

## International exchange programme Factsheet

| General information       |   |
|---------------------------|---|
| Name of institution :     | ISIT – Institut de Management et Communication Interculturels   |
| ERASMUS Code:             | F PARIS379  |
| Website :                 | <a href="http://www.isit-paris.fr">www.isit-paris.fr</a>  |
| Head of the Institution : | Tamym ABDESSEMED  |
| Address :                 | <p><b>Main campus (please send your mails here) :</b><br/>           23/25 avenue Jeanne d’Arc<br/>           94110 Arcueil – France<br/> <i>All the classes and activities exchange students are involved in take place on the ISIT Campus of ARCUEIL.</i></p> <hr/> <p><b>Head office :</b><br/>           39bis, rue d’Assas<br/>           75006 Paris - FRANCE</p> |

| International Office                          |   |
|---|---|
| Director of International Development :       | Sarah BORDES - <a href="mailto:s.bordes@isit-paris.fr">s.bordes@isit-paris.fr</a>   |
| ERASMUS and Bilateral Exchange Agreements:    | Nicolas MARTIN<br><a href="mailto:international@isit-paris.fr">international@isit-paris.fr</a><br>+33 (0)1 73 73 09 52                  |
| Students & Teaching Mobility:                 |   |
| International Student Transcripts of Records: |   |
| Exchange Students enrollment:                 |   |
| Fee-paying Students enrollment :              | Hadja BARRY - <a href="mailto:admissions@isit-paris.fr">admissions@isit-paris.fr</a>  |
| Dual degrees & joint degrees :                | Christian VARGAS - <a href="mailto:c.vargas@isit-paris.fr">c.vargas@isit-paris.fr</a>   |
| International Relations Web Page:             | <a href="http://www.isit-paris.fr/formation-management-international/">http://www.isit-paris.fr/formation-management-international/</a> |

| Academic coordinators : |  |
|-------------------------|--|
| Head of Arabic :        | Malek AL-ZAUM – <a href="mailto:al-zaum.malek@isitparis.eu">al-zaum.malek@isitparis.eu</a>             |
| Head of Chinese:        | Sisi YANG - <a href="mailto:s.yang@isit-paris.fr">s.yang@isit-paris.fr</a>                             |
| Head of English:        | Robert FLETCHER – <a href="mailto:fletcher.robert@isitparis.eu">fletcher.robert@isitparis.eu</a>       |
| Head of French:         | Brice POULOT - <a href="mailto:poulot.brice@isitparis.eu">poulot.brice@isitparis.eu</a>                |
| Head of German:         | Jürgen GOTTSCHALK – <a href="mailto:gottschalk.jurgen@isitparis.eu">gottschalk.jurgen@isitparis.eu</a> |
| Head of Italian:        | Maurizio MICELI - <a href="mailto:m.miceli@isit-paris.fr">m.miceli@isit-paris.fr</a>                   |
| Head of Spanish:        | Maria-José HERNANDEZ - <a href="mailto:m.j.hernandez@isit-paris.fr">m.j.hernandez@isit-paris.fr</a>    |
| Head of Portuguese :    | Gisela HEYMANN – <a href="mailto:heymanngisela@isitparis.eu">heymanngisela@isitparis.eu</a>            |
| Head of Russian :       | Natalia SOUJAEFF – <a href="mailto:soujaeff.natalia@isitparis.eu">soujaeff.natalia@isitparis.eu</a>    |

### Academic Calendar 2022-2023 :

|                 |  |
|-----------------|--|
| Fall Semester   | Orientation days ( <b>compulsory</b> ) : from September, 14 to 16 <sup>th</sup><br>19.09.2022 – 16.12.2022 ( <b>exams included</b> ) - Subject to change |
| Spring semester | Orientation days ( <b>compulsory</b> ) : from January, 11 to 13 <sup>th</sup><br>16.01.2023 – 28.04.2023 ( <b>exams included</b> ) - Subject to change   |

