

STUDENT HANDBOOK | 2019/20
THE AMERICAN UNIVERSITY *of* PARIS

Welcome, Global Explorer!

The AUP Student Handbook 2019/20 is your guide to life at the University and out in the City of Light. Inside you'll find a month-by-month agenda, information about how to get support for your studies and tips on staying safe when you're out and about.

It's designed as your catch-all companion to AUP living. We've packed it full of handy tips on everything from how to get settled in a new city to where to find Paris's best patisserie.

AUP is all about being curious, about asking the right questions and about exploring the world and having new experiences. You're not alone on this journey - we'll be there to support you every step of the way.

We're proud of our diverse student community and know you are ready to achieve great things - it all starts here! Time to get out in the city and make your own adventure.

This handbook belongs to

CLASS SCHEDULE
FALL TERM 2019

Monday

Tuesday

Wednesday

Thursday

Friday

Writing Lab

career planning

dance team

housing info sessions

trivia nights

volleyball

ballet

conferences

student government

volunteer

art openings

tutoring

debate and politics

study trips

student advisor program

ENGAGE.AUP.EDU

running club

World's Fair

track extracurriculars

student elections

CV workshops

holiday bash

magazine launches

yoga

poetry readings

AUP Gives Back

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Find all academic information,
support services and policies
online at

AUP.EDU /UNDERGRADUATE

Find out what you can study as a
major or minor.

/GRADUATE

Learn more about our graduate
programs and the tracks and
specializations available.

/ACADEMIC-POLICIES

Take a look at our academic policies.

Subjects include:

- Core curriculum requirements
- Your academic standing
- How we grade and what that means for you
- Auditing a class
- Getting your transcript
- Withdrawing from classes
- Transferring credit

/STUDY-ABROAD

Take your education beyond Paris –
learn about studying abroad at one of
our partner institutions.

/INTERNSHIPS

Learn everything there is to know
about internships at AUP.

/CREDIT

Find out what credit you can use
towards your degree and get help
with the process.

/LIBRARY

Our library offers you:

- Access to personalized research help (researchhelp@aup.edu)
- Document delivery and inter-library loan services (articles, books and films)
- Orientation and referral to other Paris libraries

/FINANCES

Get the complete picture on tuition and
living costs, scholarship opportunities
and financial aid.

/ADVISING

Our advising team are here to help
you make key choices about:

- finding an advisor;
- planning your career; or
- finding an internship.

/ARC

The Academic Resource Center (ARC)
is a writing, tutoring and academic
technology space.

- Learn about academic integrity.
- Find a peer tutor.
- Get support for your learning needs.

/WRITING-LAB

Get feedback and support on your
writing and research.

Explore life as
an AUP student
online at

AUP.EDU /ENGAGE

Want to join a student organization? Have an idea for a new group? Just want to see what's happening on campus? Visit AUP Engage: the one-stop shop for all campus clubs and activities information.

/LEADERSHIP

Get involved in student leadership or craft a legacy as part of student government, student media or the student advisor program.

/VOLUNTEER

Work towards social and environmental change by taking part in volunteer initiatives and community service.

/STUDENT-ADVISORS

Help new students feel at home in the AUP community.

/ATHLETICS

Our athletics department offers you:

- a selection of competitive and recreational activities;
- access to local gym memberships; and
- support to help you practice your favorite sport in Paris.

/HEALTH

Our team is here to help you navigate the French health care system.

- What does my health plan cover?
- How can I get a Carte Vitale?
- How can I get my medical expenses reimbursed?
- Where can I find a doctor that speaks English?

/IMMIGRATION

Our Student Immigration Services office provides you with the resources you need to apply for and renew your legal residence documents.

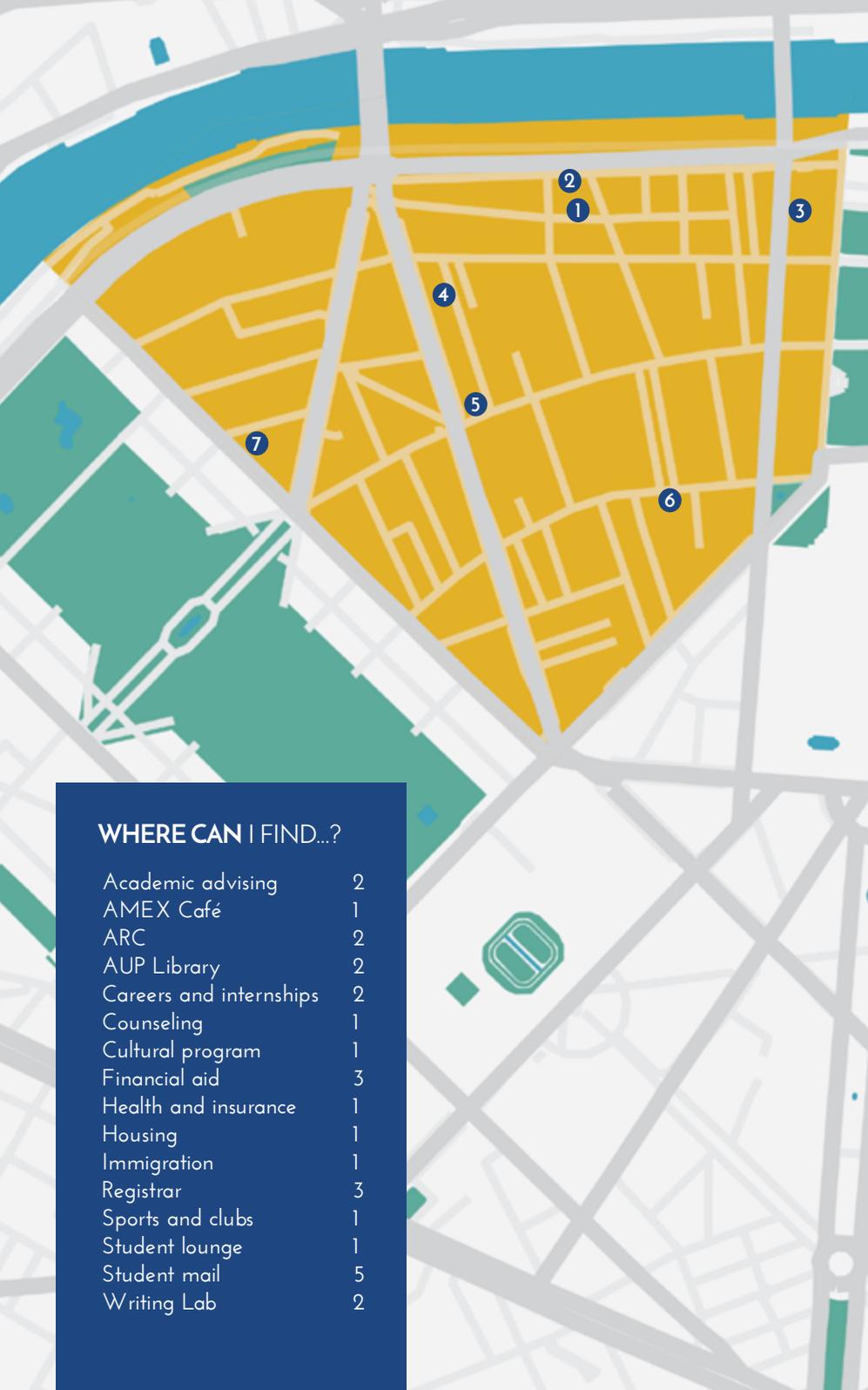
/GPS

Make your extracurricular experiences count with the Global Professional Skills Program: our signature program that will help you succeed in an international career.

/BOOKSTORE

Our bookstore is available for you to:

- buy your required and recommended course reading;
- sell your used course books; and
- pick up books written by faculty, AUP clothing and other memorabilia.



OUR URBAN CAMPUS

- 1** Combes Student Life Center
6, rue du Colonel Combes
- 2** Quai d'Orsay Learning Commons
69, quai d'Orsay*
- 3** Administration building
5, boulevard de La Tour-Maubourg
- 4** AUP bookstore, classrooms and faculty offices
2 bis, Passage Landrieu
- 5** Classrooms and faculty offices
102, rue Saint-Dominique
(entrance at 16, passage Landrieu)
- 6** Grenelle Teaching and Mentoring Center
147, rue de Grenelle
- 7** Classrooms (under renovation)
9, rue de Monttessuy

* Principal access to the Quai d'Orsay Learning Commons is through 6, rue du Colonel Combes.

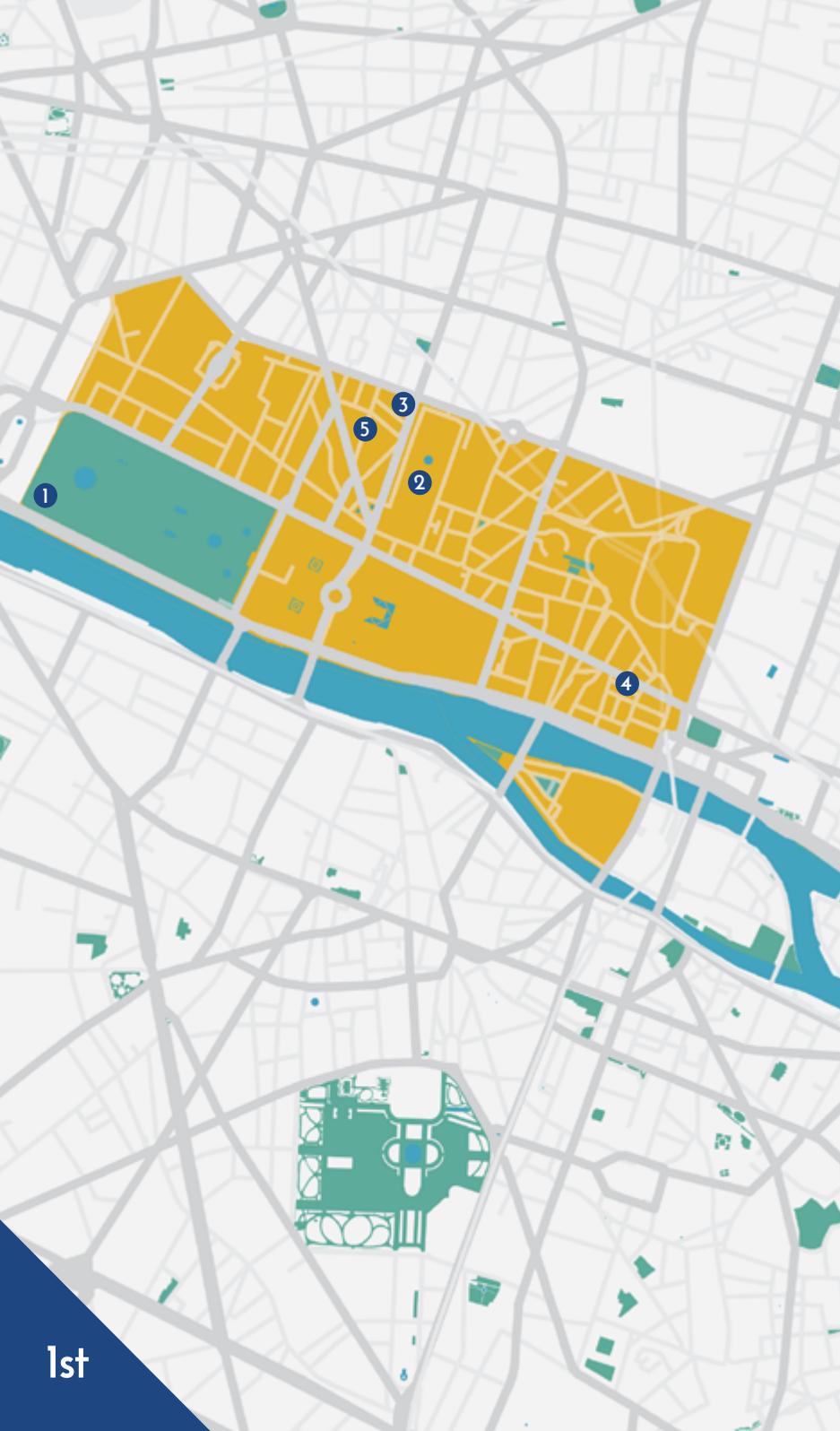
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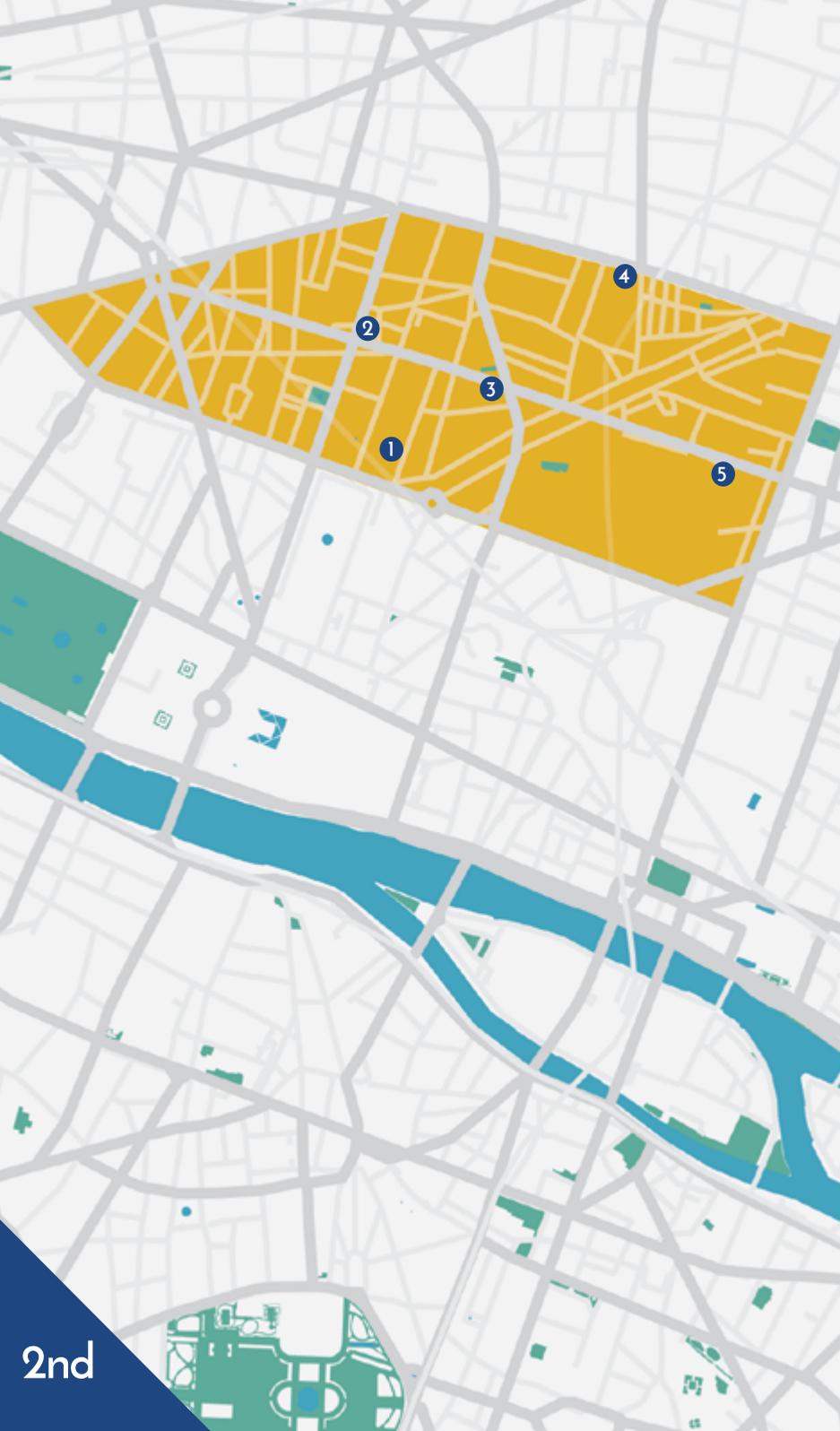


