



COLUMBIA UNIVERSITY | ÉCOLE POLYTECHNIQUE | SCIENCES PO | UNIVERSITÉ PARIS 1—PANTHÉON-SORBONNE

Welcome to Panthéon-Sorbonne University!



Alliance Visiting Faculty Guide 2013-2014

Alliance Visiting Faculty Guide

Alliance Visiting Faculty Guide	2
A word from the Alliance Program director	3
The Alliance Program at a glance	4
A few words on Panthéon-Sorbonne University	5
Visiting Panthéon-Sorbonne University	6
➤ Before You Leave Columbia University	6
✓ Visa	
✓ Housing	
✓ Syllabus	
➤ Upon your arrival in Paris	9
✓ Meeting with the International Relations Office	
✓ Panthéon-Sorbonne University ID card	
✓ Health insurance	
✓ Payment of stipend	
✓ Opening a bank account	
✓ Taxes	
➤ During the semester	12
✓ Teaching	
✓ Grading	
✓ Libraries	
Contact Information	15
Annexes	17
✓ Summary of the documents to have with you	
✓ The Panthéon-Sorbonne University Campus	
✓ Academic Calendar 2013-2014	
✓ Facts and Figures	

A word from the Alliance Program director...

Dear Professor,

You have been offered one of the Alliance visiting professorship positions at Panthéon-Sorbonne University. Congratulations!

The Alliance Program wishes to promote faculty mobility that build long-lasting relationships between Columbia University and its three partners.

We hope you will enjoy your stay at Panthéon-Sorbonne University and benefit greatly from this experience. During your visit, you will have the opportunity to meet colleagues, participate in seminars and conferences, and create links that will eventually lead to joint academic and research partnerships.

Through your teaching, students will gain from your presence and be exposed to new intellectual references and methods.

During your stay, the Alliance Program team will be ready to support any joint endeavor between Panthéon-Sorbonne University and Columbia University. We will work with you to make the most of your presence in Paris, through a seminar, a public lecture or a discussion with students.

This brochure will provide you practical information to help you prepare your arrival and your stay at Panthéon-Sorbonne University. We hope you will find it useful.

We look forward to hearing from you after your experience as visiting professor.

Yours sincerely,

Alessia Lefébure
Alliance Program, Director

The Alliance Program at a glance

The Alliance Program is a unique joint venture between Columbia University, École Polytechnique, Sciences Po, and Panthéon-Sorbonne University.

CUTTING-EDGE EDUCATION PROGRAMS

The Alliance Program forecasts the future of global education through a range of innovative joint programs. Every year, **250 students from all over the world** benefit from a range of **20 dual degrees and joint programs** in all areas, including Law, Art History, International Affairs, Political Science, Sustainable Development, Journalism, and Financial Engineering. Dual degree programs are offered to undergraduate and graduate students.

A FACULTY NETWORK OF EXCELLENCE

The Alliance Program today is a strong international network of leading professors and research centers. Every year, **10 visiting professors** teach within the Alliance network, benefiting hundreds of students and research fellows. Simultaneously, the Alliance Program supports **joint transatlantic research teams** that are thriving in the humanities, social sciences and natural sciences.

A PLATFORM FOR GLOBAL DEBATE

Since its launch in 2002, the Alliance Program has become a major academic platform for transatlantic debate on the pressing issues of our times. In 2012-2013 alone, **46 joint academic** events (lectures, conferences, and workshops) were organized in New York and Paris, **in co-sponsorship with 63 different centers and institutes**. On the vanguard of their fields, our guests stimulate a diverse audience into a fine understanding of complex processes that can only be understood through global exchange.

A UNIQUE JOINT VENTURE

Supported by the four universities and by the French Ministry of Foreign Affairs, the endowed Alliance Program Fund was established in 2007. Columbia University, École Polytechnique, Sciences Po, and Panthéon-Sorbonne University are making history with the first ever joint endowment of its kind. The endowment has already accrued more than **\$3,000,000**.

