

## Welcome to the Paris LLM!

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

Since March 2020, the programme has adapted to meet the changing Covid-19 situation and associated restrictions while maintaining a high-quality study experience. For the coming intake, and as the situation continues to evolve, we anticipate the programme will continue to combine in-person and online teaching and study.

We are proud of our student community, which has demonstrated impressive resilience and positivity in rising to the challenges presented by the global pandemic. The student body, along with academic and professional services staff, come together within the building, as much as online via our virtual learning platform, to promote intellectual exchange and to support you in your studies and extra-curricular projects.

We monitor advice and guidance from the French and British authorities, including cross-border, in the lead-up to the start of term and will keep you updated as far as possible regarding specific implications for managing enrolment, Induction, and more widely, the programme and its delivery.

As you prepare to start your LLM, we hope the information below will be helpful to you. More will follow in due course, including information on modules, timetable, etc. In the meantime, **please let us know if you require a visa letter**. Please note that we can only provide visa letters to applicants holding an Unconditional offer which has been firmly accepted. We strongly advise students to plan necessary visa arrangements well in advance.

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

*The Paris LLM Team*

## IMPORTANT DATES

### Semester Dates

17 January 2022 – 24 June 2022

12 September 2022 – 16 December 2022

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

The LLM in Paris Timetable will be made available to you prior to 17 January 2022.

### Assessment Periods

11-22 July 2022, with provisional weeks before and after the main period, if required (for modules studied January – June). These exams will be online.

5-14 January 2023, with provisional week after the main period, if required (for modules studied September - December). It is yet to be confirmed if these exams will be online or in person.

*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).*

## INDUCTION

Induction will take place during the week of 17 January 2022 and, based on the previous intake, we are currently anticipating students will be physically present together. Where travel restrictions prevent students from relocating to Paris, we will adopt a blended format, to enable the participation of online students, if necessary. You will all receive an Induction Agenda prior to Induction and we ask you to ensure your availability for the week.

Induction will include:

- Enrolment checks – students are expected to enrol online (details below) and we would like to hold a short 1-to-1 session with you on day 1, to ensure that you are “connected” via your QMUL student IT account, which includes email and access to our online learning environment (QMPlus). At the same time, we will be happy to discuss any individual queries or concerns of a practical nature should they arise. You should receive IT credentials and login details at the point of pre-enrolment.
- Programme details – we will present and exchange with you regarding the details of the programme from both academic and administrative perspectives, including elements such as

the dissertation, assessment, and teaching models, as well as support and facilities available to you.

- Module information and choices – you will need to decide which modules you intend to take during the academic year no later than Thursday 20 January. We will offer academic guidance sessions and other opportunities for discussing your plans to supplement the module information (outline, timetable, mode of assessment etc.) you will have seen on our website and receive over the coming weeks, so that you can feel comfortable in making your choices.
- Library, Critical Thinking and Writing in Law, Careers support and other resources – we will introduce you to a range of opportunities and resources that will be available to you throughout the year.
- Getting to know each other – the LLM community is very important to us, and we want you to get to know each other as much as us. Whether in person or starting online, we want you to feel comfortable amongst your peers and we will seek to break the ice from day 1. To this end, we will be asking students to introduce yourselves briefly.

**For those students able to attend in person, Induction will take place in the University of London Institute in Paris (ULIP) building at 9-11 rue de Constantine, 75007, Paris. For those students joining us online, relevant links will be provided in due course, where necessary.**

## ENROLMENT

All stages of your enrolment will be conducted online.

Only those students who have **accepted** an **Unconditional Offer** are able to enrol.

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.***

In light of the global pandemic, we recognise that students face a number of uncertainties and individual issues when embarking on the programme with us. Should you have any queries or concerns with regard to the enrolment process and its timings, please do not hesitate to contact us.

### Online enrolment

Online enrolment is the first stage of the registration process and is completed using MySIS (the Student Information System portal). You will be sent an email in advance - 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 enrol online. 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](mailto:LAWpgadm@qmul.ac.uk).

Please note that a number of administrative functions are triggered through your online enrolment. These include invoicing and release of your IT account information. We strongly recommend that you enrol as soon as you are advised to do so. If you have an unconditional offer and have not heard from Admissions by mid-December, please check your “spam” mailbox in case the email has gone astray, or contact us.

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. You will be required to upload a photo, a form of ID, and other documents may be required depending on your individual record.

## College Enrolment

College Enrolment is the next stage of the enrolment process and this process is completed behind the scenes by QMUL and/or ULIP for all students before you can attend lecturers, seminars, etc.

### *Temporary enrolment*

Students for whom the enrolment is deemed incomplete by the start of the programme, e.g. waiting on fees or payment plan confirmation, will be temporarily enrolled, which allows a student to access 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.

## TUITION FEE PAYMENT

The tuition fees for the LLM in Paris programme are listed on the programme page at: [www.qmul.ac.uk/postgraduate/taught/coursefinder/courses/laws-paris-llm/](http://www.qmul.ac.uk/postgraduate/taught/coursefinder/courses/laws-paris-llm/)

Information about tuition fees and the Tuition Fee Regulations are available at: [www.qmul.ac.uk/tuitionfees/](http://www.qmul.ac.uk/tuitionfees/)

The UK government sets guidelines on who is eligible to pay the UK/International rate of fees. Details can be found at: [www.ukcisa.org.uk/student/fees\\_student\\_support.php](http://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** (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 after you have completed the pre-enrolment task, 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 must be combined with setting up an approved payment plan which incurs a £50 administrative charge. If you intend to pay by instalments: after making the payment of 50% of applicable tuition fees and the £50 charge, please email [fees-plan@qmul.ac.uk](mailto:fees-plan@qmul.ac.uk) with your student number and payment plan request. Colleagues in the Fees Office will set up the payment plan and email it for you to sign and return a scanned copy by email.

Further information about fee payments, instalment plans, acceptable methods of payment and so forth can be found at:

<https://www.qmul.ac.uk/undergraduate/feesandfunding/payment/>

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.

If you are a sponsored student, you will be required to provide to the Fees Office evidence from your sponsor - eg your School/Institute, recognised government agency or commercial sponsor - confirming their intention to pay your fees in full.

If you are eligible for the EU fee waiver, you must apply for your intended Queen Mary programme no later than 15 November 2021 and accept your offer no later than Friday 10th December 2021.