DISCOVER
YOUR PARIS

DISCOVER YOUR PARIS 1ST ARRONDISSEMENT

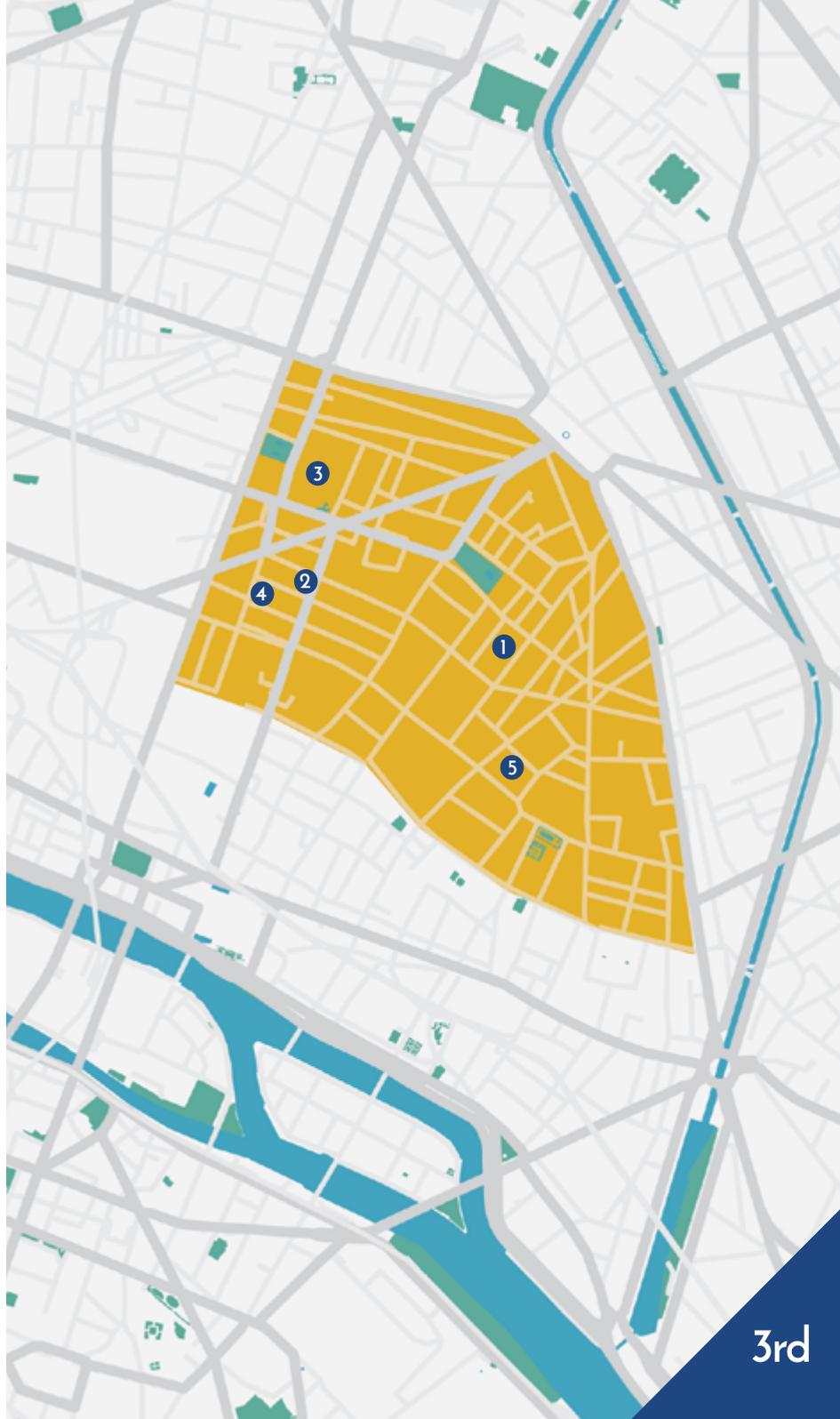
- 
- 1** **Musée de l'Orangerie**
Jardin des Tuileries
Looking for a calm moment? Head to the ground floor to find Monet's famous *Water Lilies*, known in French as the *Nymphéas*, displayed in two custom-built oval rooms. Originally offered to the French state by Monet after the First World War as a symbol of peace, these astonishing artworks need to be seen in person.
 - 2** **Jardin du Palais Royal**
2, Galerie de Montpensier
The perfect spot to sit, picnic and read. On your way out, stop by the *Colonnes de Buren*, an installation by French artist Daniel Buren featuring 260 black-and-white striped columns.
 - 3** **Juveniles**
47, rue de Richelieu
A friendly, family-run bistro serving up fresh market cooking that will make you want to be a regular. Don't forget to buy a bottle on the way out to enjoy at home.
 - 4** **59 Rivoli**
59, rue du Rivoli
An art collective and former squat, this peculiar building sits proudly in the throng of rue de Rivoli where an unmissable façade looks down on shoppers. Inside, discover paintings, sculptures and photographs from the 15 permanent and 15 temporary artists that call this quirky gallery home.
 - 5** **Rue Sainte-Anne**
Stretching from avenue de l'Opera to rue du 4 Septembre, this street, the heart of Paris's Japanese quarter, is a paradise for anyone in search of noodles or sushi. Discover endless small, authentic restaurants; but be warned, if you plan to show up around lunchtime on a work day, get there early or be prepared to wait.

2ND ARRONDISSEMENT

- 
- 1 Galerie Vivienne**
5, rue de la Banque
Located behind the Bibliothèque Richelieu, this covered arcade was built in 1832. As you wander to a tea room or old bookshop, look down at the floor mosaics and up at the beautiful glass roof.
 - 2 A.Noste**
6 bis, rue du 4 septembre
A Basque restaurant upstairs and a lively tapas bar downstairs, A. Noste even has an indoor food truck parked along one wall grilling *txaloa*, a pocket-bread sandwich made with cornmeal. At lunch, be prepared for an influx of office workers.
 - 3 Pizzeria Popolare**
111, rue Réaumur
Pizza Popolare is an experience as much as a meal; don't be surprised to see lines snaking around the block an hour before it opens. This outpost of the Big Mamma group is nevertheless an ideal place to grab a reasonably priced lunch.
 - 4 Le Grand Rex Cinema**
1, boulevard Poissonnière
Originally built for Jacques Haik, a wealthy film producer known for introducing Charlie Chaplin to France, the Grand Rex is the largest movie theatre in Europe. Inside, you can watch screenings of all the big releases as well as a selection of classics and modern-day independent films. Marvel at the elaborately painted night-sky ceiling, a highlight of this art deco landmark, while you wait in comfort.
 - 5 Rue Saint Denis**
One of the oldest streets in Paris, this route was initially laid in the 1st century by the Romans. Today, the street is notorious for its seedier elements, but it's also home to cafes, bars and restaurants catering to a younger crowd.

3RD ARRONDISSEMENT

- 1** **Marché des Enfants Rouges**
26, rue Charlot
Make time to stop by the oldest food market in Paris. Created in 1615, this friendly spot is ideal for picking up some fresh produce or grabbing a quick lunch on the go. Our tip, head straight for Chez Alain Miam Miam for an epic sandwich made fresh to order.
- 2** **Loustic Café**
40, rue Chapon
The specialty coffee scene in Paris has been growing fast. If grabbing a quick café at the nearby *tabac* just won't cut it, Loustic Café is an upscale alternative, offering excellent coffee in a stylish space.
- 3** **Musée des Arts et Métiers**
60, rue Réaumur
A museum of the history of science and industry that is straight out of steampunk fantasies. This is an ideal choice for anyone interested in the museum's collection of 80,000 objects and 15,000 drawings.
- 4** **House of Nicolas Flamel**
51, rue de Montmorency
Take a walk past the oldest house in Paris; dating back over 600 years, it is also the former home of famous alchemist Nicolas Flamel – said to have created the Philosopher's Stone.
- 5** **Musée National Picasso-Paris**
5, rue de Thorigny
The only public collection in the world that takes you on a journey through Picasso's creative process, from sketchbooks and studies to masterpieces and movies.