A few words on Panthéon-Sorbonne University

With eight hundred years of excellence to build on, Panthéon-Sorbonne University, a descendant of the Sorbonne and the Faculty of Law and Economics of Paris, is one of the largest universities in France today. Some forty thousand students are enrolled in 14 teaching and research departments (Unités de Formation et de Recherche) and 5 Institutes, which offer top level degree courses in law, political science, economics, management and the humanities.

The university is located in the heart of the Latin Quarter, in the largest campus in the world, and occupies part of the Sorbonne and other prestigious French university buildings. Paris I is at the centre of a rich network of international relations stretching across the five continents and continues to play a major role in the training of researchers, academics, judges, lawyers, senior managers and top French civil servants.

At the cross-roads of tradition and modernity, Panthéon-Sorbonne University is at the forefront of research and teaching in the fields of European studies, international relations, management and communications. It aims to be a major pole of research and learning in Europe in the 21st century.



Sorbonne honors Pasteur – 1892

➔ Before You Leave Columbia University

❖ Visa

- Depending on the duration of your stay and your citizenship, you may need visa.
 - A- American citizens :
 - 1- If your invitation duration is up to 3 months: You DO NOT need visa or “*Convention d’accueil*”. You can enter, work and be paid in France with your American passport.
 - 2- If your invitation duration is for more than 3 months, you need a visa. The visa you need is a Scientific (S) visa. Without this visa, you can NOT work or be paid in France. To obtain this visa, you need to have the “*Convention d’accueil*” which Panthéon-Sorbonne University will send to you at least two months before you leave home.
 - B- Non- American citizens :

In general, most European citizens do not need Visa (S) and other citizens do need it. The International Relations Office (IRO) at Panthéon-Sorbonne University will inform you of your circumstances, according to your citizenship.

Convention d’accueil

- Please fill out the “*Fiche Individuelle de Renseignement*” that Panthéon-Sorbonne University will send you. With this document, the Sorbonne will submit a request for a “*Convention d’accueil*” which is the official document needed for your visa (S) application and the payment of stipend. The “*Convention d’accueil*” will be sent to those who need a visa (S); however, the others have to sign it during the first appointment with the IRO at Panthéon-Sorbonne University.
- Please note that obtaining the “*Convention d’accueil*” may take several weeks and we encourage you to send back the “*Fiche Individuelle de Renseignement*” as early as possible.

Visa Application

- If you require a Visa (S), you have to present the “*Convention d’accueil*” of Panthéon-Sorbonne University to the French Consulate in NY. Before doing so, please contact the consulate to find out which other documents you may have to present.

You can find more information about the visa application on the [French Consulate website](#) (under the section professor/research scientist visa). You will find the list of all required documents, including the “*Convention d’accueil*”, and details about how to get an appointment.

Residence permit

- If you stay for more than 3 months, you will need a Residence permit, “*Titre de séjour*”. The IRO in the Panthéon-Sorbonne University will obtain this document for you. However, you have to provide the following documents to this office soon after your arrival in Paris:
 - 1- An original copy of a document recognized as proof of residence in France like your contract of lease, rent payment receipt, EDF/GDF bill, fixed-line telephone bill, etc. These documents must be on YOUR name.
 - 2- A birthday certificate translated in French
 - 3- Passport with validity for the duration of stay

Passport

- Please make sure your passport is valid for the full length of your stay. It is recommended that your passport remains valid at least six months into the future at all times.

For more information about visas and immigration issues

- US Embassy in Paris: france.usembassy.gov
- French Consulate website: <http://www.consulfrance-newyork.org/Work-visas>

Contact:

Héloïse NÉTANGE
Chef du service de la coopération internationale
Université Paris 1 Panthéon-Sorbonne
Direction des relations internationales
58, bd Arago F-75013 PARIS
tel : +33 1 44 07 76 52
coopinter@univ-paris1.fr

❖ *Housing*

Alliance Visiting Professors are fully responsible for searching and finding their own housing. The Alliance team will provide information and links to assist the search.

