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inalco

National Institute
of Oriental Languages
and Civilizations



Higher Education and Research since 1795

INTERNATIONAL STUDENTS

WELCOME GUIDE

مرحبا

ようこそ

स्वागतम्

καλώς ήρθατε

bienvenue

欢迎

chào mừng

הבא ברוך

Добро пожаловать

chaskikullaykikum

환영합니다

2019/2020



8 000
students



+100
languages
and civilizations
taught



120
nationalities
among Inalco



+300
international
partnerships



+250
events
per year



+15
student
associations

WELCOME TO INALCO



Dear International Students,

Welcome to Inalco, the National Institute of Oriental Languages and Civilizations. A new semester is about to begin. Along with around 8,000 other students, you will find yourself immersed in the rich diversity of languages and civilizations taught at Inalco. In addition to your studies, there will be many opportunities to attend cultural and research events, acquire new areas of expertise, get involved with student associations and connect with other students from around the world.

This Guide is intended to help you find your feet as you step into your new life at Inalco. Its pages contain practical information to help you make the most of your time here.

The International Office is here to assist you. I hope you will make use of this valuable resource throughout your university career.

Jean-François HUCHET
President of Inalco

CONTENTS

Discover Inalco

P.5

- Inalco at a glance P.6
- Finding your way around P.7
- Your contacts P.9

Studying at Inalco

P.10

- University calendar P.11
- Course registration at Inalco P.12
- Course structure P.13
- Glossary of terms P.14
- Digital services P.15
- The library P.16
- Student associations P.17
- Izly card P.18

Living in Paris

P.19

- Study&Co P.20
- Accommodation P.21
- Eating P.24
- Health P.25
- Safety P.26
- Transport P.27
- Cost of living P.29
- Cultural life in Paris P.30

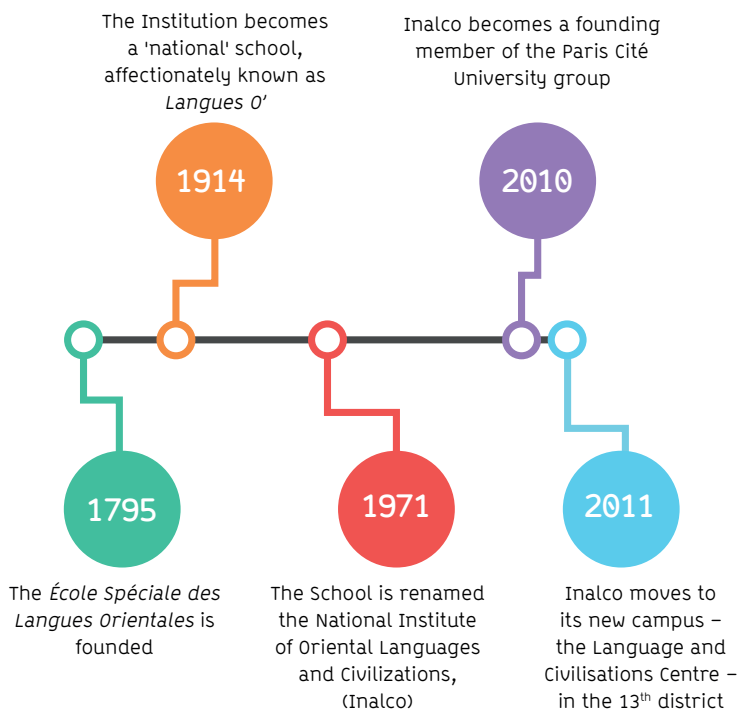
DISCOVER INALCO



Inalco at a glance

Over the centuries, Inalco has become an institution of unrivalled scope, teaching languages that span Central Europe, Africa, Asia, America and Oceania. No other university or school offers such a diversity of courses, such opportunity to expand horizons and such a wealth of knowledge, all in one place.

It is the perfect place to benefit from an exchange program that emphasizes international openness.



Finding your way around

LANGUAGE AND CIVILISATIONS CENTRE

Address: 65 rue des Grands Moulins 75013 Paris

Open to the public: Monday to Saturday from 8 a.m. to 10 p.m.