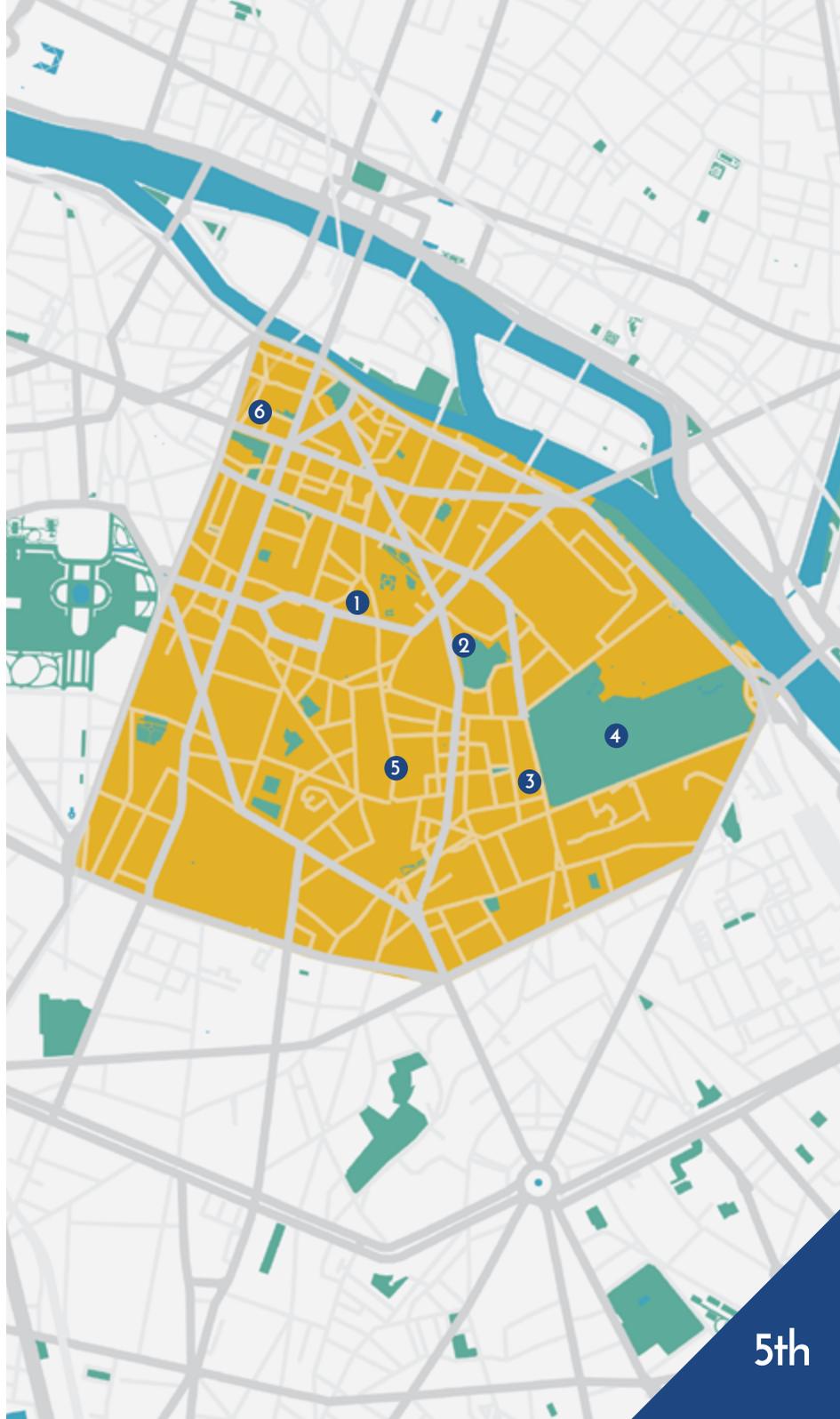
4TH ARRONDISSEMENT

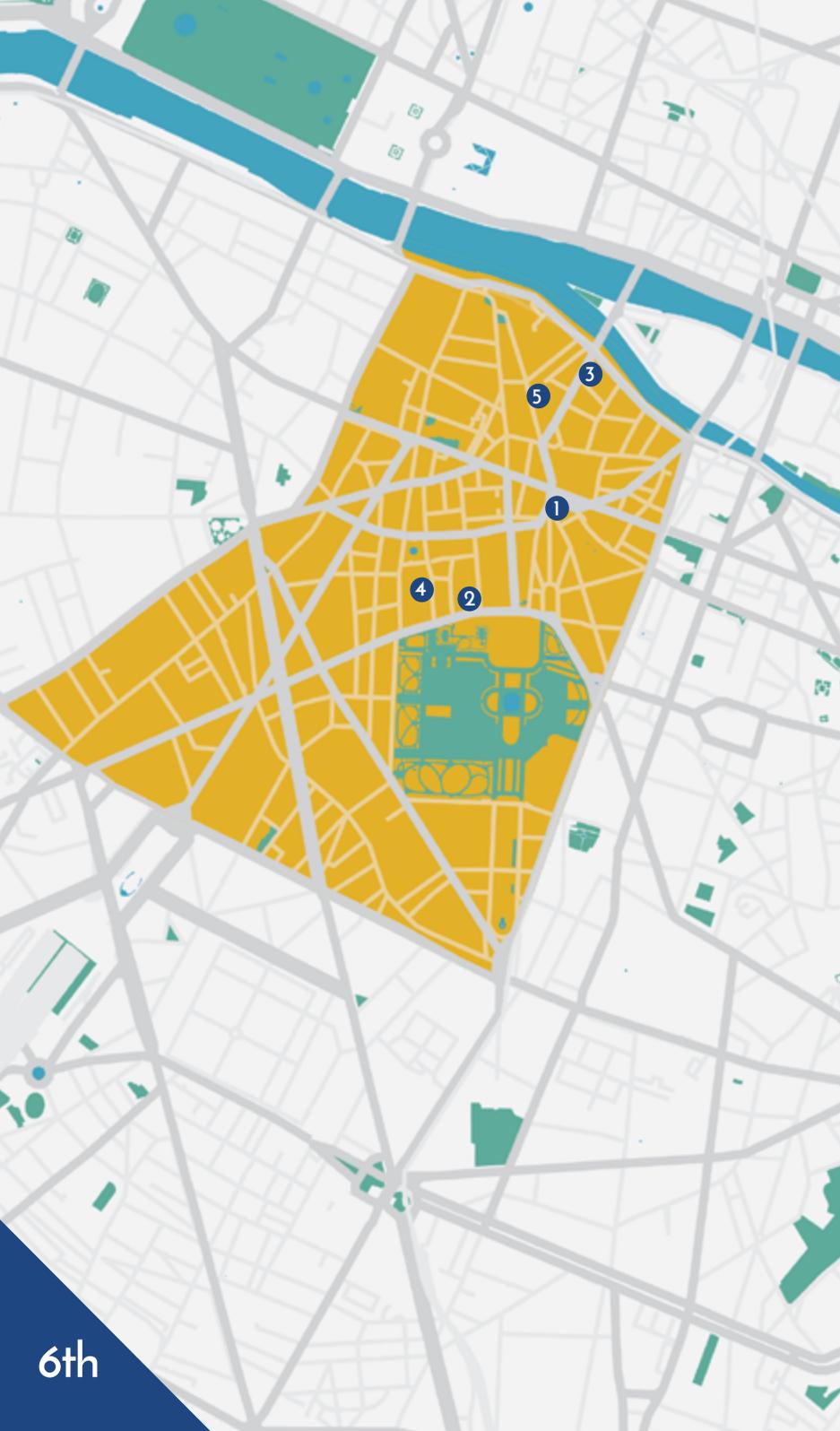
- 1 Place des Vosges**
Place des Vosges
One of the oldest squares in Paris, the Place des Vosges is lined with beautiful buildings and arcades housing cafes, restaurants and galleries. In the summer, it fills with sunseekers picnicking on the green lawn that covers the center of the place.
- 2 Maison de Victor Hugo**
6, place des Vosges
Located right next to the place des Vosges, the author's home is free to enter. Victor Hugo wrote some of his major works here, including a large portion of *Les Misérables*. You can even make an appointment to dive into his library.
- 3 L'Ebouillanté**
6, rue des Barres
Stop here for a lemon and ginger tea to go with your vegetarian *brik*: a savory stuffed Tunisian pancake. Nestled on a pedestrian street behind a church, this place feels more Provence than Paris. The €15 set menu is excellent value.
- 4 Le Trumilou**
84, quai de l'Hôtel de Ville
If you are on the hunt for an authentic French dining experience, this is your spot. Grab a table on the terrace and enjoy a classic Parisian bistro where the tables are well worn and the steak frites are served with flair.
- 5 Tour Saint-Jacques**
Square de la Tour Saint-Jacques
Standing alone in a small garden of the same name, this gothic tower offers guided tours ending with fantastic views of Paris from the top. Keep an eye out for the statue of Blaise Pascal at the base of the tower that commemorates his experiments on atmospheric pressure. (Though whether he undertook those here or at the church of Saint-Jacques-du-Haut-Pas is still a point of contention!)



5TH ARRONDISSEMENT

- 1** **Saint-Étienne-du-Mont Church**
Place Sainte-Geneviève
For anyone who loves *Midnight in Paris*, it is from the steps of this church that the main character is whisked back in time. Also nearby is an English pub known as The Bombardier, which serves a great banana bread beer.
- 2** **Arènes de Lutèce**
49, rue Monge
The ruins of an old Roman amphitheater – these days people use it to play games or just relax.
- 3** **Grande Mosquée de Paris**
39, rue Geoffroy-Saint-Hilaire
Head here for an afternoon mint tea and to enjoy the elaborate tilework in the enclosed courtyard.
- 4** **Jardin des Plantes**
57, rue Cuvier
Hosting France's premier botanical gardens, this sweeping park is also the home of the Muséum national d'histoire naturelle (the National Museum of Natural History). With archives, greenhouses, gardens, a zoo and regular special exhibitions, the Jardin des Plantes is a place to keep coming back to.
- 5** **Rue Mouffetard**
Centered on the Place de la Contrescarpe, this lively street is filled with cafes, restaurants and shops. Follow it all the way to Square Saint-Médard where there is a permanent open-air market.
- 6** **The Abbey Bookshop**
29, rue de la Parcheminerie
You've probably heard of Shakespeare and Company, but the 5th arrondissement is a hotspot for independent, English-language bookshops. Head to The Abbey Bookshop and get lost in the floor-to-ceiling stacks of new and secondhand books or stop for a cup of tea outside the front door.





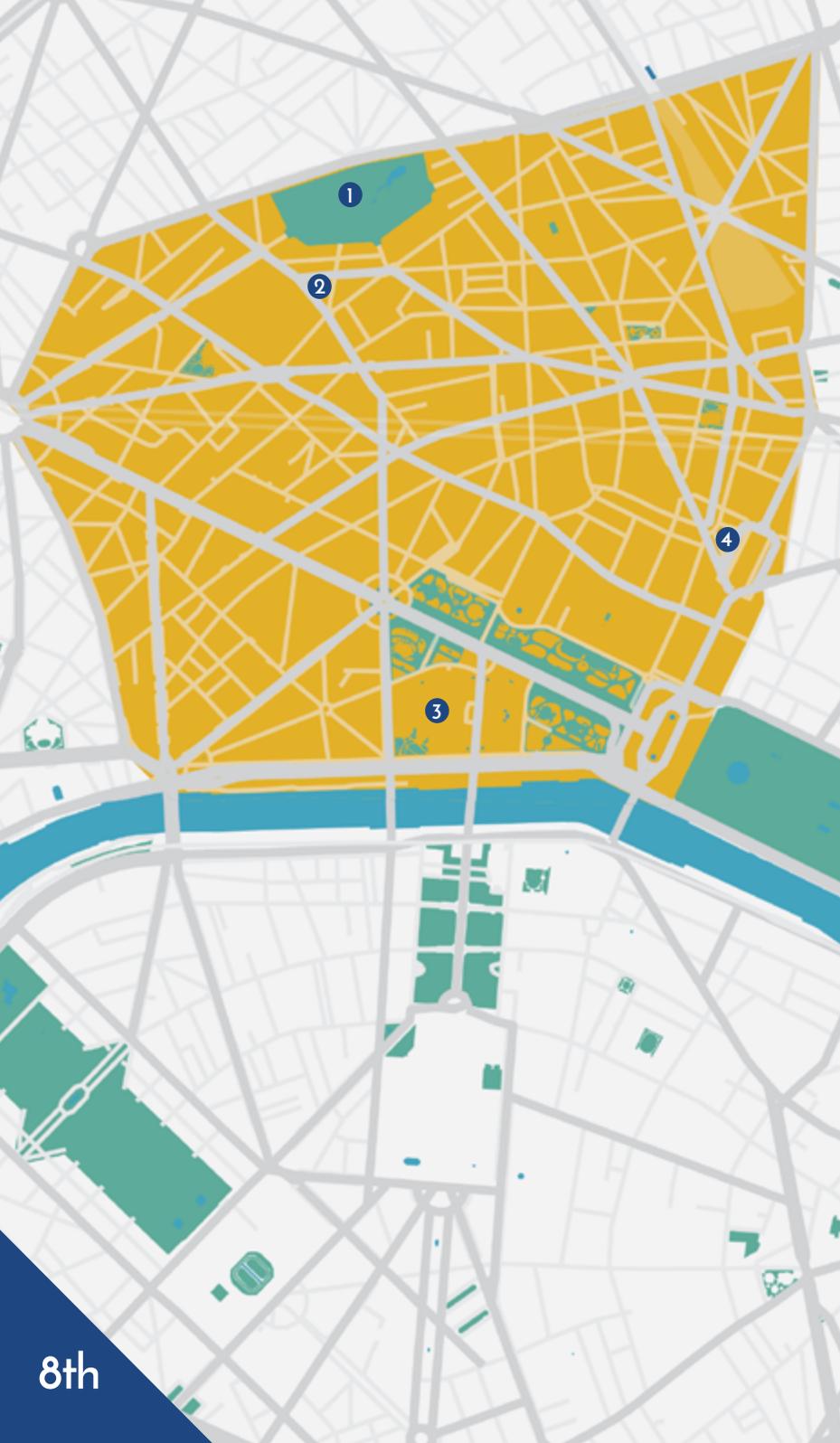
6TH ARRONDISSEMENT

- 1** **L'Avant Comptoir de la Terre and L'Avant Comptoir de la Mer**
3, carrefour de l'Odéon
These twinned restaurants are love letters to pork and seafood respectively. Run by the same chef, they offer gourmet small plates and an incredible selection of wine.
- 2** **Mètre Étalon**
36, rue de Vaugirard
This overlooked marble shelf under the arcade at 36, rue de Vaugirard was put in place in 1791 after the Académie des Sciences defined the meter for the first time. It is the only surviving example from the period; though these meters were at one time installed on busy streets to let people confirm their own meter measurements. Be sharp – it's easy to miss!
- 3** **Fajitas**
15, rue Dauphine
The best Mexican food we've found in town, this restaurant is run by a Mexican/San Franciscan family and offers crazy frozen margarita pitchers alongside an incredible enchilada.
- 4** **The Drunken Boat**
4, rue Ferou
On a quiet street between the Jardin du Luxembourg and Place Saint-Sulpice, take a moment to stop and read the poem *Le Bateau Ivre* (The Drunken Boat) by Rimbaud that has been painted on the wall.
- 5** **Kodawari Ramen**
26, rue Mazarine
Get your fill of authentic Japanese ramen in a tiny place that's decorated as though you're in Japan – and even sounds like it too, thanks to the street noise played in over speakers. There is often a line, and no reservations are accepted, but it is worth the wait.



7TH ARRONDISSEMENT

- 1** **Quai d'Orsay Learning Commons**
69, quai d'Orsay
 This newly minted student hub is AUP's flagship building on the Seine. Discover ten floors of study space and student services with spectacular views over Paris. Seek advice on your career or academic trajectories and explore the library collection in this beautiful new space. A navigation desk is available between the Quai and Combes buildings to help you find what you're looking for.
- 2** **Musée Rodin**
77, rue de Varenne
 Located in the mansion where Rodin lived, the Musée Rodin features many of the artist's masterpieces – but the show-stealing activity is undoubtedly a stroll in the beautiful rose garden where you will find *The Thinker* in deep contemplation.
- 3** **Rosa Bonheur sur Seine**
Port des Invalides
 Moored on the Seine, the Rosa Bonheur is only a short walk from campus and offers pizza and drinks at
- affordable prices, either on the water or quayside from their summer chalet.
- 4** **Julia Child's Paris Apartment**
81, rue de l'Université
 Any fan of the famous chef and cookbook author Julia Child should take a detour past the home where she and her husband, Paul, lived while in Paris. Made famous by her memoir *My Life in France*, "Roo de Loo," as Child called it, is a great starting point for following her footsteps around the neighborhood that inspired
- a revolution in American home cooking.
- 5** **La Grande Épicerie de Paris**
38, rue du Sevres
 Selling over 30,000 gourmet products from all over the world, this is a one-stop shop for your upscale produce needs.