For more information on housing websites

<http://www.paris-housing.com/>

<http://sabbaticalhomes.com/>

<http://www.homeaway.com/vacation-rentals/france/r31>

<http://www.homelatitude.com/>
<http://www.loueraparis.fr/>
<http://fr.parisrental.com>
<http://www.parisattitude.com>
<http://www.lodgis.com/>

Useful Links for short stays

La Cité Internationale Universitaire

<http://www.ciup.fr/en/chercheur>

17 Boulevard Jourdan, 75014 Paris

Tel: (011-33) 1 44 41 32 00

Résidence les Récollets

<http://www.international-recollets-paris.org/>

150-154 Rue du Faubourg Saint-Martin, 75010 Paris

Tel: (011-33) 1 53 26 21 00 / or 21 08

Email: contact@centre-les-recollets.com

Maison Suger

<http://www.msh-paris.fr/fondation/maison-suger/>

16-18 Rue Suger, 75006 Paris

75006 Paris

Tel: (011-33) 1 44 41 32 00

Hôtel Sevres Saint Germain

<http://www.sevres-saint-germain.com/en/home>

Hôtel de Fleurie

<http://www.hotelfleurieparis.com/langues/english/index.html>

Hôtel des 3 Collèges

<https://www.3colleges.fr/en/>

❖ *Syllabus*

For any questions related to the course(s) you will teach or the conference(s) you will organize during your stay at Panthéon-Sorbonne University, you will be in contact with your “inviting Professor”.



Library of the National Institute for Art History (INHA)

➡ Upon your arrival in Paris

❖ *Meeting with the International Relations Office (IRO – Maison internationale)*

As soon as you arrive and before beginning your work at Panthéon-Sorbonne University, please contact the IRO in order to inform the University of your arrival. It is better to arrange an appointment with the office before leaving home. When going to the office, please have the following documents with you:

- Your passport with validity for the duration of stay
- Your national ID
- Your Columbia ID Card
- The “Convention d’accueil”
- Some ID photos
- Form 1040 of your income tax (see below, *Payment of Stipend* section)
- Bank account information if this is outside of France and if you want to receive your salary at this bank
- A Health insurance certificate (if you stay more than 3 months)

During this meeting, the IRO will give you your Panthéon-Sorbonne University ID card and a Visiting Professor Certificate letter. Those who do not need a visa (S) will then sign the “*Convention d’accueil*”.

❖ *Université Paris 1 Panthéon-Sorbonne ID card*

Upon your arrival, during the first appointment with the IRO, you will receive an ID card from Panthéon-Sorbonne University. You need to have a photo on you for this card.

❖ *Health insurance*

The Visiting Professor will not receive any French Social Security coverage or number. Your medical fees

will be covered by your home system. This system is different according to the duration of stay:

1. If you stay up to 3 months, you are covered by the health insurance of your work place, Columbia University, and you do not need to provide any document to Panthéon-Sorbonne University.
2. If you stay for more than 3 months, you have to provide a document to approve you are covered for the duration of your stay. This can be a certificate given by your work place or a private insurance company.

❖ *Payment of stipend*

You will receive your salary at the end of your stay and it will be paid in €. If you wish to receive this money in your American bank, it will be sent to your account after exchanging € into US\$ at the exchange rate of the day. Panthéon-Sorbonne University is not responsible for the money you may lose or gain through the exchange operations. Please note that French and US banks usually charge a fee upon sending/receiving an international wire. The French side of these fees will be paid by Panthéon-Sorbonne University and the American side has to be paid by you.

Here is the list of documents required to start the payment process:

- Form 1040: www.irs.gov/pub/irs-pdf/f1040.pdf
- Bank account information:
 1. If you have a French bank account, please provide a RIB (Relevé d'Identité Bancaire). This document is usually available for download on your online bank account. You can also obtain it from your agency.
 2. If you have a US bank account, please provide an official letter from your bank with the following information: name on the account, account number, SWIFT code, BIC code, any other useful information for receiving an international wire, copy of your passport and visa.
- Convention d'Accueil, signed by the French Consulate.