Access by metro: Line 14, Bibliothèque François Mitterrand station

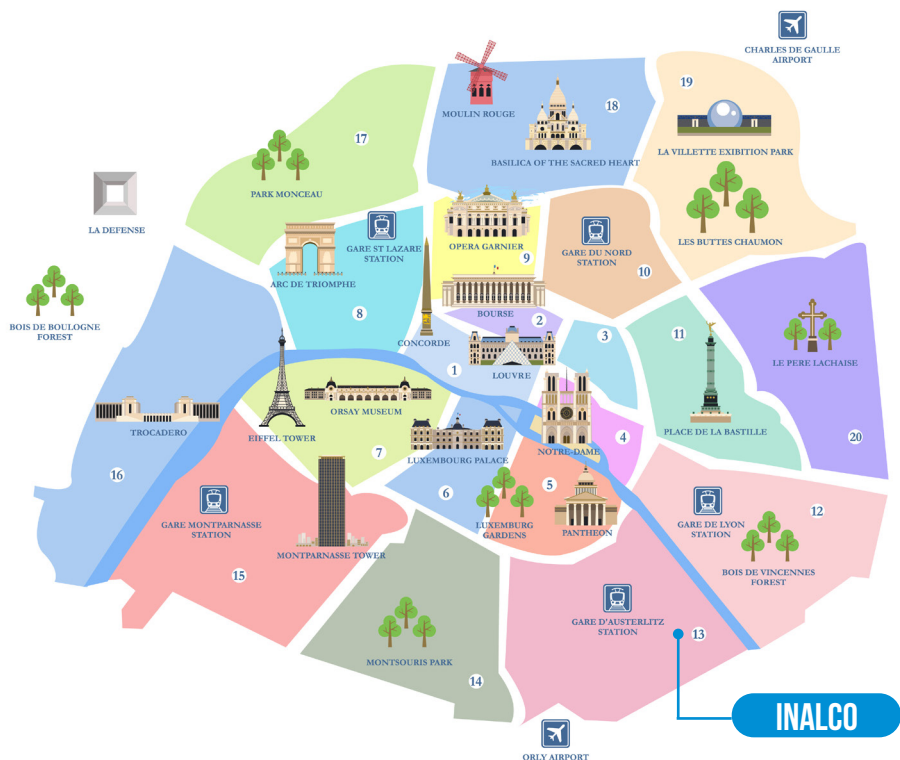
By RER: RER C, Bibliothèque François Mitterrand station

By bus: Line 83, Olympiades stop

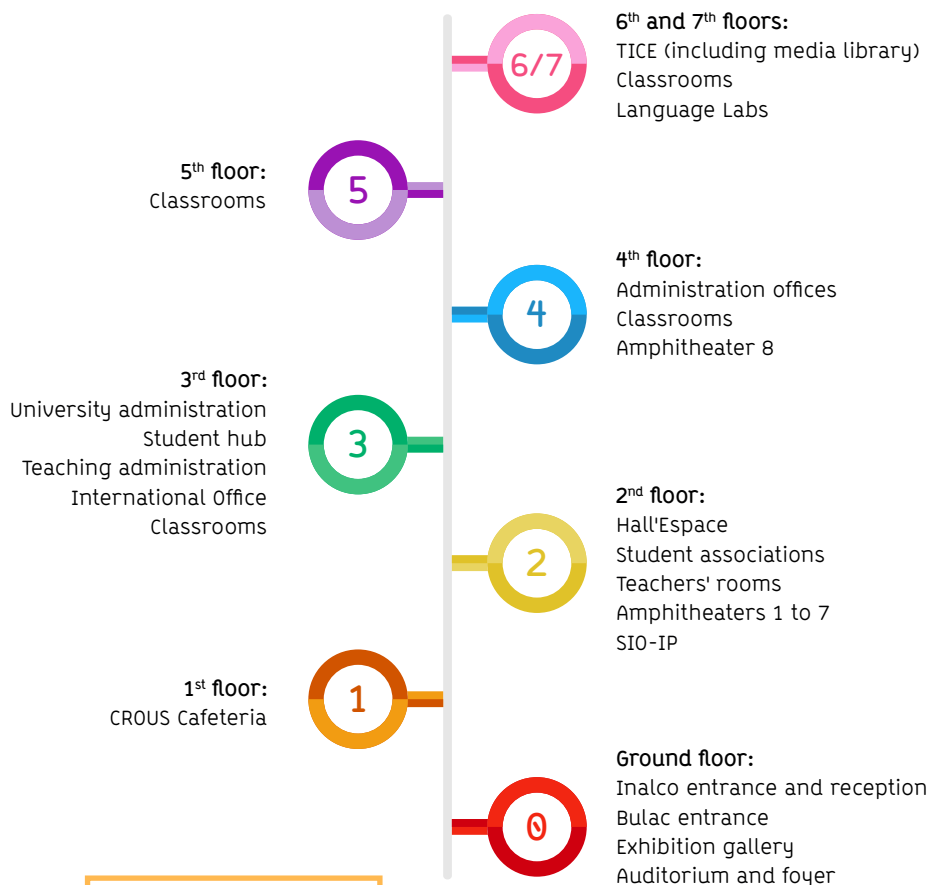
Line 89: Bibliothèque François Mitterrand stop

Lines 27, 62, 64, 132: Patay-Tolbiac stop

By tram: Line T3a, Avenue de France stop



Finding your way around



The first number of each classroom or office corresponds to the floor on which it is located. For example, room 5.07 is on the 5th floor.

