



# STUDENT HANDBOOK



## Welcome to Paris-Panthéon-Assas University!

This practical brochure was designed for you. Read it carefully. It will present your university as well as summarize the main services on offer to make your daily life easier. You can also find out more about these services on the website [www.u-paris2.fr](http://www.u-paris2.fr).

May this initial contact enable you to start an academic year full of rich, learning experiences and, above all, be successful in your endeavours.

I wish you success in your studies and with your professional plans!

Stéphane Braconnier  
University President

# YOUR UNIVERSITY

## A little history

Panthéon-Assas University is the successor of the former Paris Law and Economics School, a part of the Sorbonne, and is located in the heart of the Latin Quarter since the 13<sup>th</sup> century. The Assas Centre on rue d'Assas, built in the early 1960s, and the Panthéon Campus, located near its headquarters, give the university its name.

Since 1 January 2022, Paris-Panthéon-Assas University has become an experimental public institution and includes 4 private "grandes écoles" recognised as being of general interest: [EFREI](#), [ISIT](#), [CFJ](#), [École W](#). The first university to be based on a public-private partnership, its ambition is to accompany and support transformations in the contemporary world as a leading higher education and research institution.

## University bodies

The University is headed by a President, elected by the members of the Board of Governors for a four-year term, renewable once. The University's policy is shaped by its central councils:

- ✓ The Board of Directors votes on the budget and determines the institution's policies;
- ✓ The Research Council defines the principles governing the implementation of the University's research and innovation policies;
- ✓ The council for studies and student life defines the conditions for implementing academic courses and the principles of university life.

### STUDENT-CITIZEN!

Your enrolment at Panthéon-Assas University commits you to respecting the internal regulations and gives you the right, and even the duty, to vote for your student representatives.

Consult the internal regulations: [www.u-paris2.fr](http://www.u-paris2.fr) > Université

## The Learning Centre

An open-plan space for experience and innovation, the *Learning Centre*, located in the Assas centre, includes an open-space library, individual and collective work spaces, restaurants, rapid access to new technologies and a sports hall in a pleasant and comfortable setting. Le Patio and Les Planches are places where the entire University community can meet and exchange ideas: students, teachers and administrative staff.

## Your academic office

For all questions relating to your studies, please contact the academic office in the department in which you are enrolled. You will find their contact details, depending on your level and the degree you are studying, at [www.u-paris2.fr](http://www.u-paris2.fr) > Formations > Inscriptions





## YOUR DIGITAL WORKING ENVIRONMENT (ENT)

### Your email address

On enrolment, the University will give you an email address in the format: `firstname.surname@etudiants.u-paris2.fr`.

#### IMPORTANT!

You must check your student email regularly. It is the only email address that the University will use to communicate with you.

Configure your smart phone to receive messages from the University directly!

[www.u-paris2.fr](http://www.u-paris2.fr) > Campus > Campus-pratique > ENT et services numériques

### Check the ENT everyday!

Once you're connected to [ent.u-paris2.fr](http://ent.u-paris2.fr), you can access your virtual workspace consisting of:

- ✓ Your email inbox and your calendar, which can also be synced with your smart phone;
- ✓ The administrative, student and lecturer directory;
- ✓ Teaching resources, which give you access to podcasts, online video lectures and Agor@ssas;
- ✓ Documentary resources giving you access to the digital library (books and online journals), plagiarism prevention and text correction software and the University's theses;
- ✓ The professional employment space which gives you access to the Réseau Pro platform (internship offers, jobs, etc.).

### WiFi

There are many WiFi access points (`wifi_paris2`) in the Assas, Charcot, Desgoffe, Fossés Saint-Jacques, Melun, Panthéon, Saint-Jacques, Ulm, Vaugirard 1, Vaugirard 2 and Val de Grâce centres. With your email credentials, you can connect to WiFi via the national Eduspot network ([services.renater.fr/documentation/eduspot/index](http://services.renater.fr/documentation/eduspot/index)) and the international Eduroam network ([www.eduroam.fr](http://www.eduroam.fr)).