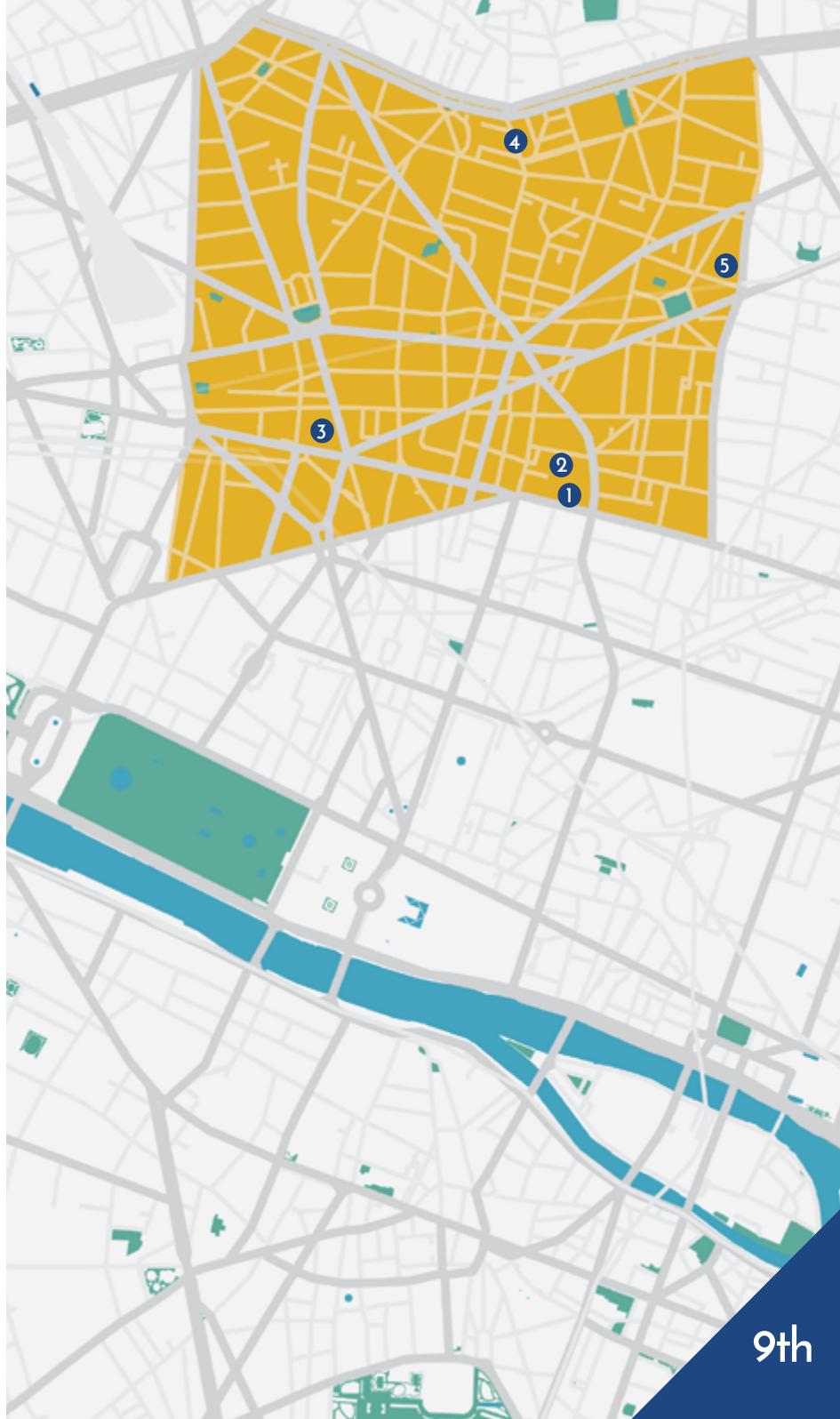


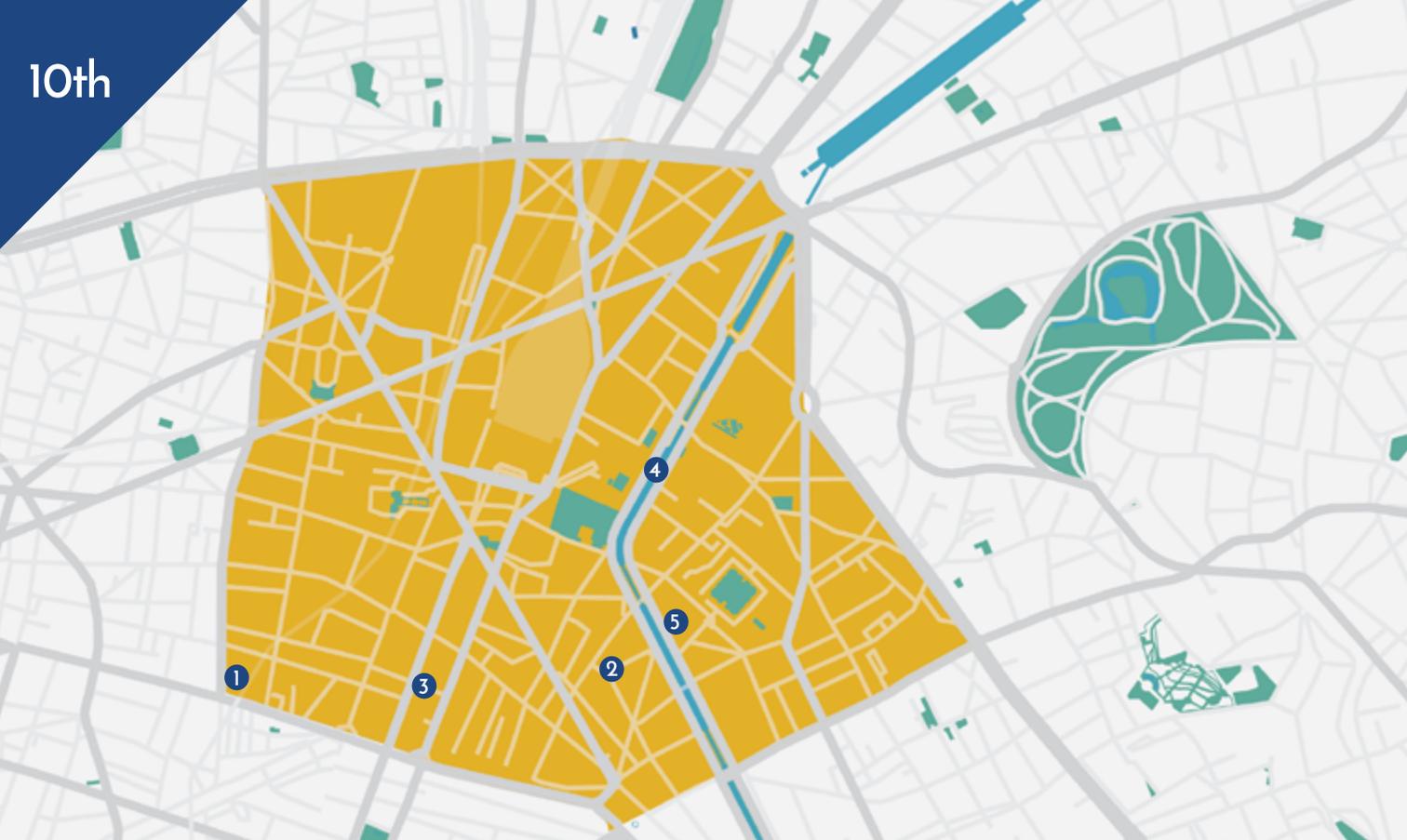
8TH ARRONDISSEMENT

- 1** **Parc Monceau**
35, boulevard de Courcelles
The perfect place to escape the city for a moment by walking among the 18th-century follies, waterways and elegant bridges.
- 2** **Pagoda Paris**
48, rue de Courcelles
One of the joys of Paris is looking up and taking in some of the remarkable architectural masterpieces that make up the city. If you're in the 8th, make sure to swing by rue de Courcelles where you'll find this Chinese pagoda wedged between its typically Haussmannian neighbors.
- 3** **Grand Palais**
3, avenue du Général Eisenhower
Hop across the Seine from campus and you'll find the towering glass curves of the Grand Palais and its smaller companion the Petit Palais. Dating from the early 1900s, these museums have a brilliant program of exhibitions. One of our annual highlights is Paris Photo that runs at the Grand Palais from November 7-10. This is the largest international art fair dedicated to photography and has over 200 exhibitors. Prepare to spend a long afternoon here if you hope to see even a fraction of what's on offer!
- 4** **Le Camion Qui Fume**
11, Place de la Madeleine
Making arguably the best burgers in Paris, this institution first introduced the city to its food truck in 2011. Today there are two trucks and three fixed locations where you can savor fresh, homemade fare. To get the authentic experience, stop by Place de la Madeleine every Tuesday and Friday between 12:00 and 14:00 to catch the original truck in action.

9TH ARRONDISSEMENT

- 1** **Musée Grévin**
10, boulevard Montmartre
Move over Madame Tussauds, this wax museum is one of the oldest in Europe containing over 450 famous faces arranged in scenes from French history and modern life.
- 2** **Passage Jouffroy**
The 9th *arrondissement* is also home to the city's traditional covered passages, where glass roofs protected Victorian shoppers from the elements. Perhaps the most charming is Passage Jouffroy, dating back to the 19th century, where you will find a mixture of independent shops and cafes.
- 3** **Galeries Lafayette**
40, boulevard Haussmann
While many people head to the Grands Magasins for their luxury fashion needs, the rooftops of these upscale department stores are also the perfect place to take in a panoramic view of the city. Both Galeries Lafayette and Printemps offer dining and drinks on a rooftop terrace with a view.
- 4** **Rue des Martyrs**
Legend has it that the first bishop of Paris, St. Denis, walked up this street following his beheading, head in hand. Rue des Martyrs is now a vibrant street that is well worth exploring as you amble towards Montmartre. Stop at Rose Bakery, a chic minimalist canteen where the quality of ingredients is king.
Rose Bakery | *46, rue des Martyrs*
- 5** **42 Degrés**
109, rue du Faubourg Poissonnière
A raw vegan restaurant where dishes are cooked at 42 degrees to preserve food's nutrients. Vegan cooking doesn't get more satisfying.