Do you have any questions? The International Office is a valuable resource for exchange students. It is there to provide you with support throughout your study program. The International Office staff can help you find the information you need. Their contact details are below.



The Inalco International Office



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STUDYING AT INALCO



FIRST SEMESTER

Orientation Session*: September 12 2019

First day of classes: September 16 2019

Last day of classes: December 22 2019

Examination period: January 6-18 2020

SECOND SEMESTER

Orientation Session*: January 22-23, 2020

First day of classes: January 27, 2020

Last day of classes: May 16 2020

Examination period: May 18 to June 2 2020

Catch-up sessions: June 17-27 2020

*The orientation session marks the beginning of your exchange program. These two days are planned so as to give you all the information you need for your time at Inalco. The program includes: briefing meetings, a boat cruise on the Seine, distribution of student cards, lunches, a workshop on choosing your courses, etc..



Enrollment at INALCO



As an international student, you will be supervised by the International Office throughout your exchange program. We are here to facilitate your enrollment, which is carried out in two stages:

1. Registration

This step is carried out for you by the International Office using the information you provided in your online 'Application Form'.

2. Course enrollment

This is the process of registering for your course: an essential step in the smooth running of your studies. If you do not complete your course enrollment, you will be unable to sit exams (final exams and/or continuous assessment). As part of this process, the International Office will ask you to send them the list of courses you wish to study at Inalco.



How do I access the course directory?

- To access Inalco's course listings, visit <http://www.inalco.fr>
- Click FORMATIONS to access the drop-down menu
- Click on "Départements, Filières et Sections" and choose your Department or Specialty Section
- Click on "Formations", on the top right of the screen
- Consult the Bachelor's or Master's Brochures to reach the list of courses

NB: Some courses require a sufficient level of proficiency in French and/or English. For more information, speak to your contact in the International Office.



Where can I find the schedule for each class?

Visit <https://planning.inalco.fr/public> to view the schedule for each course. Make sure to check the class location regularly, as this may change.

Visit
<https://planning.inalco.fr/public>
to view the schedule
for each class.

THE LMD

Inalco offers courses structured according to the LMD system (Bachelor's - Master's - Doctorate) based mainly on 3 degree levels:

Bachelor's degree

A Bachelor's degree is accessible after the baccalaureate or its equivalent abroad.

Bachelor's degree = 3 years = 6 semesters (S1 to S6)

Master's degree

A Master's degree is accessible after the Bachelor's degree or its equivalent abroad.

Master's degree = 2 years = 4 semesters (S7 to S10)

Doctorate (PhD)

A PhD is accessible after a Master's degree.

Doctorate = 3 years

Course units

All diplomas are semester-based.

One semester = 30 ECTS credits (European Credits Transfer System).

The semesters are composed of course units that you may have to select as part of your course:

- core units in language, literature and culture
- additional units (linked to the chosen course)
- cross-disciplinary units (linked to the geographic region or discipline of the chosen course)
- elective units



Catching up

If you did not achieve the average grade on an exam (10/20), you will be able to attend a program of catch-up sessions. These sessions are scheduled until July. We recommend that you don't plan to return home before this time.