These documents should be given to Ms. Nétange during the first meeting you have with him upon your arrival.

Contact

Héloïse NÉTANGE

Chef du service de la coopération internationale

Université Paris 1 Panthéon-Sorbonne

Direction des relations internationales

58, bd Arago F-75013 PARIS

tel : +33 1 44 07 76 52

coopinter@univ-paris1.fr

T station (Métro): Glacière (on the line no 1)

Bus station: Glacière Arago (on the lines no 83 et 21)

For more details visit: <http://www.univ-paris1.fr/universite/campus/detail-campus/maison-internationale/>

❖ *Opening a bank account*

Opening a bank account in France is usually free but service fees may apply.

To open your account, you will need the followings:

- a valid ID card: national ID card, passport (with a visa for Non-EU citizens), residence permit
- an original copy of a document (dating back less than three months) recognized as proof of residence in France or abroad: rent payment receipt, EDF/GDF bill, fixed-line telephone bill, etc.
- and if necessary, a document to prove your non-residency taxation in case you pay your taxes abroad: tax notice of your country, certificate of tax residency abroad

List of major banks in the Sorbonne neighborhood:

- **Société Générale**
27 Boulevard Saint-Michel
75005 Paris
Tel.: 01.40.51.96.50
- **HSBC**
29 b rue Monge
75005 Paris
Tel.: 01.44.41.37.37
- **BNP Paribas**
53 Boulevard Saint-Michel
75005 Paris
Tel.: 08.20.82.00.01
- **Crédit Agricole**
75 bis rue Monge
75005 Paris
- **Le Crédit Lyonnais**
22 Boulevards Saint-Michel
75006 Paris

❖ *Taxes*

In order not to pay both French and US taxes, you have to have on you the last 1040 form when coming to France. This document allows you to continue to pay only US taxes.



Sorbonne Square

➡ During the semester

❖ *Teaching and Grading*

For all the academic/teaching issues, you will contact your inviting professor soon after your invitation.

❖ *University Libraries/Bibliothèques universitaire (BU)*

University Libraries cards:

Upon your arrival, during the first appointment with the IRO, if you wish, you will receive the Cujas Law Library Card (you have to give an additional photo for this card).

For the other libraries (see list below), you have to subscribe to each of them. To subscribe, you have to go to the library you wish and present the following documents:

- Visiting Professor Invitation certificate (which the IR Office has given to you)
- Your Columbia ID card
- An original copy of a document on your home address in Paris in your name (ex. Lease contract, Electricity bill)
- 1 ID Photo

For the details of your rights and access to the printed materials or electronic resources, you will contact the librarians of each University Library.

University Library System:

The library system of Panthéon-Sorbonne University is composed of more than 15 libraries; most of them specialize in one studying field. The web address of the BU system is: <http://www.univ-paris1.fr/bibliotheques/ibraries>.

To find the libraries in relation with your specialty, please view the Directory of Panthéon-Sorbonne University Libraries (see web address below). Following is a list of some of these libraries with a brief description for each one.

University Library list:

Directory of Panthéon-Sorbonne University Libraries

<http://repertoire-bib.univ-paris1.fr/>

You can find the libraries by specialty or by the name. Please find below a list of some of the numerous University Libraries that can be found

La bibliothèque universitaire (BU) du centre PMF

<http://www.univ-paris1.fr/?id=513641>

Accessible to all Paris 1 students, professors, researchers and personnel, with student card or photo ID card. Servicing all disciplines.

La bibliothèque Broca

<http://www.univ-paris1.fr/?id=513762>

Specializing in legal science, economics and management, this library meets the needs of Law and Business Administration students.

