



**MANAGEMENT
SCHOOL**
PARIS-LA DÉFENSE



**GRADUATE SCHOOL OF
ENGINEERING**
PARIS-LA DÉFENSE



**INSTITUTE OF
INTERNET
& MULTIMEDIA**
PARIS-LA DÉFENSE

GENERAL INFORMATION	
Erasmus code	F PARIS270 – Association Léonard de Vinci
Website	https://www.devinci.fr/en/
E-mail	Generic e-mail: ri@devinci.fr Outgoing mobility: outgoing@devinci.fr Incoming mobility: incoming@devinci.fr
Address:	Association Léonard de Vinci Service Relations Internationales 12 av. Léonard de Vinci 92916 Paris La Defense Cedex, FRANCE

CONTACTS	
Head of International Department	Mr Alain OUVRIEU Director of International Relations Tel. +33 1 41 16 70 89 E-mail: alain.ouvrieu@devinci.fr
Outgoing Student Exchange	Ms Sandrine MUTALIPH Tel. +33 1 41 16 72 90 Ms Li ZHENG Tel. +33 1 41 16 72 48 Ms Katia AMAZIT Tel: +331 41 16 71 50 E-mail: outgoing@devinci.fr
Incoming Student Exchange & Erasmus Coordinator	Ms Alice EYRAUD Tel. +33 1 41 16 72 51 Ms Inès ASTITO Tel. +33 1 41 16 72 47 E-mail: incoming@devinci.fr

RECOMMENDED LANGUAGE SKILLS	
Language of instruction	English or French More information: https://www.devinci.fr/en/programmes/exchange-programmes/
Recommended language of instruction level: Student Mobility for Studies	B2 (CEFRL)
Recommended language of instruction level: Staff Mobility for Teaching	B2 (CEFRL)

STUDENTS AND STAFF WITH DISABILITIES	
General Information	All buildings are accessible to students and staff with disabilities. Persons with special needs are advised to inform the International Relations Staff about the needs before arrival. Information concerning the health of students and staff is kept confidential.

ADMISSION FOR EXCHANGE STUDENTS	
Term Dates	Autumn term: Early September – Mid-December Spring term: Early -January – Mid-May or June
Application Deadline	For autumn term and full academic year: 1 June For spring term: 1 November
Application Documents	<ul style="list-style-type: none"> • Online application form • Language Proficiency Report • ID photo • Transcript of records for incoming students at the Master's level
Application Instructions, Application Form	https://www.devinci.fr/en/international/exchange-students/

INTERNATIONAL STUDENT GUIDE		https://www.devinci.fr/en/student-life/student-guide/
ARRIVAL		
Orientation Dates	Leonard de Vinci organizes an orientation for exchange students at the beginning of every semester.	
HOUSING		
General Information	Leonard de Vinci guides incoming participants in finding accommodation. Information for incoming students available on page 21 of the student guide to download on https://www.devinci.fr/en/student-life/student-guide/ We have our own housing platform entirely dedicated on helping students to find a rental in Paris area on: http://housing.devinci.fr/en	
INSURANCE		
General Information	Leonard de Vinci guides incoming and outgoing mobile participants in obtaining insurance cover. Incoming student is responsible for making sure that s/he has an appropriate insurance cover during the exchange period. Information about insurance available on page 26 of the student guide to download on https://www.devinci.fr/en/student-life/student-guide/	
VISA		
General Information	Leonard de Vinci provides assistance in obtaining visa for incoming participants. Info for incoming students available on page 20 of the student guide to download on https://www.devinci.fr/en/student-life/student-guide/	
ACADEMICS		
Course Details and academic calendar	Devinci Group: https://www.devinci.fr/en/programmes/exchange-programmes/ EMLV: https://www.emlv.fr/en/programmes/exchange-programmes/ ESiLV: https://www.esilv.fr/en/programmes/exchange-programmes/	
Grading system	Info for incoming students available on page 14 of the student guide to download on https://www.devinci.fr/en/student-life/student-guide/	
Course enrolment period	Autumn term: June Spring term: November	
Transcript of Records	A Transcript of Records will be issued by Leonard de Vinci no later than five weeks after the assessment period has finished.	