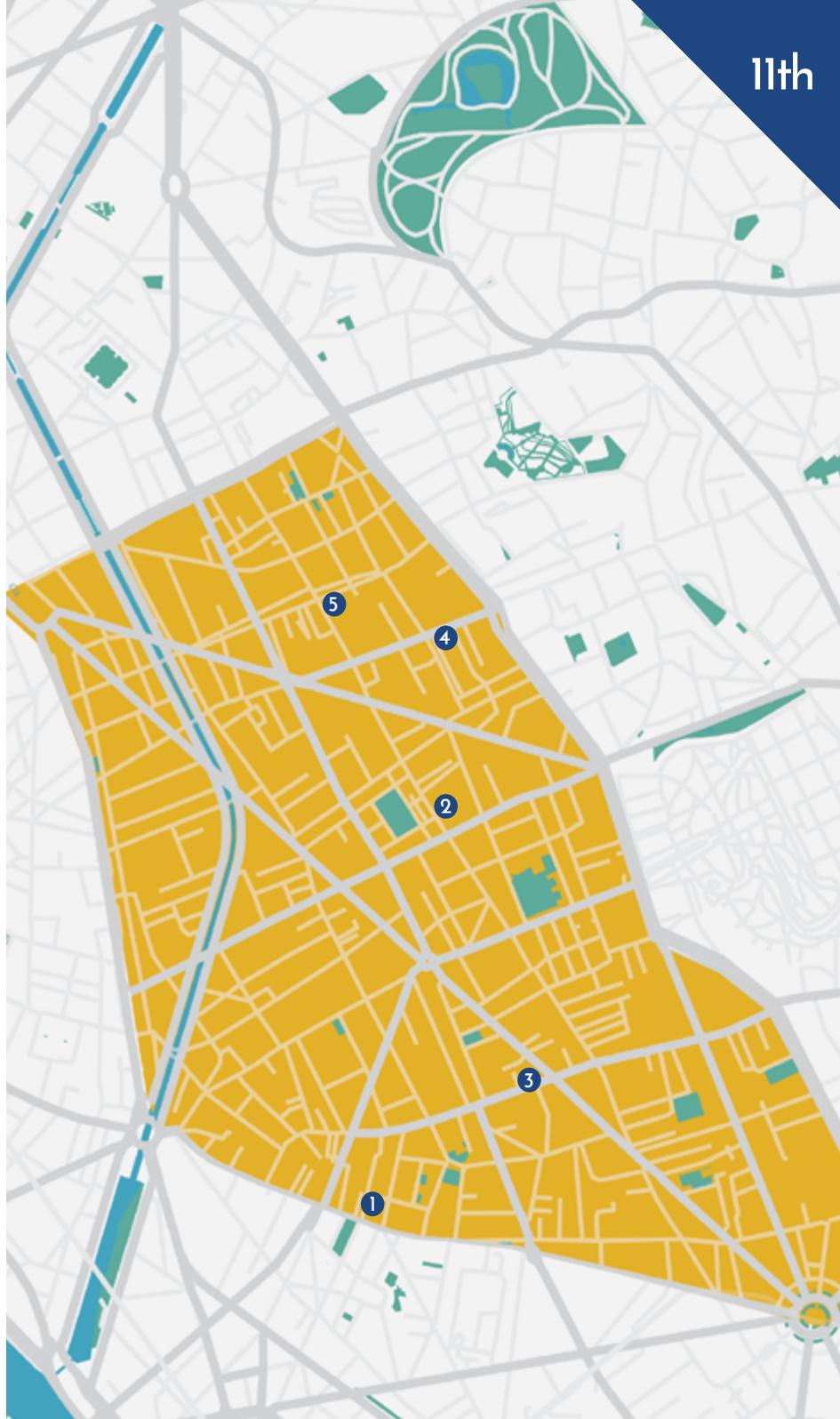


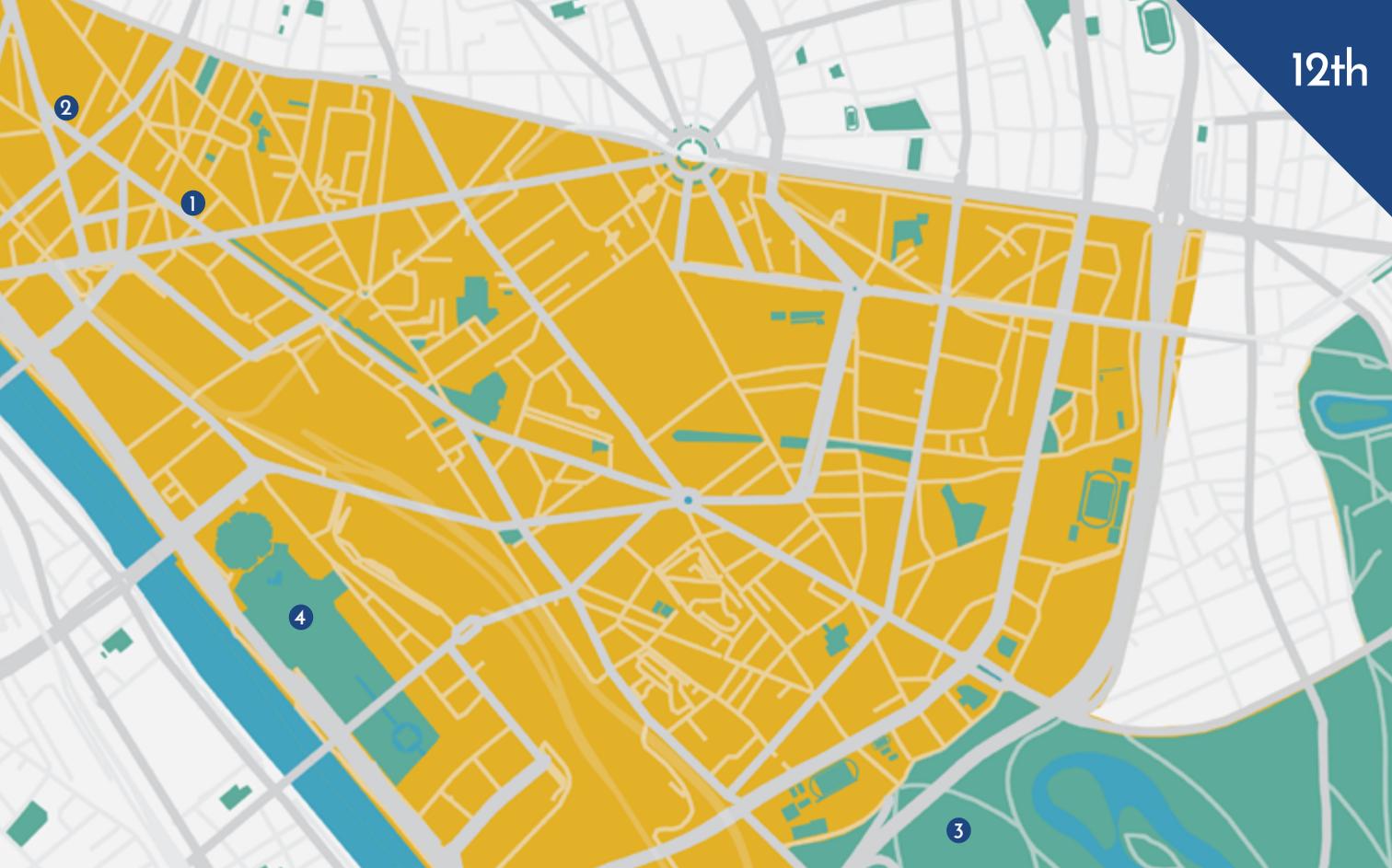
10TH ARRONDISSEMENT

- 1** **Le Comedy Club**
42, boulevard de Bonne Nouvelle
 The place to go to find stand-up comedy shows and hone your French in a fun, alternative way. Every other Sunday from 20:00 the club also hosts an all-star lineup of local and international English-speaking comedians for the New York Comedy Night.
- 2** **Du Pain et des Idées**
34, rue Yves Toudic
 The best pastries in Paris (controversial, we know). Our pro tip, try the various escargots with seasonal flavors like *pistache chocolat* and *citron amande*.
- 3** **Passage Brady**
33, boulevard de Strasbourg
 Commonly referred to as "Little India," this passage houses numerous Indian, Pakistani, Mauritian and Reunion businesses. Stock up on imported products and spices or stop for a great value meal full of flavor.
- 4** **Canal Saint-Martin**
 The famed Canal Saint-Martin is a 4.5km waterway that was once an artery for commercial traffic. Although it straddles multiple neighborhoods, the stretch you'll find in the 10th is the perfect choice for whiling away an afternoon on the waterside or finding your new favorite bar to meet friends after class. Our insider tip would be to visit Pink Flamingo Pizza, where you can order to go and sit canal-side awaiting your delivery with a pink balloon to mark the spot. Pink Flamingo Pizza | 67, rue Bichat
- 5** **Le Comptoir Général**
80, quai de Jemmapes
 An eclectic, offbeat venue celebrating Franco-African culture with drinks, food and music. Come for a fun evening then return for an affordable brunch and a spot of thrift shopping.

11TH ARRONDISSEMENT

- 1** **The Bottle Shop**
5, rue Trousseau
The ultimate brunch spot – no matter what you're craving. Want that breakfast burrito? Desperate for a proper British fry-up? Bottomless coffee and Bloody Marys? All of these and more are served until 4pm on Sundays.
- 2** **Atelier des Lumières**
38, rue Saint-Maur
The first digital art center to feature 120 video-projectors for immersive exhibitions. *Van Gogh - The Starry Night* runs until December 31, 2019, offering you the chance to retrace the life and works of the painter in an innovative way.
- 3** **Rue de Charonne**
Running from Bastille to Père Lachaise, stroll down this street for quirky, independent boutiques and up-and-coming names on the French fashion scene.
- 4** **Musée Edith Piaf**
5, rue Crespin du Gast
Don't forget to pay homage to "La Môme" in one of Paris's smallest and most unusual museums, located in the singer's former home. Entrance is free but by appointment only.
- 5** **Au Chat Noir**
76, rue Jean-Pierre Timbaud
The area around rue Saint-Maur is teeming with bars and restaurants that open onto the street in summer and beckon warmly in the winter. Au Chat Noir is our personal favorite. This unassuming-looking street-corner bar is a comfortable perch from which to sit and watch it all go by. Downstairs, meanwhile, there is often a chance to stop by for cabaret or a music, poetry or open mic night.





12TH ARRONDISSEMENT

1 **Viaduc des Arts**
83, *avenue Daumesnil*
Not far from the place de la Bastille, the Viaduc des Arts is a converted viaduct that showcases 52 artisans – shoemakers, jewelers, cabinetmakers, glass blowers, gallerists – for a truly original shopping experience that celebrates French craftspeople.

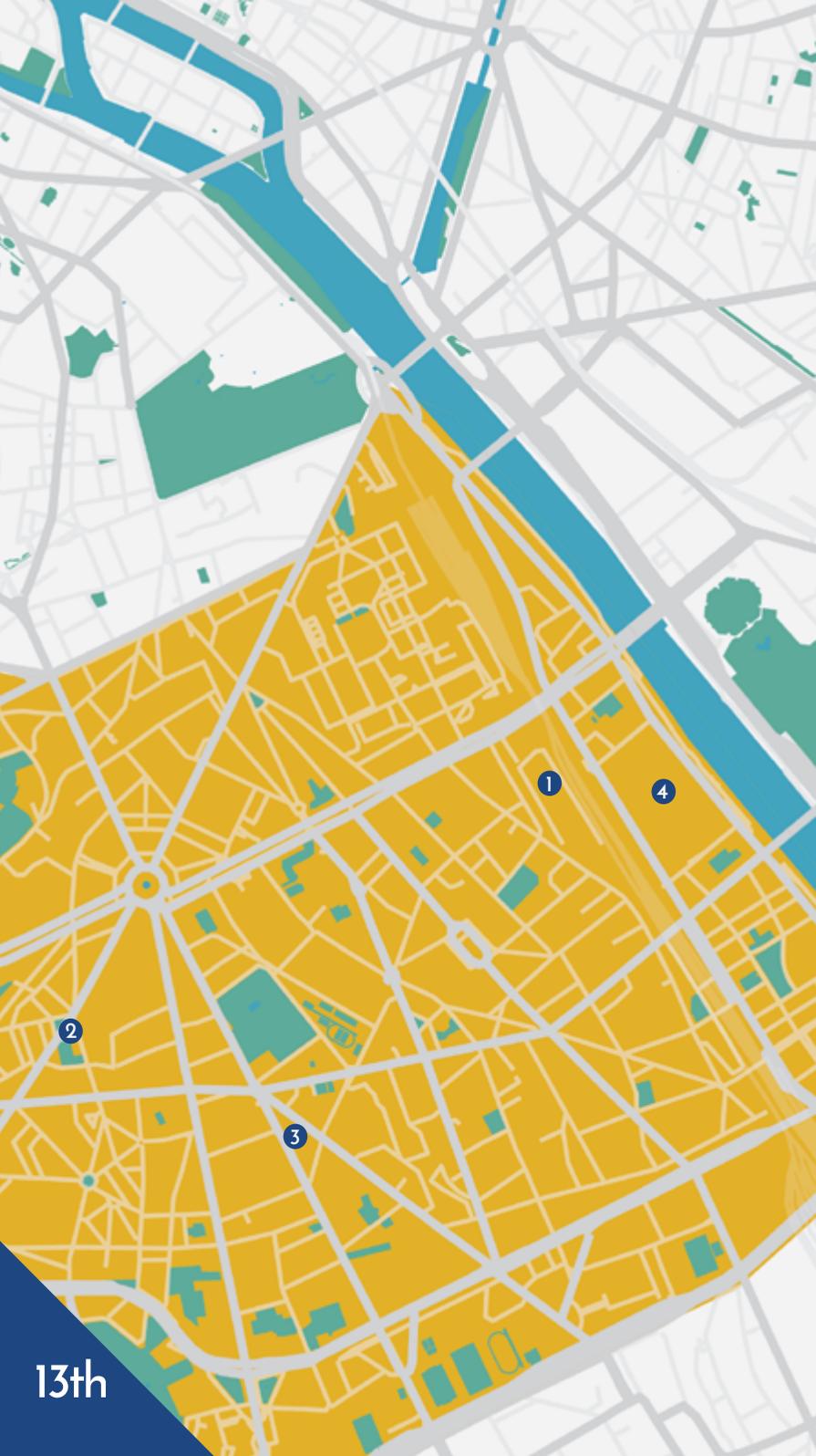
2 **Promenade Plantée**
1, *coulée verte René-Dumont*
Created in 1988, the *Promenade Plantée* or *La Coulée Verte* is Paris's own High Line with 4.5km of green walking and cycling routes built along a former railway line. The route starts near the Opéra Bastille at the crossroads of rue de Lyon and avenue Daumesnil. Follow it to the

end and you'll arrive at the entrance to the Bois de Vincennes, but there are plenty of access points along the path so you can walk for as long (or as little) as you'd like.

3 **Bois de Vincennes**
1, *avenue de Paris*
One of the city's green lungs, the Bois de Vincennes is great for relaxing, exploring or playing (18-hole mini golf and ping pong tables are available). The Chateau de Vincennes is the park's most notable monument and the

only fortified castle near Paris. Open daily, this former hunting lodge is free for all EU citizens under 26.

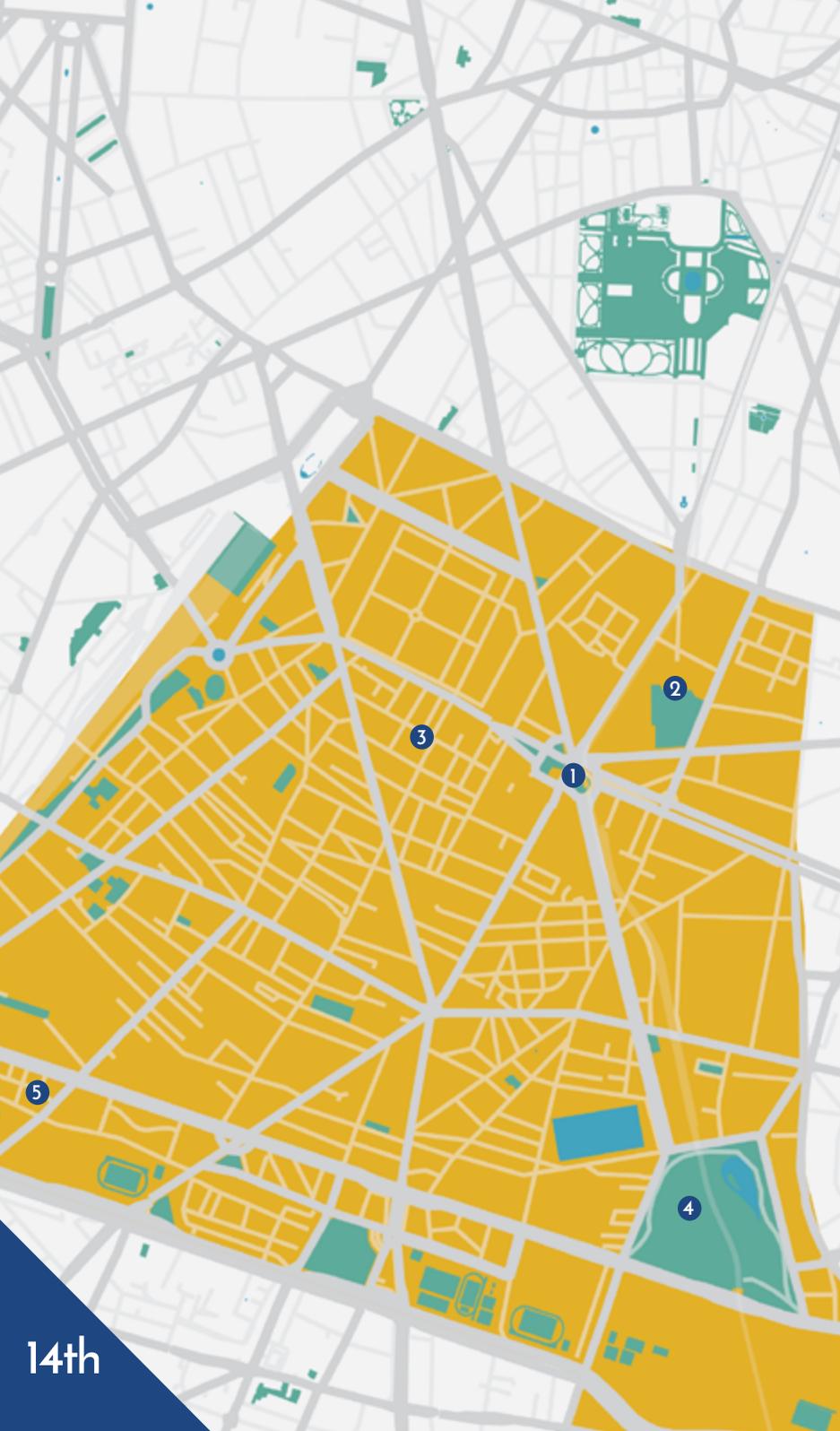
4 **Parc de Bercy**
128, *quai de Bercy*
Parc de Bercy is situated on the site of former warehouses in the east of Paris. You can still glimpse nods to the past in the portions of old railway line and hidden vineyard, and, at the far end, you can lose time watching the turtles and ducks in the *jardin romantique*.