La bibliothèque de Philosophie Cuzin

<http://www.univ-paris1.fr/?id=514467>

A library specialized in philosophy for students of year L3 (i.e. 3rd and final year of the BA program), researchers and professors.

La bibliothèque d'arts plastiques

<http://www.univ-paris1.fr/?id=514551>

Specializing in contemporary art, the library is open to students and professors of Fine Arts.

La cartotheque du centre PMF

<http://www.univ-paris1.fr/?id=513876>

Accessible to all of Paris 1, the map library offers a wide range of maps of France and elsewhere, with the possibility of borrowing.

Centre de documentation de la maison des sciences économiques

<http://cesdoc.univ-paris1.fr/>

Bibliothèque de l'institut d'histoire de la révolution française

<http://ihrf.univ-paris1.fr/spip.php?rubrique2>

Interuniversity Libraries and associated libraries

As a Visiting Professor at Paris 1, you have access to these libraries. You can see the complete list on this address: <http://www.univ-paris1.fr/recherche/bibliotheques-et-centres-de-documentation/>
Here is a list of some of them:

BIU Cujas

<http://biu-cujas.univ-paris1.fr/>

The library covers legal science, political science and economics.

BIU Sorbonne

<http://www.bibliotheque.sorbonne.fr/biu/>

The library covers disciplines of the Humanities.

La Bibliothèque de l'INHA (Institut national d'histoire de l'art)

<http://www.inha.fr/spip.php?rubrique21>

The library gives access to 1,4 million printed documents and many online books, periodicals and data bases specialised on the History of Art, Archaeology and cultural heritage.

La bibliothèque du CEMAF (Centre d'études des mondes africains)

<http://www.cemaf.cnrs.fr/spip.php?rubrique39>

A collection composed from close to 30,000 printed documents (most of them rare books), 900 periodical titles, and many online resources on different aspects of African studies.

La bibliothèque de géographie

<http://www.univ-paris1.fr/?id=111086>

For students and faculty researchers of the Geography department.

Contact Information

❖ *Alliance Program*

Alliance Program
Columbia University
1208 International Affairs Building
420 West 118th Street
New York, NY 10027, USA
Phone: 212-854-2056
Fax: 212-854-8577
www.columbia.edu/cu/alliance

Alessia Lefébure
Director
Email: al3012@columbia.edu

Lauranne Bardin
Assistant Director
Email: lb2808@columbia.edu

❖ *Panthéon-Sorbonne University*

Jean-Marc Bonnisseau
Vice President in charge of International Affairs
Email: Jean-Marc.Bonnisseau@univ-paris1.fr

Dr. Marie-Christine Meininger
Director of International Relations
Email: marie-christine.meininger@univ-paris1.fr

Héloïse Nétange
Visa and Financial manager
Email: coopinter@univ-paris1.fr



*International Relations Office - IRO (Maison internationale)
Université Paris 1 Panthéon-Sorbonne*

Maison Internationale

58 Boulevard Arago

75013 Paris

01 44 07 76 79

Subway station (Métro): Glacière (on line **1**)

Bus station: Glacière–Arago (on lines **83** and **21**)

For more details, please visit:

<http://www.univ-paris1.fr/universite/campus/detail-campus/maison-internationale/>

Other Useful Contacts

❖ *Columbia in Paris – Reid Hall*

Reid Hall serves as an educational center for the Columbia University Community, but also for numerous other American Universities and for scholars from around the world. For over a century, its long and distinguished past of intellectual, artistic, and cultural exchange has earned it a significant place in the relationship between France, Europe and the United States.