### Nomination :

|                        |  |               |
|------------------------|--|---------------|
| Procedure              | Partners will receive an email from ISIT International Office including the link to ISIT online nomination form  |               |
| Information to specify | <ul style="list-style-type: none"> <li>✓ Student name, surname, gender, date of birth, email address</li> <li>✓ Study cycle (UG/G), level in French, other languages</li> <li>✓ Study period</li> <li>✓ Name and email address of both Academic and Administrative coordinators</li> </ul> |               |
| Deadline               | Fall Semester  | May, 1st      |
|                        | Spring semester  | November, 1st |

### Application :

|                    |   |               |
|--------------------|---|---------------|
| Procedure          | Nominated students will receive an email from ISIT International Office including the link to ISIT online application platform  |               |
| Required documents | <ul style="list-style-type: none"> <li>✓ Photo</li> <li>✓ Passport (or ID card for European students)</li> <li>✓ Transcript of records</li> <li>✓ CV</li> <li>✓ Insurance certificate (European Health Insurance Card for European students)</li> </ul> |               |
| Deadline           | Fall Semester   | June 15th     |
|                    | Spring semester   | November 15th |

### Courses :

|                                   |  |              |       |           |           |
|-----------------------------------|--|--------------|-------|-----------|-----------|
| Catalogue & language requirements | <a href="https://www.isitinternational.com/international-school-management-communication-translation-interpretation/student-exchange-dual-degrees-summer-school/">https://www.isitinternational.com/international-school-management-communication-translation-interpretation/student-exchange-dual-degrees-summer-school/</a> (ISIT programs> List of modules open to exchange students) |              |       |           |           |
| Grading system                    | On a scale of 1 to 20, a minimum score of 10 points is required to pass.   |              |       |           |           |
|                                   | Under 10   | 10-12        | 12-14 | 14-16     | Over 16   |
|                                   | Fail   | Satisfactory | Good  | Very good | Excellent |
| Transcript of records             | E  | D            | C     | B         | A         |
|                                   | Academic results will be sent by email to students (and their home university coordinator) 5 weeks after the semester ends.  |              |       |           |           |

**Practical information :**

|                             |  |
|-----------------------------|--|
| <p>Visa</p>                 | <p><b>British and Non-European students</b> must get a visa to study in France.</p> <p>In order to apply for a visa, students shall provide their current <b>passport (valid for the duration of stay)</b> and their <b>acceptance letter</b>.</p> <p>If you live in one of the 44 countries subject to the "Études en France" ("Studies in France") procedure, you must first apply to enroll in a higher education institution through the platform "Études en France". Your visa application will be automatically sent to the "Campus France office" of your home country through the platform.</p> <p>For example, the following countries are all using the "Studies in France" procedure: <i>Argentina, Chile, China, Colombia, Lebanon, Mexico, Morocco, Russia, Senegal, South Korea, Taiwan and the United-States.</i></p> <p>If you do not live in one of those countries and you need a visa to come and study in France, please contact the French consular authorities in your home country.</p> <p><b>TIPS : Follow this link to see if you need a visa or not :</b><br/> <a href="https://france-visas.gouv.fr/web/france-visas/accueil">https://france-visas.gouv.fr/web/france-visas/accueil</a></p> <p><u>If you get a (VLS-TS, visa long séjour valant titre de séjour)</u><br/>         You have until three months after the day of your arrival in France to validate your long-stay visa :<br/>         → <a href="https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france">https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france</a><br/>         Please note that it will cost you 60€</p> |
| <p>Mandatory insurances</p> | <p>Three insurances are compulsory in France :</p> <p>✓ <b>Health insurance :</b></p> <p>*If you are a European student, you will have to provide your European Health Insurance Card (EHIC)</p> <p>*If you are a British or a non-European student, you will have to register online at <a href="https://etudiant-etranger.ameli.fr/#/">https://etudiant-etranger.ameli.fr/#/</a>.</p> <p>Signing up via this website before going to France will allow you to apply for membership in the French social security system. The French Social Security system will reimburse you for your health care expenses.</p> <p><a href="https://www.youtube.com/watch?v=qEpy9Xr9UKk">https://www.youtube.com/watch?v=qEpy9Xr9UKk</a></p> <p>In addition, we <b>highly recommend subscribing to a top-up (complementary) health insurance policy</b> in order to ensure optimal reimbursement of healthcare expenses. This would be interesting for reimbursement with dentists, opticians, medical specialists or to cover possible hospital fees.</p>  |