# YOUR STUDENT CARD

A multi-service card which allows students to:

- ✓ Prove your student status, as you must present it to access the university buildings and libraries of the Panthéon-Assas University, borrow documents, benefit from discounts (transport, cinemas, swimming pools, municipal theatres, etc.);
- ✓ Pay for your meals in the CROUS restaurants or cafeterias;
- ✓ Pay for printing and photocopying in our libraries;
- ✓ Reserve work rooms at the Assas Centre;
- ✓ Access the sports hall at the Assas Centre (subject to registration with the sports service);
- ✓ Borrow laptops and tablets from the library for on-site use in the Learning Centre at the Assas Centre or in the Vaugirard 1 and Melun centres;
- ✓ Access the University's component institutions: EFREI, ISIT, CFJ, École W.

## A card valid throughout your time at the University

Once you have the card, go to [www.izly.fr](http://www.izly.fr) to activate your IZLY account. You can reload your card:

- ✓ Via transfers to your account on [www.izly.fr](http://www.izly.fr) ;
- ✓ In cash in CROUS university restaurants.

### PLEASE NOTE!

In the event of the card not functioning, a change of situation (address, status, etc.), loss, or theft, inform the university department to which you belong as soon as possible. The Panthéon-Assas University is not responsible for the amount on your IZLY account: any reissue of a new card will be at your expense. If you lose your card, report it as soon as possible in order to block your IZLY account.

# CAMPUS

## Student Life Department

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 59 47  
[service-vie-etudiante@u-paris2.fr](mailto:service-vie-etudiante@u-paris2.fr)

## Clubs, societies, FSDIE (Fund for solidarity and development of student initiatives)

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 57 46  
[vie.associative@u-paris2.fr](mailto:vie.associative@u-paris2.fr)

## Social hub (Assas and Melun)

**Social criteria and attendance scholarships**  
[bourse-sur-criteres-sociaux@u-paris2.fr](mailto:bourse-sur-criteres-sociaux@u-paris2.fr)

## Student involvement

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 57 23  
[engagement@u-paris2.fr](mailto:engagement@u-paris2.fr)

### Social worker

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 57 78

Melun – Tel. +33 (0)1 64 83 59 28

The nurse, the Relais handicap santé and the members of the preventive medicine team are at your disposal to help with accommodation needs for students with disabilities.

### Relais handicap santé

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 58 04

Melun – Tel. +33 (0)1 64 79 77 12

[relais-handicap-sante@u-paris2.fr](mailto:relais-handicap-sante@u-paris2.fr)

### Infirmery

Assas, 5<sup>th</sup> floor – Tel. +33 (0)1 44 41 57 64

### Preventative medicine

SUMPPS Sorbonne Université – Panthéon Assas


15 rue de l'École de Médecine 75006 Paris – Tel. +33 (0)1 44 27 89 00

[sumpps@sorbonne-universite.fr](mailto:sumpps@sorbonne-universite.fr)

## From your studies to a job: the Mission orientation-emploi

The Mission orientation-emploi, through its two centres, the Centre d'information et d'orientation (CIO) and the Bureau d'aide à l'insertion professionnelle (BAIP), will support you throughout your university studies until your transition to work.

 [cio-baip.u-paris2.fr](http://cio-baip.u-paris2.fr)

 [reseau.pro.u-paris2.fr](http://reseau.pro.u-paris2.fr)

 [@P2moe](https://www.facebook.com/P2moe)

### Reception

Monday > Thursday: 9:30am > 5pm

Friday: 9:30am > 12pm

### CIO

Assas, 1<sup>st</sup> floor – Office 118 – Tel. +33 (0)1 44 41 58 75

Melun, Cujas Building – Office hours once a month


### BAIP

Assas, 1<sup>st</sup> floor – Office 119 and 121 – Tel. +33 (0)1 44 41 57 70 / ... 73


Melun, Reine Blanche Building – Office hours once a month

## University Library

The library network offers printed and electronic documentation, personal assistance and a remote question and answer service.

 [bibliotheques.u-paris2.fr](http://bibliotheques.u-paris2.fr)

[bu@u-paris2.fr](mailto:bu@u-paris2.fr)

 [@buassas](https://twitter.com/buassas)

 [@buassas](https://www.facebook.com/buassas)

## Sports and Cultural Activities, Clubs and Societies


There's nothing like giving yourself some time to relax in order to perform well in lessons and exams! Sport, music, eloquence: you can express your talents in many ways.