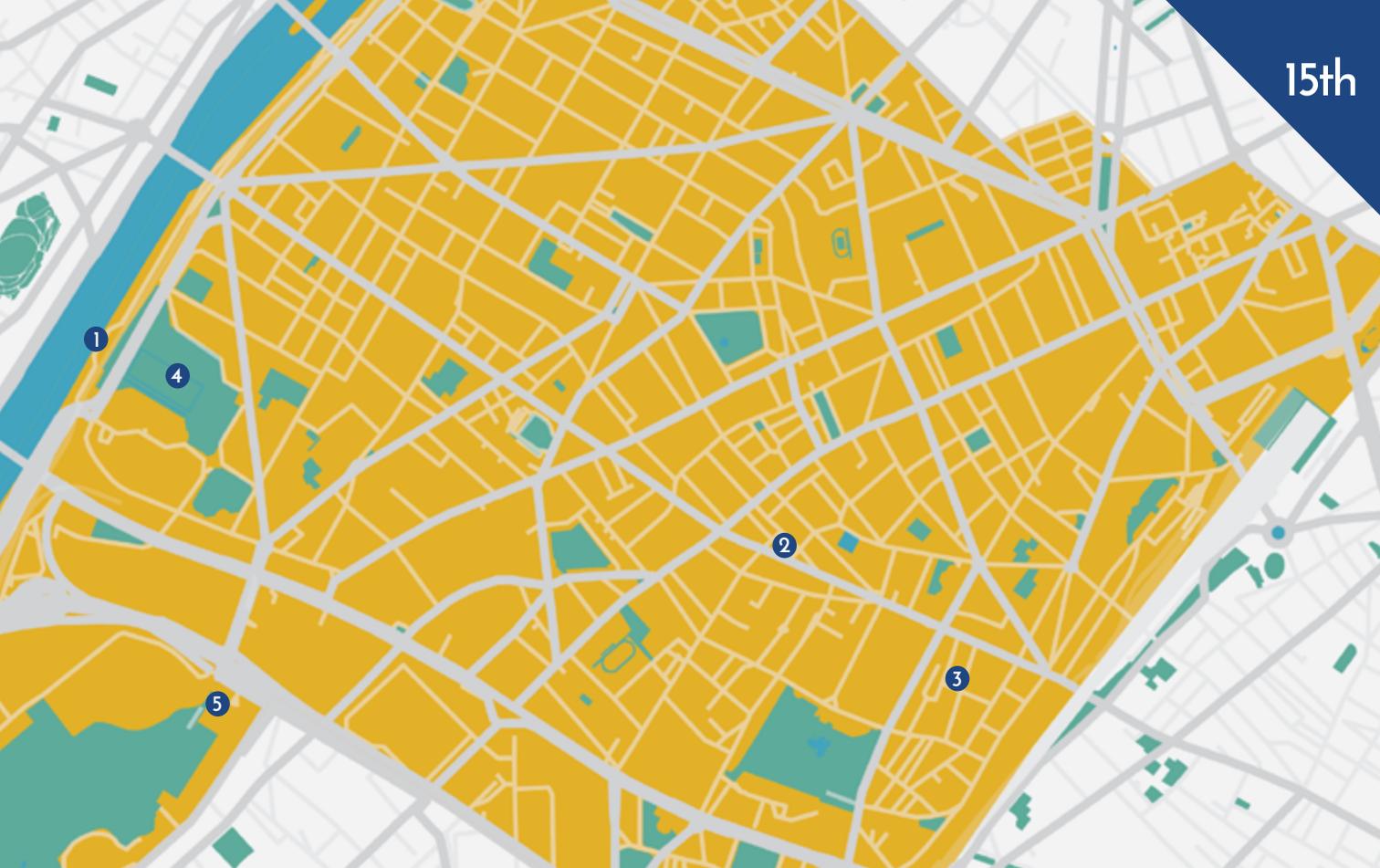


13TH ARRONDISSEMENT

- 1 Station F**
5, parvis Alan Turing
Stop by the world's largest startup hub, hosting a series of public events or tours by appointment. While you're there grab lunch at Felicita, an old train station converted into a great eating experience.
- 2 Piscine de la Butte aux Cailles**
5, place Paul Verlaine
With a high-vaulted roof supported by concrete arches this art-nouveau pool is a picturesque place to take a dip. The facility has no less than three pools (33-meter, 25-meter and 12-meter) so you can push yourself or just enjoy the view.
- 3 Quartier Asiatique or Triangle de Choisy**
Avenue de Choisy
The largest commercial and cultural center for the Asian community in Paris, this neighborhood annually hosts the city's main Chinese New Year celebrations with a parade that is truly not to be missed. All year round, enjoy a plethora of top-quality restaurants representing Chinese, Vietnamese, Laotian, Cambodian, Malaysian, Japanese, Korean and Indian cuisines. We suggest trying out Le Sarawan - a must if you love spicy foods; if not, don't be deterred - the friendly staff are happy to suggest dishes to suit your taste.
Le Sarawan | 111-113, avenue d'Ivry
- 4 Bibliothèque Nationale de France**
Quai François Mauriac
Located on the banks of the Seine, the national library of France is comprised of four glass towers, shaped like half-open books. Talk to the AUP Library staff for more information about accessing the collection.

14TH ARRONDISSEMENT

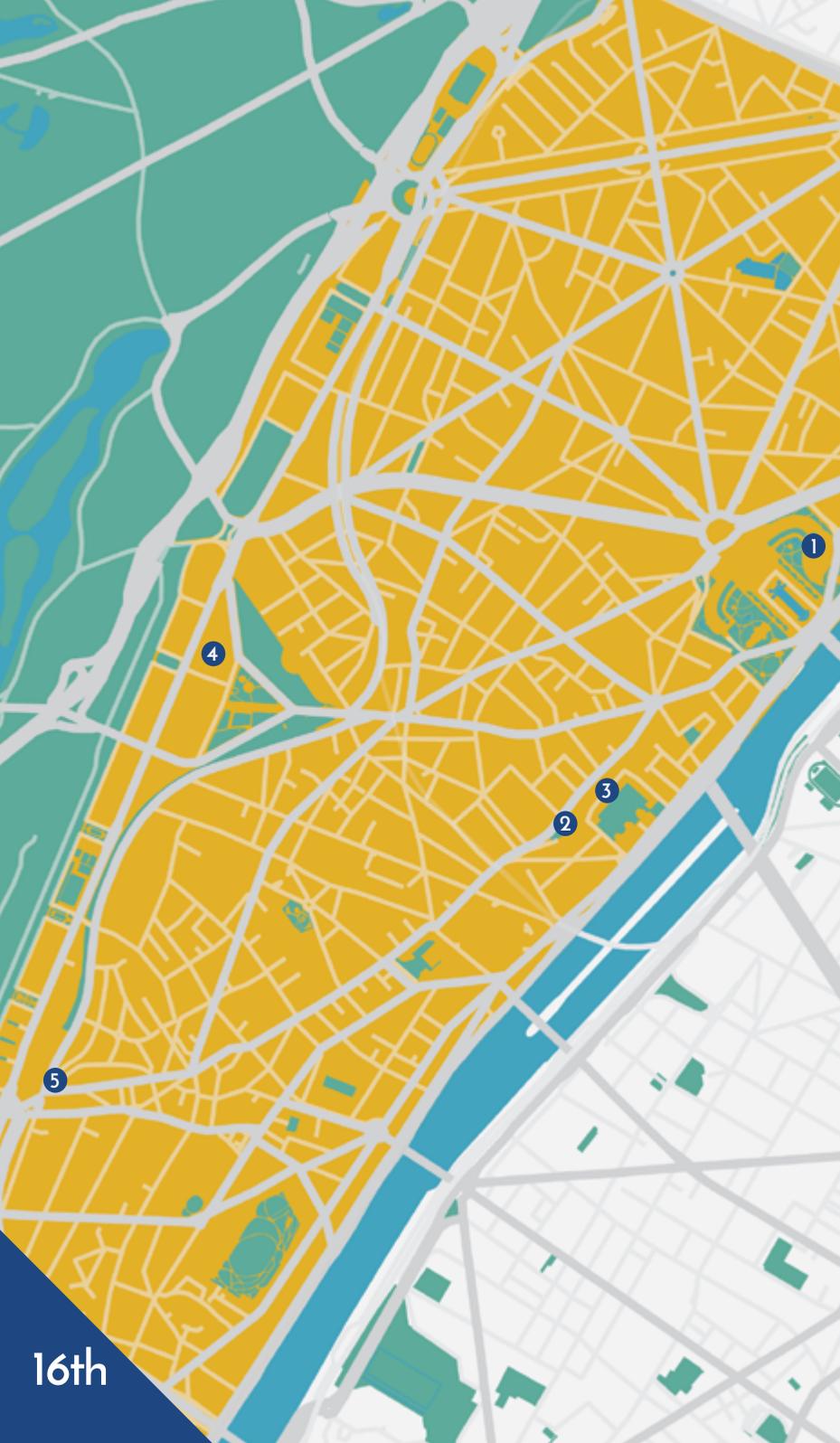
- 
- 1** **The Catacombs of Paris**
1, avenue du Colonel Henri Rol-Tanguy
Go beneath the street to the underground ossuaries, which hold the remains of more than six million people. It's a good idea to reserve a quick-access ticket ahead of time to avoid the long lines.
 - 2** **French Meridian Line**
61, avenue de l'Observatoire
Follow the 135 bronze medallions that mark a meridian line devised by French astronomer François Arago, which once rivaled the Greenwich timeline. The monument is the work of Dutch artist Jan Dibbets and stretches over 5 miles. Find the address of each medallion on the door of l'Observatoire de Paris.
 - 3** **Rue Daguerre**
Made famous thanks to the documentary by former resident Agnes Varda, this street is bustling with a lively village feel, including pleasant cafés and little food shops to explore.
 - 4** **Parc Montsouris**
2, rue Gazan
Consisting of 15.5 hectares of parkland designed in the style of an English landscape garden, this park features a lake (with, depending on the season, the chance to spot baby black swans) and rolling lawns for a pleasant stroll.
 - 5** **Marché aux Puces de Vanves**
14, avenue Georges Lafenestre
This vast outdoor market offers a variety of antiques, furniture, bric-a-brac, jewelry and vintage clothing every Saturday and Sunday from 07:00 to 13:00. Get there early if you're looking for something particular - the stalls can get pretty busy!



15TH ARRONDISSEMENT

- 1** **La Javelle**
Port de Javel Bas
 A local secret, this outdoor deck terrace by the river boasts live music, food trucks and a casual atmosphere – and it’s often tourist free! There are some great evenings planned, so be sure to check the website or Facebook page for upcoming events.
- 2** **Songsan**
20, rue Marmontel
 A genuine Korean restaurant offering delicious dishes at good prices. Some would say the best in Paris – but we’ll let you decide for yourself!
- 3** **Le Petit Pan**
15, rue Rosenwald
 This low-key French/Spanish tapas bar is popular with residents. Get comfortable
- between its brick walls adorned with posters of silk workers and indulge in its affordable and excellent culinary selection.

4 **Parc André Citroën**
2, rue Cauchy
 Situated on the site of the former Citroën factory, this is one of the newest parks in the capital and the only green space that opens directly onto the river. Get above the city in the tethered hot-air balloon offering a 150m-high ride when the weather permits.
- 5** **Aquaboulevard**
4-6, rue Louis-Armand
 The biggest urban water park in Europe, this complex has two wave pools, eleven giant slides, indoor and outdoor hot tubs, lazy rivers and a stretch of sandy beach with huts imported from Mauritius – there’s even room for a swimming pool! AUP students get a discounted rate to the water park and gym facilities, go to aup.edu/gym to learn more.



16TH ARRONDISSEMENT

- 1** **Aquarium de Paris**
5, avenue Albert de Mun
A colorful, contemporary aquarium with sea life, including sharks, and a two-screen cinema. Discounted entrance is available to students – visit their website to find out more.
- 2** **Maison de Balzac**
47, rue Raynouard
In the heart of the old Passy village, the Maison de Balzac is an unassuming spot offering exhibitions about the writer and his family, including a display of original editions, manuscripts and illustrations. The tiled library is worth the trip alone, and entrance is free.
- 3** **Passy Neighborhood**
29, rue de l'Annonciation
Annexed by Paris in 1860, Passy is an ancient village that has managed to maintain a distinctive charm. It was once home to wine merchants and quarry workers. Today, you should start your wander on rue de l'Annonciation, a cobbled pedestrian street, and don't miss the covered market on rue Bois le Vent (Tuesday- Sunday).
- 4** **Musée Marmottan Monet**
2, rue Louis Boilly
Head out toward the Bois de Boulogne to this lesser-known museum honoring the works of impressionist and post-impressionist artists. Away from the hordes in the most famous museums, you can take in the largest single collection of works by Claude Monet at your own pace.
- 5** **Brasserie Auteuil**
78, rue d'Auteuil
For a more upscale choice, reserve a table overlooking the trees at the Brasserie Auteuil. Situated on the edge of the Bois de Boulogne, this restaurant is housed in the old Auteuil train station and offers delicious Italian fare.



17TH ARRONDISSEMENT

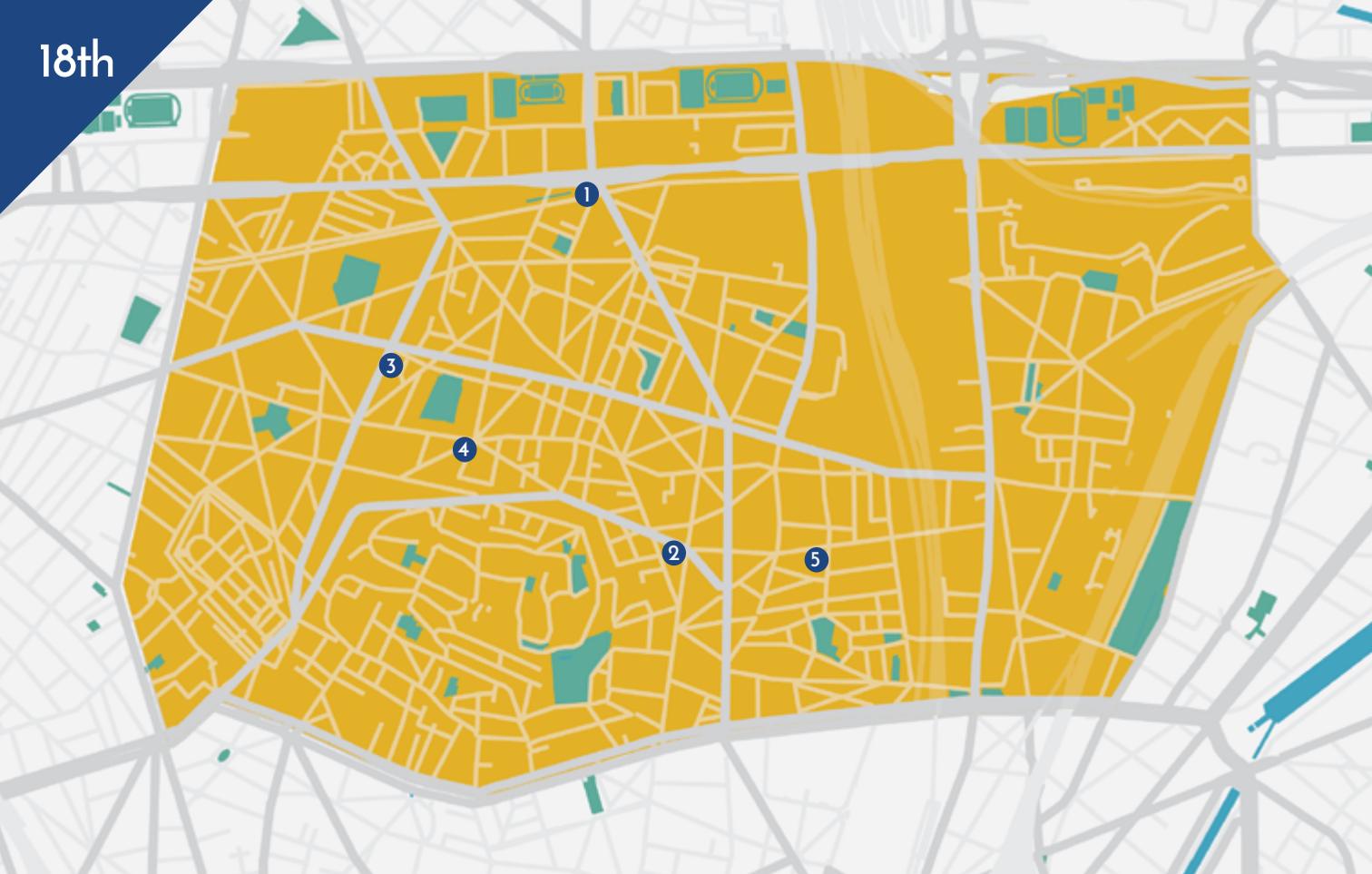
1 Batignolles
This village-like district is known for interesting shops and bistros and proves unfailingly popular with the artistic crowd. Leafy and quiet, the neighborhood stands apart from nearby Montmartre and Pigalle and is a burgeoning spot for laid-back nightlife and inventive cuisine.