To get more information on Reid hall, you can visit its website at the following address:

<http://www.reidhall.com/>

❖ *Visiting Professors Office (Bureau d'Accueil des Chercheurs Etrangers (BACE), CIUP*

BACE is located at the CIUP (Cité Internationale Universitaire de Paris) and its mission is to facilitate and support the visiting professors' mobility to Paris and its region. Whether you stay at the CIUP or not, you have access to a range of personal services, assistances and advices given by this office. These services cover the following questions:

- Visa and Resident Permit
- Accommodation
- Health Cover
- Insurance
- Bank Account
- Taxes
- Family allowance
- Children's schooling
- French Classes
- Cultural events
- Trip organization
- Support in the Event of Difficulties

For more information, you can visit: <http://www.ciup.fr/en/mobilite/chercheur/home>

You can contact the dedicated multilingual team of BACE at any time before your arrival and during your stay. Feel free to get in touch with them to receive a personalized response to any questions you have in mind or to find solutions to the problems you are experiencing.

BACE, CIUP
17 Boulevard Jourdan
75014 Paris
bace@ciup.fr

Annexes

- ✓ Summary of the documents to have with you
- ✓ Campus of Panthéon-Sorbonne University
- ✓ Academic Calendar 2013-2014
- ✓ Facts and Figures



❖ Summary of the documents to have with you

A- BEFORE LEAVING HOME:

I- For all Visiting Professors:

	Document	IRO *	Bank	University Libraries cards
1	Passport with validity for the duration of stay	x	x	
2	Your national ID	x		
3	Your Columbia ID Card	x		x
4	Form 1040 of you income tax (last one) If you wish to pay your income taxes in the USA and not in France	x	x	
5	Bank account information, If you wish to receive your salary in a bank <u>outside</u> France : an <u>official letter</u> from your bank with : <ul style="list-style-type: none"> • name on the account • account number SWIFT code, BIC code • any other useful information for receiving an international wire 	x		
6	The “Convention d’accueil” : If you have to obtain a visa (S)	x		
7	Some ID photos	x	x	x

II- For those staying in France for more than 3 months:

In addition to the above mentioned documents, the Visiting Professors who stay more than 3 months in France have to have the following documents on them when arriving in France:

8	A birthday certificate translated in French	x		
9	A Health insurance certificate	x		

B- UPON ARRIVAL IN FRANCE :

All the Visiting Professors have to have the following documents on them for the following occasions (in addition to the above mentioned documents for each occasion):

10	Visiting Professor Invitation certificate (IRO will give it to you upon your arrival)		x	x
11	An original copy of a document recognized as proof of residence in Paris		x	x
-	French Bank account information : <u>RIB</u> Only if you wish to receive your salary in a French bank	x		

* IRO = International Relations Office at the Université Paris 1

❖ Campus of Panthéon-Sorbonne University

Since its creation, Panthéon-Sorbonne University has grown considerably. Its campus spans 26 sites in and around Paris. You can find a detailed list here: <http://www.univ-paris1.fr/universite/campus/>

The president's office is located at:

Centre Panthéon
12 Place du Panthéon
75005 Paris
Tel: 01 44 07 80 00

Subway station (Métro): Luxembourg (on line RER **B**)

