the Paris module calendar. More information is provided at induction.

The terms of your offer will specify whether attendance of these classes is obligatory. If in doubt, please contact the Admissions Office.

Important Documents

When starting your programme of study with Queen Mary, some important documents to which you will need to refer are:

Student Handbook

The LLM Paris Student Handbook is distributed at enrolment and contains data specific to the LLM and the fact that studies take place in Paris.
Queen Mary Student Guide

The Student Guide offers information on life and study at Queen Mary, University of London. All of the material in the Student Guide is institution-level information and applies equally to all students unless it specifically states otherwise.

The Student Guide is updated annually, but a link to the most recent published version can be found here: http://www.arcs.qmul.ac.uk/

Please note that some of the information is specific to those studying on campus in London. Alternative Paris-specific information is provided in the Student Handbook.

Academic Regulations

These provide authoritative information on governance and quality issues, and on study requirements. Nothing in the Student Guide or school handbooks overrides any aspect of the Academic Regulations, which always take precedence.

A link to the Academic Regulations can be found on this webpage: http://www.arcs.qmul.ac.uk/

TUITION FEE PAYMENT

Details of tuition fees are available here: http://www.law.qmul.ac.uk/postgraduate/fees/index.html

The UK government sets guidelines on who is eligible to pay the UK/EU rate of fees. Details can be found at: www.ukcisa.org.uk/student/fees_student_support.php

Fees are collected by Queen Mary in London. Students are required to pay tuition fees before enrolment on 12th September 2019 (please note that you should allow time for international bank transfer processing, and that bank charges may be incurred). The College’s Finance Department will send out invoices, and payment can be made by bank transfer or credit card payment. Although a minimum payment of 50% is acceptable, payment of less than the full fee incurs a £50 charge and, upon enrolment, the student will be expected to set up a payment plan for any outstanding sums. Further information about fee payments, installment plans, acceptable methods of payment and so forth can be found at:

http://www.qmul.ac.uk/postgraduate/ tuitionfees/payment/index.html

Should you wish to pay prior to receiving the invoice, then this is possible by following the procedures for bank transfer or credit card payment, quoting your student ID number as the reference so that the monies can be correctly allocated.
Moving to Paris - Practicalities

Below are details of the main items which are best organised in advance of arriving in Paris. The ULIP Student and Academic Services team in Paris is on hand to offer additional advice and support.

MEDICAL INSURANCE

Queen Mary and ULIP expect all students to ensure that they have adequate health insurance to cover the duration of their studies and hence period of residence in Paris.

European Health Insurance Card (EHIC)

UK and other EEA students should obtain an EHIC card before leaving their home country. This will entitle you to any medical treatment that becomes necessary during your time in Paris, at reduced cost. Applying for the card is free, and can be valid for up to 5 years. Note that you will be expected to pay for your treatment at the time, and then reclaim the money afterwards.

Non-EEA nationals residing in the UK are also eligible for an EHIC card, but can only apply by post since further documentation is required in support of their application.

More information and applying for an EHIC card

Further information for UK residents is available on [www.nhs.uk/ehic](http://www.nhs.uk/ehic).

Residents from other EEA countries can find the relevant contact details for their country on [www.ehic.europa.eu](http://www.ehic.europa.eu).

UK and other EEA students should note that, depending on the doctor’s fees and treatment, the EHIC card will only provide between 20% and 70% cover of the standard French social security rate (tarif conventionné, secteur 1). Additional, complementary health cover can be obtained in the form of a mutuelle santé. There are two mutuelle santé insurance schemes specifically for students in France: LMDE and SMEREP. Application forms and further advice are available from the ULIP Student Services team.

Medical Cover for international students

Students NOT from the European Economic Area (EEA) should register on the French Social Security dedicated platform: [https://etudiant-etranger.ameli.fr/#/](https://etudiant-etranger.ameli.fr/#/)
You will need to upload a copy of the following documents:

* Certificate of enrolment

* Valid Passport

* Student visa, and the “Vignette valant titre de séjour” when you receive it from the OFII

* French Bank details in your name

Once the process has been completed, non EEA students will be given a provisional identification number and you will be able to download an “attestation de droits” which confirms you are entitled to French Social Security. You will also need to register with a GP (médecin traitant).