Glossary of terms

- BDE - Bureau des Étudiants - *Student Union*
- BU - Bibliothèque Universitaire - *University Library*
- C2I - Certificat Informatique et Internet - *Certificate in Computing and the Internet*
- CAF - Caisse d'Allocations Familiales - *Family Allowance Office*
- CILF - Certificat d'Initiation à la Langue Française - *Certificate of Introduction to the French Language*
- CM - Cours Magistraux - *Lectures*
- CROUS - Centre Régional des Oeuvres Universitaires - *Regional Centre for University Affairs*
- DAEU - Diplôme d'Accès aux Études Universitaires - *Access to Higher Education Diploma*
- DALF - Diplôme Approfondi de Langue Française - *Diploma in Advanced French Language Studies*
- DE - Diplôme d'Établissement - *Institutional Diploma*
- DELF - Diplôme d'Études en Langue Française - *Diploma in French Language Studies*
- DEUF - Diplôme d'Études Universitaires Françaises - *Diploma in French Studies for International Students*
- DU - Diplôme d'Université - *University Degree*
- ENT - Environnement Numérique de Travail - *Digital Workplace*
- ECTS - *European Credits Transfer System*
- EU - Unité d'Enseignement - *Course Unit*
- IA - Inscriptions Administratives - *Registration*
- IP - Inscriptions Pédagogiques - *Course Enrollment*
- ICTE - *Information and Communication Technology for Education*
- LLCER - Langues, Littératures et Civilisations Étrangères et Régionales - *Languages, Foreign and Regional Literatures and Civilizations*
- LMD - Licence Master Doctorate - *Bachelor's Master's Doctorate (PhD)*
- MCC - Modalités de Contrôle des Connaissances - *Examination Regulations*
- RI - *International Relations Section / International Office*
- RU - *University Restaurant*
- SIO-IP - *Information, Orientation and Professional Integration Service (Internship Office)*
- SIUMPPS - *Inter-University Service of Preventive Medicine and Healthy Living*
- TD - Travaux Dirigés - *Tutorials*
- VE - Vie Étudiante - *Student Living*



The student digital account

You need to activate your student digital account to use Inalco's digital services.

<https://compte.inalco.fr/recovery.php>

Enter the e-mail address you provided when you enrolled at Inalco and click 'Change'. You will receive an e-mail with an active link allowing you to set your password.

NB: make a note of your user ID and choose your password wisely; you will be asked for it when you log into your account in the future.

Wi-fi connectivity

Wi-fi is available in the following areas: the auditorium, amphitheatres, auditoriums, communal areas from the 2nd to the 7th floor, and the lounges and research laboratories for the rue de Lille.

Select the 'Eduspot' network.

Launch a browser and choose 'INALCO' in the drop-down menu. Enter your user ID and password. You're connected!

Need a workspace or a computer?

Go to the 6th floor. Inalco offers students unrestricted access to a 19-station IT suite in 6.10.

The e-multimedia portal

More than 500 online educational resources:

Films, documentaries, lectures, conferences and tutorials in audio or video formats.

<http://e-multimedia.inalco.fr>

THE ENT / MOODLE: my virtual office

Online applications accessible at all times:

Moodle provides access to course materials and exercises created by your teachers.

The ENT provides access to your administrative and educational information, schedules and grades.

<https://ent.inalco.fr>

<https://moodle.inalco.fr>



The Library



The Bulac



180 countries



350 languages



80 scripts

Inalco and the Bulac together form the Paris Language and Civilisations Centre. The University Library of Languages and Civilizations (Bulac) is a university and heritage library. It is open to anyone over 18, free of charge, upon registration. It is one Europe's largest libraries covering the fields of languages and civilization.

The Bulac is located on the ground floor and contains collections on all the languages and civilizations of the non-Western world: Africa, Middle East, the Maghreb, Central Asia, the Balkans, Central and Eastern Europe and Asia.

The Bulac is open from Monday to Saturday, from 10 a.m. to 10 p.m., closed on public holidays www.bulac.fr



910 work stations

Copy, print, scan

There are 4 reprographic spaces available for use in the reading rooms. When using these devices, you must respect the applicable intellectual and copyright legislation. You can print from the public computers.



The media library

Documentary consultation (6th floor, room 6.02)

This space provides you with a collection of over 4,500 documentaries (DVD, VHS) for free consultation and loan. Two librarians are available to assist you in your video research, if necessary.

This room has 10 computers that can also be used as language lab machines. An audio server is available for this purpose, and you will be able to practice listening or recording in the selected language. You can view these resources and access 20 foreign satellite channels on one of the two stations available. Each station has a TV set and K7-DVD player.

Online access to the Inalco documentary portal can be found here:

<http://mediatheque-inalco.opac3d.fr/>

Contact : mediatheque@inalco.fr

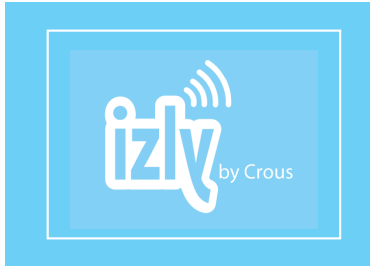


List of student associations

- **AAÉALO** - Langues O' Alumni and Friends Association
- **ADET** – Turkology Students' Association
- **AFRINALCO** – Africa Department Students' Association
- **AL-WISSAL** – Arab Studies Department Students' Association
- **AMÉRIQUES** – Languages and Cultures of the Americas Section Student Association
- **BABEL** – Langues O' Students' Cultural Bazaar
- **BDE** – Inalco Students' Office
- **CHIN'ALCO** – Chinese Department Students' Association
- **CONFLUENCES TIBÉTAINES** – Tibetan Section Students' Association
- **DEJIMA** – Japanese Studies Department Students' Association
- **KURD'INALCO** – Kurdish Section Students' Association
- **POP'COM Inalco** – Intercultural Communication and Training Students' Association
- **PROMETHEI** – Department of International Relations Students' Association
- **RUSSINALCO** – Russian Studies Department Students' Association
- **SAEHO** – Korean Studies Department Students' Association



All association contacts and websites
are on www.inalco.fr/vie-campus
under the VIE ASSOCIATIVE menu



What is the Izly Card?