2 Pastelaria Belem
47, *rue Boursault*
Popular with the Portuguese community in Paris, this charming spot has a handful of marble tables and stunning *azulejo* tiles on the walls. Grab a chair and order a *pasteis de nata* (a vanilla custard tart) and a coffee to feel, almost, transported to Lisbon.

3 Château Ternes
17, *rue Pierre Demours*
It was once a castle in the village of Ternes, just outside of Paris, but much of this building has since come down. What remains is an impressive door and an elegant home through which the *rue Bayen* runs.

4 Rue Poncelet
This open-air market is worth the pilgrimage. Bring your basket and stroll the busy street to get all the weekly essentials and French delicacies you desire.

5 Le Grand Loge de France
8, *rue Puteaux*
Housing one of the largest masonic collections in the country, this museum makes for an unusual outing in a remarkable building. The former seminary morphed in the early 1900s into a cabaret, then a cinema, then a skating rink, before it was sold to the Grand Loge de France. Entrance is free.

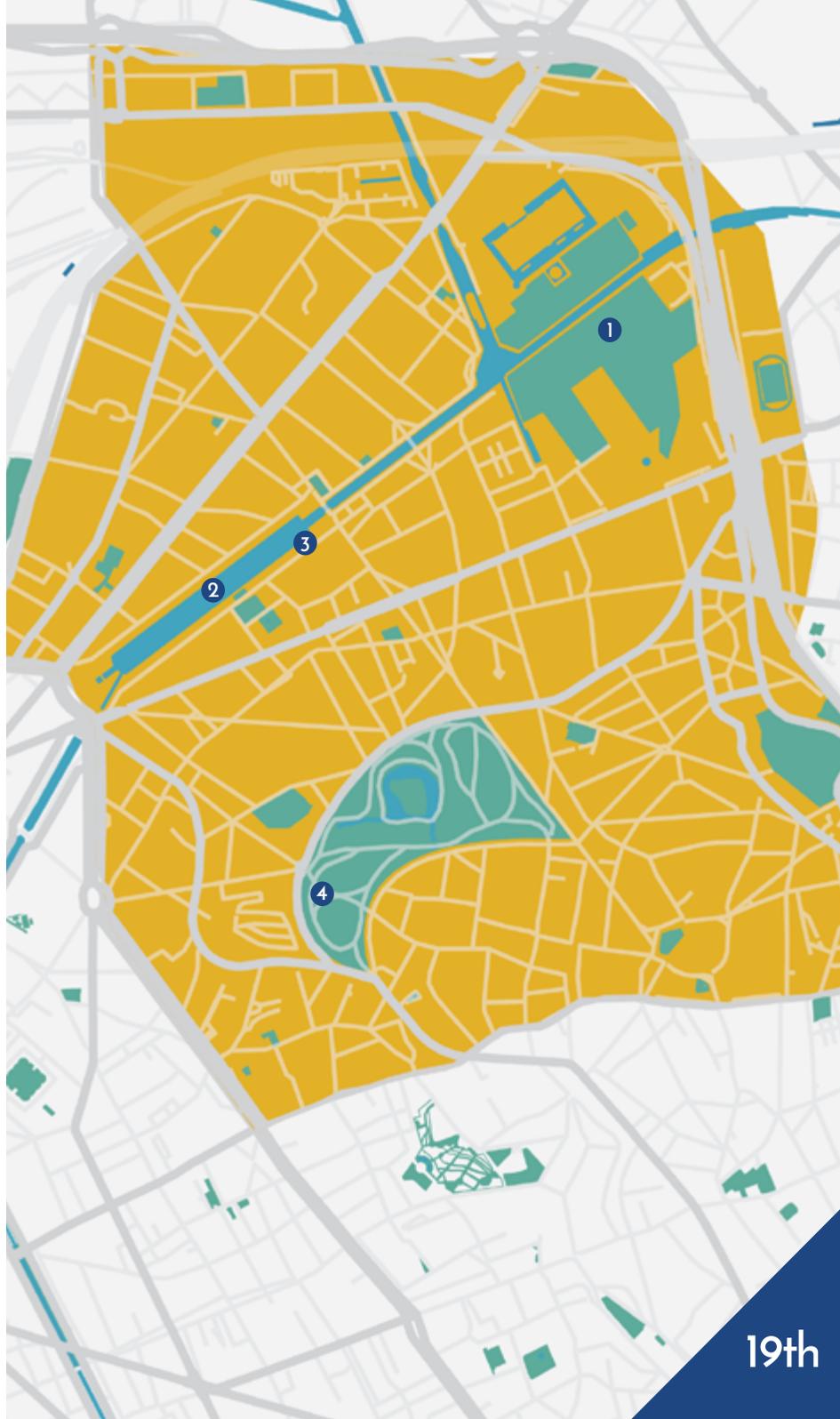


18TH ARRONDISSEMENT

- 1** **La Recyclerie**
83, *boulevard Ornano*
Located in a former train station and stretching down onto the disused tracks below, this place champions reuse and upcycling. The eclectic space offers locally produced food as well as the chance to take part in classes that teach DIY skills from cooking to gardening.
- 2** **Cassiopée Café**
21, *rue Custine*
A specialty coffee spot with a library of books, vegetarian and vegan treats, walls that function as a gallery space for local talent, and just the best barista in the universe.
- 3** **Adam Montmartre**
96, *rue Damremont*
An art supply store catering to all kinds of crafts (screen-
- printing, watercolor, oil painting, drawing, anything). Staff are knowledgeable and kind and will get you what you need for your project.
- 4** **Bululu Arepera**
20, *rue de la Fontaine du But*
A Venezuelan spot with reasonably priced arepas (sandwiches on corn flour bread) and imaginative, fresh cocktails. It is essentially a take-out counter with four tables, so while you may
- have to wait, the turnover is fast.
- 5** **Institut des Cultures d'Islam**
19, *rue Léon*
Through a dynamic program of exhibitions, screenings, workshops, shows and conferences, the institute highlights the creative and artistic richness of the Muslim world. Free entry.

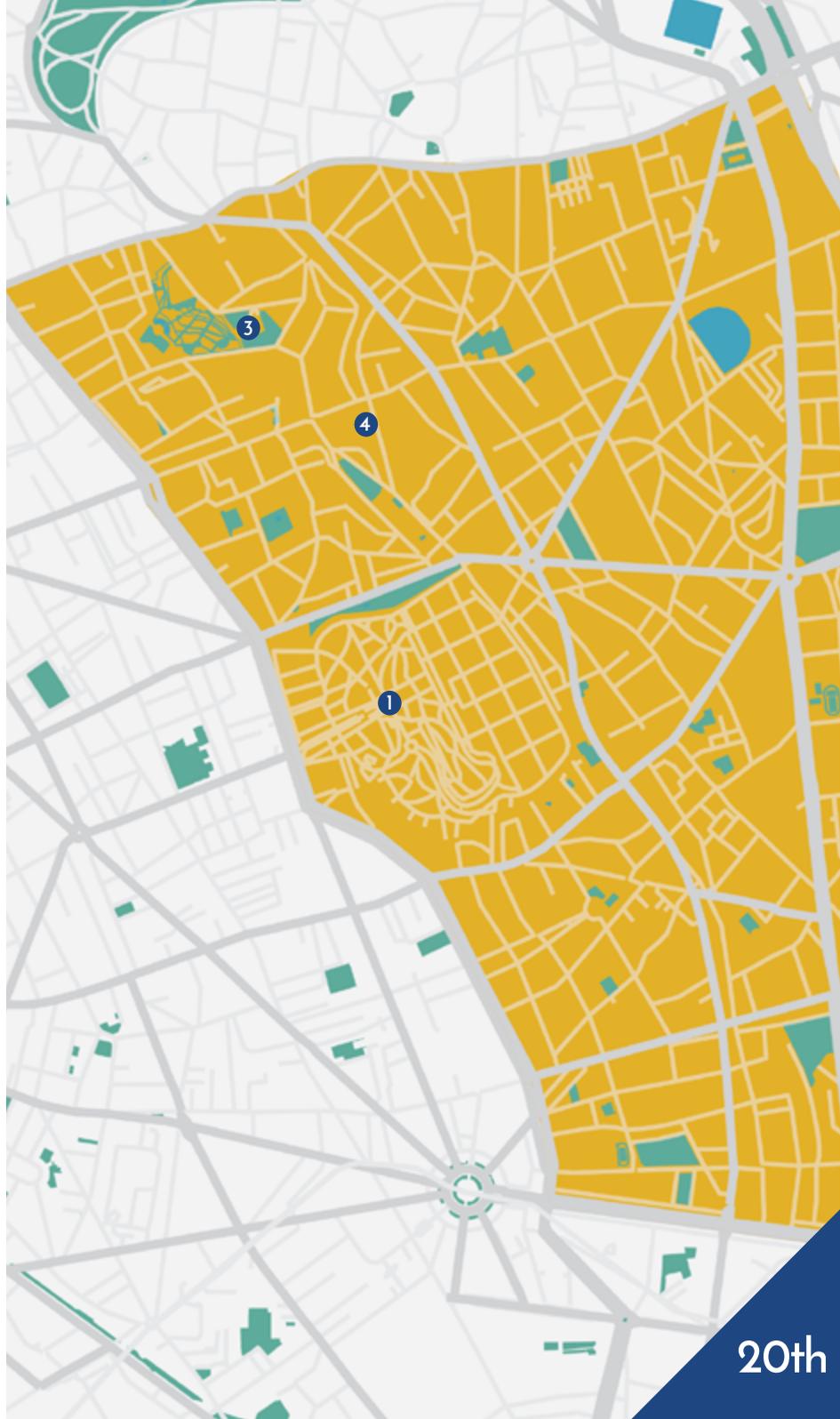
19TH ARRONDISSEMENT

- 1** **Parc de la Villette**
211, avenue Jean Jaurès
One of the largest concentrations of cultural venues in Paris. You can head here for all kinds of events, concerts, food festivals and open-air film screenings; to stop by the park's many bars and cinemas; or to visit the Cité des Sciences et de l'Industrie, the largest science museum in Europe.
- 2** **Bassin de La Villette**
27, quai de la Loire
In the summer heat Parisians flock to this outdoor stretch of water to swim, relax and enjoy the *Paris-Plages*.
- 3** **Le Pavillon des Canaux**
39, quai de la Loire
A coffee shop decorated like you're sitting in somebody's brightly colored front room, this cosy cafe is a great place to work or meet your local neighbors.
- 4** **Parc des Buttes Chaumont**
Avenue Darcel
One of our favorite green spaces in town, this park is built over a former quarry and features sloping hills overlooking the city where there is always space for a picnic. Within the park you can also find several great venues for a drink or a meal; our top choice would be Pavillon Puebla, a restaurant in a charming house with an enormous, shaded terrace.
- 5** **Centquatre**
5, rue Curial
Follow the person getting off the metro with a hula-hoop to this public cultural center in the former municipal undertaker's. On any one afternoon you'll see all kinds of artists making use of the calm, open space. Alongside the studios are cafes and a highly recommended secondhand shop with vintage clothes and furniture.



20TH ARRONDISSEMENT

- 1** **Cimetière du Père Lachaise**
8, boulevard de Ménilmontant
The most peaceful spot in Paris. Stroll under the trees in this beautiful cemetery that is the resting place of famous names like Oscar Wilde and Jim Morrison. Maps are available to help you find your way to the most renowned residents.
- 2** **La cantine de Belleville**
108, boulevard de Belleville
A big, cheap canteen in the heart of the 20th. Enjoy great food at wallet-saving prices.
- 3** **Parc Belleville**
47, rue des Couronnes
Hands down the best view of the Eiffel Tower on this side of town and the highest park in Paris.
- 4** **La Belleilloise**
19-21, rue Boyer
Once a worker's cooperative, this venue is now a bar, restaurant, club and exhibition space that hosts regular film and music festivals. If you stop by for Sunday brunch you'll be treated to live jazz music - a particularly beloved tradition.
- 5** **Aux Folies**
8, rue de Belleville
A former cabaret bar turned classic Parisian terrace - if you want to rub shoulders with the bobos this is the place to go. Catch up with friends over a drink on the packed terrace.





FAST
FACTS
—
50

FAST FACTS

STUDENT LIFE

Settling in to a new routine and getting around the city can sometimes be challenging, whether or not you are a native Parisian, and you may have questions about living in Paris. Here we answer some of the most frequently asked questions about life at AUP and in the City of Light.

START BANKING

How long does it take to open a French bank account?

The whole process takes a minimum of two weeks.

How do I log-in to the Société Générale app?

You need your eight-digit customer number and a six-digit code that the bank sends by mail.

Can I withdraw money abroad without paying a fee?

To do so, you'll need to subscribe to the "international option" with Société Générale. It costs five euros per month.

How do I cash in a check?

You need to fill out a *remise de chèque* at the bank; staff at the bank can guide you through the process.