At a later stage, you will be asked to provide your full-length birth certificate and its certified translation; you will then get a definitive identification number which will enable you to apply for a “carte vitale”.

**FRENCH VISA REQUIREMENTS**

If you are from outside the European Economic Area, you normally require a visa to study in France. You will be required to provide evidence of your immigration permission at enrolment.

Your visa application must be submitted in good time. Please consult your local French Consulate for details of the visa application process.

The official website for French visas is:

https://france-visas.gouv.fr/en_US/web/france-visas (in English)

Information can also be found on the Campus France website:


Only students with a firmly accepted **unconditional** offer to study with us in Paris can be supplied by the University with a letter confirming their admittance to the programme, which can then be submitted as necessary as part of their visa application.

Please note that student visa processing is entirely the responsibility of the French government; the University cannot intervene in visa processing issues.
Students who obtain a visa should further take note of your obligations upon arrival in France. These are outlined on the Campus France webpage above. Effectively, students should ensure that, when you receive your visa, you also receive an official form (*demande d’attestation* with instructions) that you must present to the French office of immigration and integration (OFII) normally within the first 3 months of arrival. QM does not currently have an agreement with OFII so students would need to take the documents to the OFII’s Paris headquarters.

**BANKING ARRANGEMENTS**

**Arrangements with your home bank**

We advise students to investigate your home banks’ provisions for access to and transfer of money, whilst overseas.

Transferring money to France often has a cost which may vary from one bank to another. It is students’ responsibility to check the scale of charges with both the home bank and French bank before deciding how to transfer money.

There are also likely to be charges involved in withdrawing cash from an ATM in France, which are again most easily investigated before leaving home.

**Opening a bank account in France**

We strongly advise students to open a bank account in Paris as early as possible.

Note that banking practices and costs differ in France from the UK and elsewhere, so we advise students to be sure you understand everything a bank asks you to sign. Be aware that in France overdrafts are very costly and you will be charged a fee for every day your account is overdrawn, even if you have a *découvert autorisé*, which only means that you have permission to be overdrawn, not that you have an interest-free overdraft.

When you open a bank account remember to ask for several statements of bank details (*RIB: Relevé d’Identité Bancaire*) which you will be asked to provide to any organisation with which you set up a direct debit (e.g., landlord, insurance company, electricity provider, student travelcard, etc.). Also, make sure you receive all Internet banking codes and details for online transactions and services.
ACCOMMODATION

There is an array of accommodation options in the city, dependent on a student’s personal circumstances and requirements.

Details of student accommodation sites in Paris can be found at Estudines http://www.estudines.com/, Campusea https://www.campusea.fr/en, or Studélites http://www.studelites.com. An advantage of such accommodation is that it can usually be arranged from outside of France. It is however competitive and should you be interested, you are advised to make contact in good time.

ULIP has a relationship with Nexity Studéa accommodation: https://www.nexity-studea.com/en/student-housing/paris

Another option is the Cité Universitaire, especially if your country has a House or Foundation represented (although applications are not restricted by nationality): http://www.ciup.fr/. Applications should be made well in advance as places are in demand. The Cité Universitaire also incorporates an advice centre for international students moving to Paris, which you may find helpful. This is open to all students, not only those who have accommodation at the Cité Universitaire: http://www.ciup.fr/access/

If you are happy to stay with a family, the ULIP team sometimes hears of families offering a room at a reduced rate in exchange, for example, for some language tuition for their children.

Should you wish to rent privately, we strongly recommend that you come to Paris in advance to make arrangements. Again, ULIP’s Student and Academic Services may be able to offer some advice and guidance.

ULIP’s Student and Academic Services publish a helpful guide to accommodation in Paris, which can be found here:


You may require a guarantor for an accommodation contract. Some of our previous students have recommended the organisation Guarantme: https://garantme.fr/en
HOUSING BENEFIT

Provided your name is on the lease, students with an income below the relevant threshold may be eligible for housing benefit from the CAF (Caisse d’Allocations Familiales). Eligible students are encouraged to submit the CAF application as soon as enrolment is completed, as late applicants will not receive back-payments. Detailed instructions will be provided by ULIP’s Student and Academic Services team, but one of the documents required as part of the CAF application is a full-length birth certificate, so make sure you have a copy with you when you come to Paris (note that this will need to be translated by a certified translator if the certificate is not in French).