Your Inalco student card, given to you at the start of your exchange program, contains an online 'Izly' account: students can use this account to pay for their meals in the CROUS cafeterias. It also allows you to pay for products from Inalco vending machines.



How do I activate it?

To use the Izly payment method you just need to activate your Izly account, which will be debited when you use it. You can manage your Izly account online and top it up on your computer or smartphone directly from your bank account.

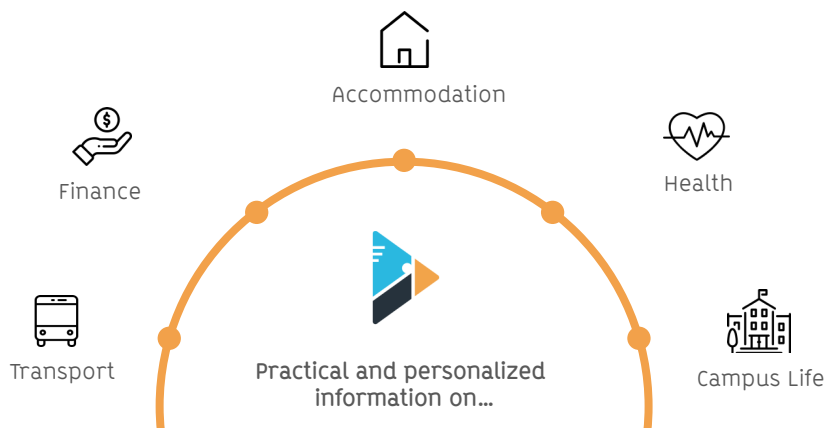
Go to
<http://www.izly.fr>

Living in Paris





Study&Co is an online platform specifically for international students. It will help you with everything you need to do before and during your studies in France: opening a bank account, obtaining health insurance, etc.



Study&Co was created to simplify arrival in France for international students. It centralizes and explains all the necessary first steps, and it is freely available to all incoming Inalco students.

Any questions? Study&Co's multilingual team is on hand daily through the platform's online chat facility.

Accessing Study&Co

Inalco's International Office will send you an access code that will allow you to use all Study&Co's online services.

<https://studynco.com/>



Finding accommodation

Finding accommodation in Paris can be extremely complicated.
Inalco offers exchange students several accommodation options:

CROUS Residences

Inalco reserves a limited number of places in some of the CROUS residences located near the main Inalco campus:

- Résidence Louise Bourgeois
- Résidence Cîteaux
- Résidence Lepaute

- Average rent: €500 per month
- Type of accommodation: single room
- Equipment: bed, desk, shower, WC, storage space, kitchenette (electric hob, fridge)

If you apply for Inalco's exchange program you are eligible to apply for a room in a CROUS residence.



Accommodation

Cité Internationale Universitaire de Paris - CIUP

The CIUP is a group of university residences situated on a historic campus in the 14th arrondissement of Paris. The CIUP was founded in 1925, and now hosts the largest number of foreign students and researchers in the Paris Region.

As with the CROUS residences, Inalco reserves a limited number of single rooms in the CIUP exclusively for exchange students.

- Average rent: €575 per month
- Type of accommodation: single room
- Equipment: bed, desk, shower, WC, storage space, equipped common kitchen area

By applying to the Inalco exchange program you are eligible to apply for a room in the CIUP

Studapart

Studapart is an accommodation service affiliated with Inalco.

Their mission? To provide a large number of private accommodation options on a central online booking platform, including: student residences, shared flats, individual studios, host families, etc.

All you need to do is create an account on <https://housing.inalco.fr/en>. You will then be asked for the code HOUSINGINALCO to benefit from all the services offered by Studapart, which can also act as a guarantor for international students.

Campus France can help

Campus France, the agency that welcomes international students staying in France, also offers some accommodation options:

<https://www.campusfrance.org/fr/logement-etudiant-en-France>

This site has lots of helpful information about the different types of accommodation and how to find and secure a place to live in France.