|  |   |               |                         |       |                        |                |                      |              |                     |                   |           |
|--|---|---------------|-------------------------|-------|------------------------|----------------|----------------------|--------------|---------------------|-------------------|-----------|
|  | <ul style="list-style-type: none"> <li>✓ <b>Housing insurance</b> (compulsory for all students whether you live in a student residence or choose private rental housing) : covers all damages that your home may suffer or that you may cause to your neighbors (fire, water damage, natural disaster, etc)</li> <li>✓ <b>Civil liability insurance</b> (generally included with the home insurance but please double-check): covers potential damage to another person or property</li> </ul>  |               |                         |       |                        |                |                      |              |                     |                   |           |
| <p>Accommodation</p>                                   | <p><b>ISIT has partnerships with student residences</b>, particularly ECLA residence (see <a href="https://www.ecla-campus.com/fr/">https://www.ecla-campus.com/fr/</a>) which pre-books different types of accommodation for ISIT students.</p> <p>Please, find the list of ISIT partner student residences on the following link: <a href="https://www.isitinternational.com/student-life/new-student-information/">https://www.isitinternational.com/student-life/new-student-information/</a> and in our practical guide (see link below).</p> <p>Other types of accommodation are also possible: apartment-sharing, intergenerational housing, private-flat rental...</p> <p><b>But, we highly recommend that students NEVER transfer any amount of money as long as they have not visited the accommodation or signed a lease contract</b>, even for a pre-reservation!</p> |               |                         |       |                        |                |                      |              |                     |                   |           |
| <p>Student Housing Aid (“CAF”)</p>                     | <p>European students and non-European students with a VLS-TS visa may also be eligible for student housing aid :</p> <p>➔ <a href="https://www.youtube.com/watch?v=BqDHFfh2PP0">https://www.youtube.com/watch?v=BqDHFfh2PP0</a><br/>(Tutorial)</p>  |               |                         |       |                        |                |                      |              |                     |                   |           |
| <p>ISIT Practical Guide for International students</p> | <p><a href="http://www.isit-paris.fr/formation-management-international/isit-echange-universitaire/">http://www.isit-paris.fr/formation-management-international/isit-echange-universitaire/</a></p>  |               |                         |       |                        |                |                      |              |                     |                   |           |
| <p>Estimated cost of living</p>                        | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Accommodation</td> <td>€600 to €1100 per month</td> </tr> <tr> <td>Meals</td> <td>€350 to €435 per month</td> </tr> <tr> <td>Transportation</td> <td>around €75 per month</td> </tr> <tr> <td>Mobile phone</td> <td>€2 to €20 per month</td> </tr> <tr> <td>French “Baguette”</td> <td>Around €1</td> </tr> </table>  | Accommodation | €600 to €1100 per month | Meals | €350 to €435 per month | Transportation | around €75 per month | Mobile phone | €2 to €20 per month | French “Baguette” | Around €1 |
| Accommodation  | €600 to €1100 per month   |               |                         |       |                        |                |                      |              |                     |                   |           |
| Meals  | €350 to €435 per month  |               |                         |       |                        |                |                      |              |                     |                   |           |
| Transportation   | around €75 per month  |               |                         |       |                        |                |                      |              |                     |                   |           |
| Mobile phone   | €2 to €20 per month   |               |                         |       |                        |                |                      |              |                     |                   |           |
| French “Baguette”                                      | Around €1   |               |                         |       |                        |                |                      |              |                     |                   |           |
| <p>Student associations</p>                            | <p>Our student associations will do their utmost to ensure you a great stay (BDE, Solidar’ISIT, Junior ISIT...).</p> <p>ISIT’s BDE (Bureau des Etudiants) ensures a friendly atmosphere at the school and plays a central role in helping new students get settled in, organizing many activities.</p> <p>AlumnISIT connects all ISIT former students around the world fostering communication and sharing professional advices.</p>  |               |                         |       |                        |                |                      |              |                     |                   |           |