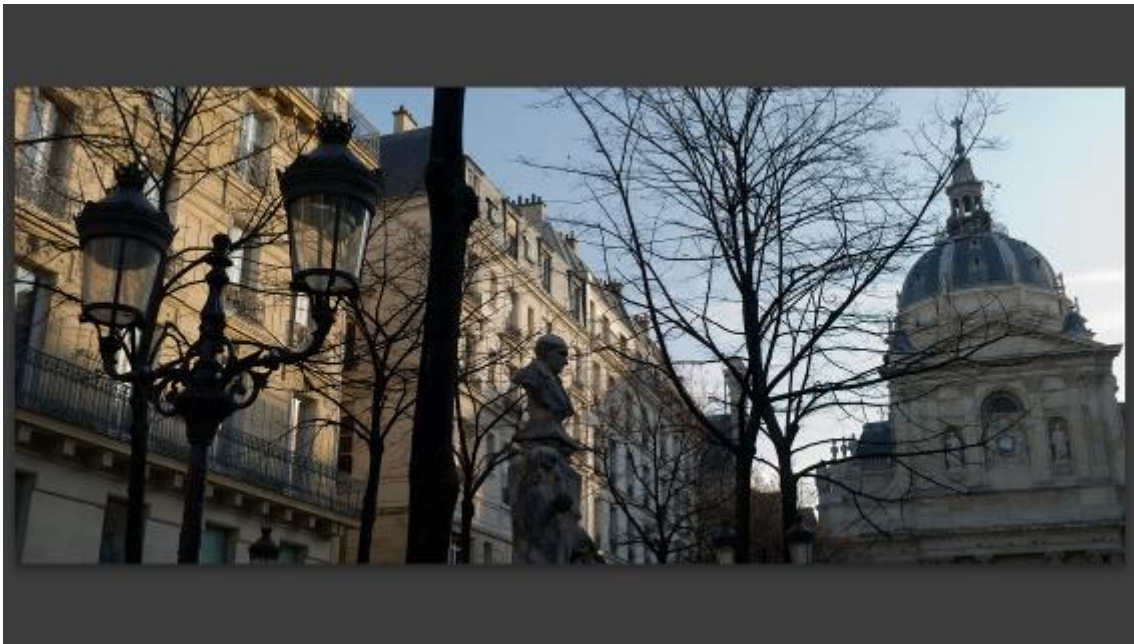
Bus station: Panthéon (on lines **84** and **89**), Saint-Jacques–Gay-Lussac (on lines **21** and **27**) and Luxembourg (on lines **38** and **82**)

The International Relations Office is located at:

Maison Internationale
58 Boulevard Arago
75013 Paris
Tel: 01 44 07 76 79

Subway station (Métro): Glacière (on line **1**)

Bus station: Glacière Arago (on lines **83** and **21**)



❖ Academic Calendar 2013-2014

Fall semester

13 weeks of classes

Monday, September 16, 2013 – Saturday, December 21, 2013

University Holidays: Christmas

Saturday, December 21, 2013 – Monday, January 6, 2014

1st session of final exams (fall semester)

Monday, January 6, 2014 – Saturday, January 18, 2014

Spring semester

12 weeks of classes

Monday, January 20, 2014 – Saturday, April 12, 2014

University holidays: Spring

Saturday, April 12, 2014 – Monday, April 28, 2014

1st session of final exams (spring semester)

Monday, April 28, 2014 – Saturday, May 13, 2014

Makeup Period (for both semesters)

Study Days

Tuesday, June 10, 2014 – Saturday, June 14, 2014

Final Exams

Monday, June 16, 2014 – Saturday, July 5, 2014

Source: <http://www.univ-paris1.fr/formations/calendrier-universitaire/>

❖ Facts and Figures

2009-2010

Université Paris 1 Panthéon-Sorbonne

- Eight centuries of academic excellence
- Thousands of publications every year
- 1,603 full-time faculty members
- 39,324 students

Number of students: 39,324

	Licence	Master	Doctorat	Others	Total
Institutes and adult education	32	2,214	109	521	2,876
Economics and business management	5,535	2,237	371	512	8,655
Humanities	6,542	3,677	1,852	590	12,661
Law and political science	8,060	4,004	1,082	1,986	15,132
Total	20,169	12,132	3,414	3,609	39,324

14 Teaching and Research Departments

Economics and Business Management	Humanities	Law and Political Science
Economics Business Management Mathematics and Computer Science	Art History and Archeology Visual Arts Geography History Philosophy	General Legal Studies Administrative and Public Sector Law Business Law International and European Studies Political Science Economics, Labour and Social Law

Student Mobility

8,084 foreign students registered at Paris 1, including 630 foreign students on exchange programmes
360 students from Paris 1 studying abroad (283 Erasmus-Socrates students)
130 foreign visiting professors

International Relations

170 conventions
312 bilateral European agreements
251 international agreements

Research

14 graduate schools
360 PhDs awarded
42 ministry-finances research centers
200+ conferences and symposiums held every year

WELCOME TO



U - PANTHÉON - SORBONNE - **1**
UNIVERSITÉ PARIS