Obtaining a guarantor

A guarantor is someone who agrees to pay your rent if you no longer have the financial means to do so. In France, in order to submit a housing application, you must have a guarantor who resides in France.

If you, like many foreign students, do not have a guarantor in France, there is a quick and easy solution: the VISALE Guarantee.

This state-run system replaces individual guarantors and is accepted in almost all student residences. Many private homeowners also accept this guarantee when renting to tenants.

To qualify, you just have to submit your documentation online at www.visale.fr

To help you submit your VISALE application:

<https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students>

Getting home insurance

When you rent a property in France you must insure it against several types of damage (fire, flood, theft, etc.).

You can purchase home insurance from a bank or insurance company. The amount you pay will be proportional to the size of your accommodation.

Below are a few tips to help you find home insurance:

<https://etablisements.mgel.fr/partenaires/study%26co-en>

<https://www.acs-ami.com/en/student-insurance/housing-insurance/>

Financial assistance for accommodation

As a tenant, regardless of your nationality, the French government can provide financial aid to help you pay your rent. The CAF (Caisse d'Allocations Familiales) offers the APL (Aide Personnalisée au Logement).

Simply log on to the CAF website (www.caf.fr) to check your eligibility and submit an application for the APL. If you are eligible, the CAF website also allows you to estimate how much financial aid you can receive.

Please note that the first payment will be made the month following your application. We strongly advise APL beneficiaries to open a bank account in France to facilitate the procedures.



University restaurants and cafeterias

The university restaurants (Resto'U) and cafeterias are managed by the CROUS. A standard meal is €3.30 (price on 1 August 2019). In the cafeterias you can buy hot dishes, sandwiches, salads, pastries and cakes.



Where to eat?

Inalco Cafeteria

1st floor of the Languages and Civilizations Center
Monday to Friday 8 a.m. to 8 p.m. and Saturday 9 a.m. to 5 p.m.

Tolbiac University Restaurant

17 rue de Tolbiac 75013 Paris
Monday to Saturday 11 a.m. to 2 p.m.

Brasserie des Grands Moulins University Restaurant

14 esplanade Pierre Vidal-Naquet 75013 Paris
Monday to Friday 11:30 a.m. to 2 p.m.

Halle aux Farines University Restaurant

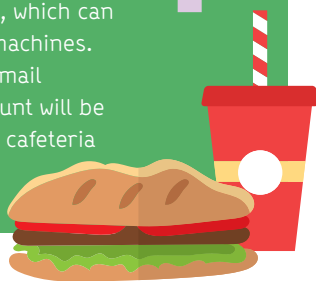
9 - 15 esplanade Pierre Vidal-Naquet 75013 Paris
Monday to Friday 11 a.m. to 1:45 p.m.

Rue de Lille site - Cafétéria Saints-Pères

45 rue des Saints-Pères, 75006 Paris
Monday to Friday from 8am to 6 p.m.

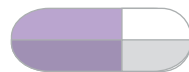
Paying for food

You can pay in cash or with your multi-service student card. Your card contains an online Izly account, which can be used at CROUS venues and also in vending machines. You can activate your Izly account using the e-mail address you provided at registration. This account will be debited at the checkout of the Resto'U or in the cafeteria when you present your student card.





Medical insurance



European students:

Before you arrive, you must obtain a European Health Insurance Card (EHIC) that is valid for the duration of your stay in France.

Students from the European Union, Iceland, Lichtenstein, Norway or Switzerland are eligible for an EHIC.

Non-European students:

To receive health coverage and reimbursement of your medical expenses, you simply need to register with the French Social Security general scheme. Registration is free and can be done online on the Health Insurance site for foreign students (site available in French and English): <https://etudiant-etranger.ameli.fr/#/>

For further information, please visit the [Campus France](#) website.

In addition to the EHIC and/or French Social Security general scheme we strongly recommend that you take out international insurance before you leave for France, to back up your medical cover.



Consulting a doctor

The Doctolib.fr website allows you to find the contact details of a doctor (general practitioner or specialist), and to make appointments online.

You can also go to a University Department of Preventive Medicine and Health Promotion (SUMPPS - *Service Universitaire de Médecine Préventive et de Promotion de la Santé*) to consult a doctor. Some consultations are free of charge, particularly for contraception, screening, vaccination, nutrition and psychological care.

The nearest SUMPPS is at University Paris VII Denis Diderot.

Appointments Monday to Friday, 9 a.m. to 5 p.m.