[www.u-paris2.fr](http://www.u-paris2.fr) > Campus

### Sports department

Notre-Dame-des-Champs, RDC – Tel. +33 (0)1 44 41 57 79

Melun – Tel. +33 (0)1 64 79 72 23

 [sportassas.u-paris2.fr](http://sportassas.u-paris2.fr)

[sports@u-paris2.fr](mailto:sports@u-paris2.fr)

# CENTRES

## Vaugirard 1

- L1 • DU • Library

391 rue de Vaugirard 75015 Paris – Tel. +33 (0)1 55 76 16 16

## Melun

- L1, L2, L3 • Library

19 rue du Château 77000 Melun – Tel. +33 (0) 64 83 59 26 / ... 31

## Assas

- Administration, Basic legal qualification, L2, L3, M1
- IFP (French Press Institute) • Library - Language hub
- Learning Centre • Mission orientation-emploi • Sports • Infirmary
- Agor@ssas • Relais handicap santé • Student life • Grants

92 rue d'Assas 75006 Paris – Tel. +33 (0)1 44 41 57 05

## Panthéon

- Head Office • General Management • International affairs
- M2 • Doctorates • IEJ • Research library

12 place du Panthéon 75005 Paris – Tel. +33 (0)1 44 41 57 00

## Saint-Guillaume

- IDC (Institute of Comparative Law) • Collège européen de Paris
- Library

28 rue Saint-Guillaume 75007 Paris – Tel. +33 (0)1 44 39 86 00

## Charcot

- M2 Economics, M2 Legal advisor to local authorities

36 rue Charcot 75013 Paris – Tel. +33 (0)1 44 06 90 70



# SITES

## Desgoffe

- CFP • LEMMA

4 rue Blaise-Desgoffe 75006 Paris

Tel. +33 (0)1 53 63 53 20 (switchboard) – Tel. +33 (0)1 53 63 86 26

## Fossés-Saint-Jacques

- Accounting office • IRPI

26 rue des Fossés-Saint-Jacques 75005 Paris – Tel. +33 (0)1 44 41 89 61

## Management Science Department

- ClFFOP • LARGEPA • Professional degrees • Masters in Management • Management • Library

1 rue Guy-de-la Brosse 75005 Paris – Tel. +33 (0)1 83 97 68 09

## Public Law and Political Science Department

- Institut Cujas • CECP • CRDA • Bibliothèque de droit public

158 rue Saint-Jacques 75005 Paris – Tél. 01 44 41 47 20

## Sainte-Barbe

- Law History Institute • Noailles and Collinet Rooms • Law History Library

4 rue d'Assas 75005 Paris – Tel. +33 (0)1 56 81 76 96

## Thénard

- CERSA

10 rue Thénard 75005 Paris – Tel. +33 (0)1 42 34 58 80

## Ulm

- Institut Michel Villey • CDPC • Sociology of Law Laboratory

1 rue d'Ulm 75005 Paris – Tel. +33 (0)1 44 41 47 10

## Val-de-Grâce

- Social Law Laboratory

295 rue Saint-Jacques 75005 Paris – Tel. +33 (0)1 53 63 53 34 / ... 31

## Valette

- CRED • Centre for Research on Justice

19/21 rue Valette 75005 Paris

## Vaugirard 2

- IPAG • Masters

122 rue de Vaugirard 75006 Paris – Tel. +33 (0)1 53 63 86 10

## Vavin

- CARISM

5/7 avenue Vavin 75006 Paris

**Find all the research centres on the website.**



More information at [www.u-paris2.fr](http://www.u-paris2.fr)

 [@AssasUniversite](https://twitter.com/AssasUniversite)

 [@AssasUniversite](https://www.facebook.com/AssasUniversite)

 [AssasWebTV](https://www.youtube.com/AssasWebTV)

 [Université Panthéon Assas](https://www.linkedin.com/university/Universit%C3%A9-Panth%C3%A9on-Assas)

 [@assasuniversite](https://www.instagram.com/assasuniversite)



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