For more information visit: <https://u-paris.fr/medecine-preventive/>



Essential emergency numbers

- **112:** General emergency number valid throughout the European Union
- **15:** Ambulance
- **36 24:** Emergency number for a home visit if you are too ill to travel. This service operates 7 days a week and 24 hours a day.

Paris is a big city, and you should be vigilant during your stay here. For several years the government has been strengthening security measures throughout France, including in higher education establishments. For this reason, your bags will be routinely checked before you enter the Inalco building.



Some basic rules to follow

- Be very careful with your belongings when using public transport
- Do not leave your wallet or mobile phone on a restaurant table
- Do not use night buses (noctiliens)
- Don't trust strangers
- Avoid walking alone at night



Essential emergency numbers

- **112: General emergency call number** - Call this number if you witness or are involved in an accident. This number is valid throughout the European Union.
- **15: Emergency Medical Assistance Service - SAMU** (*Service d'Aide Médicale Urgente*) - Call this number for a medical team in a life-threatening situation.
- **17: Emergency police** - Call this number to report an offence that requires immediate police intervention.
- **18: Emergency fire brigade** - Call this number to report a dangerous situation or accident involving people or property.



Be prepared

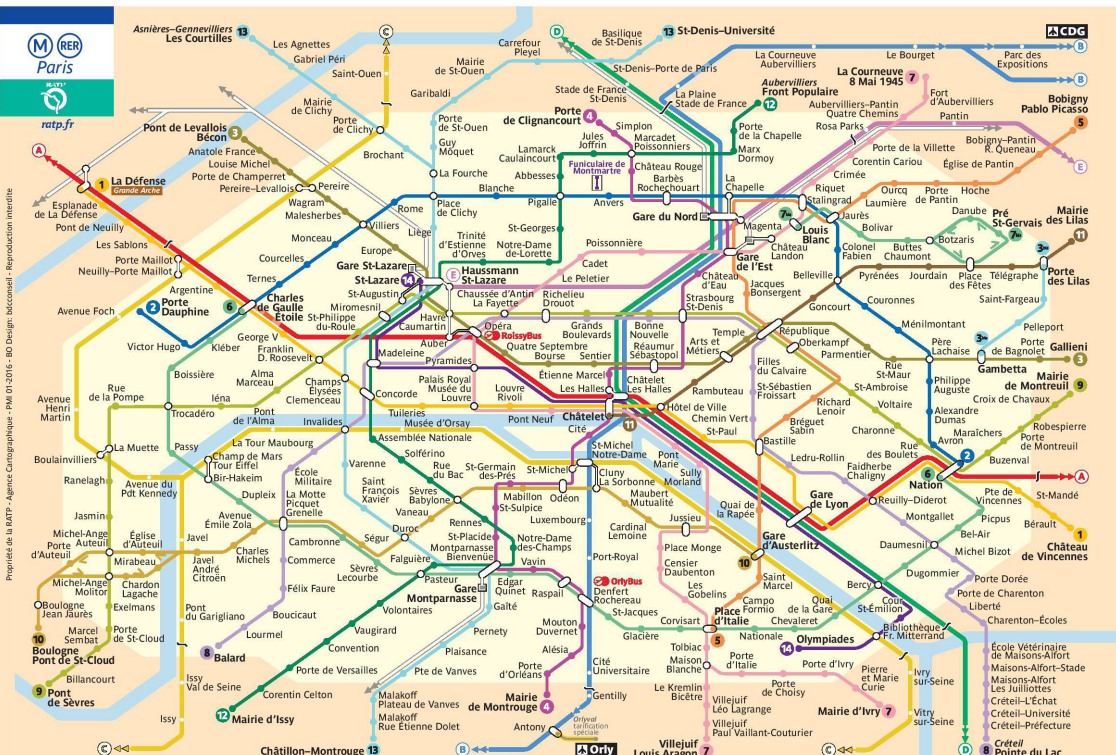
- Subscribe to the government's social networks and in particular to the **Twitter account @beauvau_alert** which will send notifications to subscribers in the event of a serious incident.
- Subscribe to **Campus France's social networks** to benefit from real-time information on security conditions in French higher education institutions.
- **Memorize the above emergency numbers.**
- **Register with your embassy and keep your consular contact details to hand.**



Public transport in and around Paris

The Ile de France (Greater Paris) region offers 5 different types of transport:

- **The metro:** Lines 1 to 14, metros run in Paris and the inner suburbs. The metro trains run from 5 a.m. until 1 a.m.
- **The RER:** Lines A to E, RER trains serve Paris and the Greater Paris region. RER trains run from 5 a.m. until 12:30 a.m.
- **The bus:** Buses are numerous and operate day and night in Paris and the Greater Paris region. Night buses - strongly discouraged - are called 'noctiliens'.
- **Transilien trains:** Lines H, J, K, L, N, P, R, U, trains run from 5 a.m. until midnight.
- **Trams:** Lines T1 to T7, trams run from 5 a.m. to midnight.



Paying for transportation

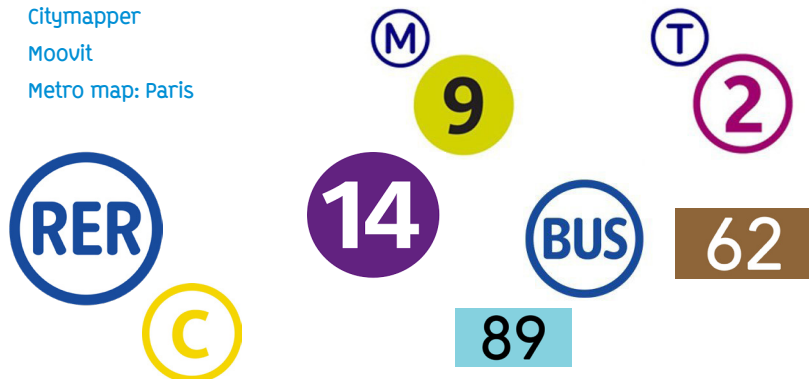
- **The t+ ticket:** This ticket can only be used on metros, buses, and RERs within Paris. Price: 1.90€ each - 16.90€ for a book of 10 tickets.
- **Imagine R pass:** This is an annual student travel pass that you can use on all public transport (metro, RER, buses, Transilien trains and trams) throughout the Greater Paris region. To get it: ask at the Bibliothèque François Mitterrand metro station near Inalco.
- **Navigo Pass:** The Navigo pass is a weekly or monthly pass that can be used on all public transport (metro, RER, buses, Transilien trains and trams) throughout the Paris region. The monthly price for an all-zone ticket is €75.20, and the weekly price is €22.80. To get it: ask at the Bibliothèque François Mitterrand metro station, near Inalco.

Useful websites

- Navigo Pass: <http://www.navigo.fr/>
- Imagine R pass: <https://www.imagine-r.com/>
- RER (A, B, C, D, E), Trains Transiliens, Trams (4 and 10): <https://www.transilien.com/>
- Metro, Trams (1, 2, 3, 5, 6, 7, 8), Bus and RER A, B: <https://www.ratp.fr/>

Mobile Apps

- RATP
- Citymapper
- Moovit
- Metro map: Paris



Cost of living

Food, accommodation, transport, leisure, etc. The cost of living in France can be high, especially in Paris and other major cities. It's best to prepare your budget well to avoid unpleasant surprises when you arrive.

Of course, planning your budget will depend greatly on your lifestyle. The cost of accommodation and leisure can vary considerably, depending on how you live. If you plan to travel during your stay in Paris, you will need to anticipate additional costs.

Don't forget that you are likely to incur additional expenses during the first month, such as home insurance, a security deposit, homewares, etc.

To help you prepare your budget, here are some estimates for the main items of expenditure to be considered:

Estimated monthly budget (in €)	
Food	€250
Accommodation	€500-800
Phone contract	€20
Public transport	€75
Leisure	€100
Medical expenses	€25-35
RECOMMENDED TOTAL PER MONTH	€900-1,200



Cultural life in Paris



Free Museums

Every first Sunday of the month, all museums in Paris grant free entry to the public.

Some museums in Paris are free for students under 25 who are EU citizens or in France on a long-term student visa. To take advantage of the free service, simply go to the cash desk and show your student card.

Participating museums in Paris:

- Musée du Louvre
- Musée d'Orsay
- Musée du quai Branly - Jacques Chirac
- Musée de l'Orangerie
- Musée du Moyen-Age - Thermes et Hôtel de Cluny
- Musée Eugène-Delacroix
- Musée de l'Immigration
- Musée National des Arts Asiatiques-Guimet

Some other museums and monuments in Paris offer reduced rates for students.



Cultural life in Paris



Not to be missed

- Eiffel Tower
- Arc de Triomphe
- Château de Versailles
- Sacré Cœur Basilica - Montmartre
- Giverny Gardens
- Musée du Louvre
- Musée d'Orsay
- Musée du quai Branly - Jacques Chirac
- Luxembourg Gardens
- Latin Quarter
- The Marais



What's on in Paris

- <https://www.etsionvisitaiparis.com/>
- <https://www.sortiraparis.com/>
- <https://www.parisinfo.com/>
- <https://www.offi.fr/>
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