DISCOVER CAMPUS

Do I have a student mailbox?

All students registered in at least one class have a mailbox at 102, rue Saint-Dominique.

How do I find out my mailbox number?

Visit 102, rue Saint-Dominique to find an alphabetized list of students and their mailbox numbers.

How can I top up my printing account?

By contacting IT Services at helpdesk@aup.edu.

Does AUP offer discounted gym memberships?

AUP Sports has a partnership with two gyms: Aquaboulevard and Cercle de la Forme. Visit the Sports Office on the 3rd floor of the Combes Student Life Center for more information.

go to
[aup.edu/
athletics](http://aup.edu/athletics)

SORT HEALTH CARE

go to

[aup.edu/
health](http://aup.edu/health)

What does the health plan cover?

Most doctors, medications and hospital visits, including up to 15 therapy sessions and up to 10 osteopathy sessions.

What is Carte Vitale?

The Carte Vitale is a social security card. It is the easiest way to receive reimbursements for medical expenses.

Are there any AUP-accredited doctors?

No. However, we can suggest specific general practitioners or help you find the right specialist.

How can I get new glasses?

An eye doctor must prescribe glasses. Once you have a prescription, visit the store of your choice, collect the bill and bring it into the Health Office.

EXPLORE PARIS

Learn more about getting around and selecting a phone plan on p.104.

Where can I find a post office?

There are two near campus: 56, rue Cler and 37, avenue Rapp.

How much does the *Imagine R* card cost?

The card costs €350 for the year.

How can I purchase a SIM card?

You will be able to purchase a simcard online or in store from most mobile providers.

ORGANIZE HOUSING

For more information, see our FAQs on the next page.

I'm having a problem with my roommate. What can I do?

Visit the Residential Life Office on the 4th floor of the Combes Student Life Center to find out about mediation services and/or moving request procedures.

How can I find an apartment for next year?

Check the online housing database, or visit the Residential Life Office on the 4th floor of the Combes Student Life Center for further assistance.

We're available throughout the year to inform and assist you in all aspects of everyday life.

Find more information at aup.edu/student-helpdesk

FAST FACTS

RESIDENTIAL LIFE

Where you live is about much more than just where you sleep and shower; it is also about the shops and cafés you frequent, the parks and streets you walk in, the metro stations and bus stops you use on a daily basis and the neighbors you get to know. We've answered some of the most common questions about how to get started in your new home.

I'm a new student in a BlueStripe apartment. Why do I have to have a Student Advisor visit?

At AUP, we don't have Resident Advisors. Instead, we have Student Advisors who will accompany you throughout your first moments at AUP. This culminates with an apartment visit during the first two weeks of the semester; your advisor will stop by to check on how everything is going. They are the best person to ask for advice, be it academic or otherwise, about life as an AUP student.

Something in my BlueStripe apartment is broken, how can I get it fixed?

BlueStripe endeavors to respond to nonurgent maintenance requests within two business days. Submit a maintenance request online through the BlueStripe website at <https://aup.bluestripeliving.com/maintenance-requests>.

What can I do if I'm having a problem with one of my roommates?

Get in touch with the Residential Life Office ASAP! Write to us at housing@aup.edu, and we'll propose a time to meet to discuss the issue. We'll work with you to either schedule a roommate mediation or plan for a move, depending on the circumstances.

Every semester our team

- helps you find a home;
- assists with your housing insurance claims and CAF applications; and
- guides you in resolving disputes and misunderstandings with your landlord and your roommates

GET SETTLED

FIND HELP

To submit your maintenance request online, visit

aup.edu/blue-stripe-maintenance

Need help? Have a question? Head to aup.edu/housing

How and when can I move to a new apartment?

All students housed through AUP are committed to staying in their apartment until the end of the current semester (extending to one full year for incoming undergraduates in BlueStripe apartments), barring exceptional circumstances. If you'd like to look for a new apartment, consult the AUP housing database during the last month of the semester and visit our offices in the Combes Student Life Center in order to arrange visits to potential new apartments. We'll walk you through the process and answer any questions you may have.

How can I be sure to get back my security deposit?

In independent apartments, tenants must give 30 days' notice before moving out. This should be done in writing, either by registered letter, text message or email. (You should receive confirmation of receipt from your landlord.) Then, in the week preceding your move-out, clean the apartment from top to bottom and remove all of your personal belongings. Arrange an exit walkthrough (or an "état des lieux de sortie") with your landlord, who may keep your deposit for up to 60 days in order to assess any damages.

In BlueStripe apartments, students must fill out the official check-out form, which is sent to students by email in the two weeks prior to check-out. Students must clean the apartment from top to bottom and remove all personal belongings. Sheets must be removed from all beds and left on the floor, and keys should be left in an envelope bearing the student's name on the dining table.

What is the CAF and how can I get it?

The CAF is a government subsidy that helps people pay their rent if they have little to no income. If you (or your parents) have little to no income in France, if you have a French bank account, if you plan to stay at AUP for two or more semesters and if your landlord is willing to fill out the CAF paperwork for you (ask us for more details about this), we can help you apply for the CAF. We organize workshops to walk you through the process at the beginning of every semester. We advise students never to account for the CAF in their rental budget, as it can take several months for applications to be processed.

MAKE CHANGES

GET HELP WITH RENT

FAST FACTS

ADVISING

So many choices!
How do you make
the right ones? Go to
aup.edu/advising

What will you be doing in ten years? In five years? What major should you choose? What should you take next semester? The answers to these questions are all connected, and the first step to finding them is academic advising. These quick answers will help you understand the support we offer and how we can help.

FIND MY ADVISOR

Access your
Student Portal
at

student.aup.edu

Why do I need an academic advisor?

Your academic advisor is your guide through the academic system toward obtaining your degree. At AUP, you have a lot of choices to make: there are big picture choices, such as your major and how to prepare your career trajectory, but also more pragmatic choices like what you should take next semester and whether you should drop a class. Your academic advisor, who will be either a faculty member of a staff member from the Advising Center, is there to help.

How do I get an advisor?

Incoming freshmen are assigned to one of their FirstBridge instructors for the first year. After that, students who have declared a major are assigned to a faculty member from their department. Students who haven't yet chosen a major are assigned to an advisor from the Advising Center. Incoming transfer students are assigned a faculty advisor according to their declared major.

How do I find out who my advisor is?

From your student portal, click on "My Transcript." Your advisor's name will be displayed at the top of the screen.

Can I change my advisor?

Of course. Just send a message to advising@aup.edu and let us know whom you'd like to work with. If that person has room for another advisee, we'll make the change. It's a good idea to talk to that person first to make sure they have available advisee slots.

When should I see my advisor?

You should speak to your advisor whenever you have questions; at a minimum this should be at least once a semester to discuss registration for

next semester's classes. If you're arriving at AUP as a freshman, your initial appointment will allow enough time for you to talk over your academic plans and to start a Degree Worksheet if you already have an idea of your major. If you're arriving at AUP as a transfer student, you will already have a Degree Worksheet that has been created for you by an Academic Advisor. It will have been shared with you during your pre-arrival academic advising appointment; you can find it in your AUP OneDrive, in the "Shared with Me" folder.

DECLARE A MAJOR

Find out about
all our majors
and the courses
they require

aup.edu/majors

How do I declare a major?

Go into "My Profile" on your student portal.

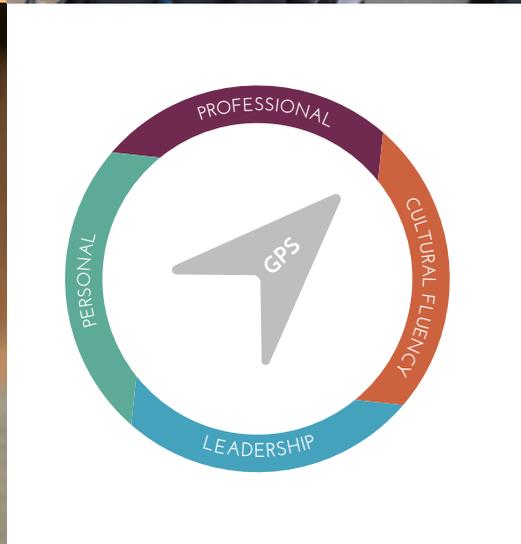
Can I change my major once I've declared it?

Of course. You'll need to redo your Degree Worksheet and request a change of major, but you can change majors right up until the moment you submit a Degree Application. Keep in mind, however, that changing your major may affect your graduation semester.

Can I have more than one major?

Yes. However, you will need to make sure that, if your two majors are in related fields, you have no more than five overlapping courses on your Degree Worksheet.

GPS | Global
Professional
Skills Program



Make all your
passions count.
aup.edu/GPS





MONTHLY
AGENDA

FALL TERM 2019 | Key dates

AUGUST	<p>25 - 27 (Sunday - Tuesday) Orientation begins for different new student groups</p> <p>30 (Friday) Late registration for returning students Fall senate applications open</p>	NOVEMBER	<p>4 (Monday) Last day to withdraw from a course Last day to choose CR/NC grading option</p> <p>11 - 12 (Monday to Tuesday) Armistice break (no classes)</p> <p>25 - 29 (Monday to Friday) AUP Gives Back Week</p> <p>28 (Thursday) Thanksgiving Dinner</p>
SEPTEMBER	<p>2 (Monday) Classes begin</p> <p>6 (Friday) Back to School Party</p> <p>8 (Sunday) Last day to DROP/ADD courses online</p> <p>9 (Monday) Fall senate applications close</p> <p>10 (Tuesday) Clubs fair/Speech night</p> <p>12 (Thursday) Senate ballots open</p> <p>16 (Monday) Senate ballots close - winners announced</p>	DECEMBER	<p>5 (Thursday) GSC Holiday Party</p> <p>6 (Friday) Last day of classes Holiday Bash</p> <p>7 - 11 (Saturday to Wednesday) Reading days</p> <p>12 - 18 (Thursday - Wednesday) Final exams</p>
OCTOBER	<p>13 (Sunday) GSC Boat Brunch</p> <p>16 (Wednesday) Mid-semester</p> <p>18 (Friday) Mid-semester grades due</p> <p>30 - 3 November (Wednesday to Sunday) Fall break (no classes)</p>	JANUARY	<p>2 (Thursday) All grades due</p>

SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
26	27	28	29	30 ▼ <i>Cultural Program Fall registration</i>	31 ▼	1 ▼	
2 ▼▼ <i>Classes begin</i>	3 ▼	4 ▼	5 ▼	6 ▼	7	8 ▼ <i>Last day to drop/ add courses online</i>	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	

NOTES

OCTOBER 2019

				OCTOBER 2019			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
30	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16 ▼ <i>Mid-semester</i>	17	18 ▼ <i>Mid-semester grades due</i>	19	20	
21	22	23	24	25	26	27	
28	29	30 ▼ <i>Fall break - no classes</i>	31 ▼	1 ▼	2 ▼	3 ▼	
4 ▼ <i>Last day to withdraw from a course</i>	5	6	7	8	9	10	
NOTES							

NOVEMBER 2019

				NOVEMBER 2019			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
28	29	30 ▼ <i>Fall break - no classes</i>	31 ▼	1 ▼	2 ▼	3 ▼	
4 ▼ <i>Last day to withdraw from a course</i>	5	6	7	8	9	10	
11 ▼ <i>Armistice break - no classes</i>	12 ▼	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	
NOTES							

DECEMBER 2019

				DECEMBER 2019			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
25	26	27	28	29	30	1	
2	3	4	5	6 ▼	7 ▼	8 ▼	
				<i>Last day of classes</i>	<i>Reading days</i>		
9 ▼	10 ▼	11 ▼	12 ▼	13 ▼	14 ▼	15 ▼	
			<i>Final exams</i>				
16 ▼	17 ▼	18 ▼	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2 ▼	3	4	5	
			<i>All grades due</i>				
NOTES							

SPRING TERM 2020 | Key dates

JANUARY

- 6 - 10 (Monday - Friday)
Orientation for incoming students
- 10 (Friday)
Late registration for returning students
Senate & Grad Speaker applications open
- 13 (Monday)
Classes begin
- 19 (Sunday)
Last day to DROP/ADD courses online
- 20 (Monday)
Senate & Speaker applications close
- 21 (Tuesday)
Clubs fair/Speech night
- 23 (Thursday)
Senate/Speaker ballots open
- 27 (Monday)
Senate ballots close - winners announced

FEBRUARY

- 17 - 28 (Monday - Friday)
Spring break (no classes)

MARCH

- 6 (Friday)
SGA Executive applications open
- 11 (Wednesday)
Mid-semester
- 13 (Friday)
Mid-semester grades due
International Student Soiree
- 16 (Monday)
SGA Executive applications close
- 17 (Tuesday)
Faculty retreat (no classes)
Executive speech night
- 19 (Thursday)
Executive ballots open

APRIL

- 23 (Monday)
Executive ballots close - winners announced
- 27 (Friday)
Last day to withdraw from a course
Last day to choose CR/NC grading option
Senator applications open
- 6 (Monday)
Senator applications close
- 7 (Tuesday)
Senator speech night
- 9 (Thursday)
Senator ballots open
- 13 (Monday)
Easter Monday (no classes)
- 14 (Tuesday)
Senator ballots close - winners announced
- 20 - 24 (Monday - Friday)
Earth Week

- 24 (Friday)
World's Fair

- 28 (Tuesday)
Last day of classes
Leadership Award Ceremony
End of year boat party

- 29 - 3 May (Wednesday - Sunday)
Reading days (1 May Holiday - library closed)

MAY

- 4 - 8 (Monday - Friday)
Final exams (8 May Holiday - exams held)
- 12 (Tuesday)
Degree candidate grades due
- 18 (Monday)
Graduation
- 19 (Tuesday)
All grades due

JANUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
26	27	1	2 ▼	3	4	5	
			<i>All grades due</i>				
6 ▼	7 ▼	8 ▼	9 ▼	10 ▼▼	11 ▼	12 ▼	
<i>Orientation for incoming students</i>				<i>Cultural Program Spring registration</i>			
13 ▼▼	14 ▼	15 ▼	16 ▼	17 ▼	18 ▼	19 ▼▼	
<i>Classes begin</i>						<i>Last day to drop/ add courses online</i>	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

NOTES

FEBRUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17 ▼	18 ▼	19 ▼	20 ▼	21 ▼	22 ▼	23 ▼	
Spring break - no classes							
24 ▼	25 ▼	26 ▼	27 ▼	28 ▼	29	1	
2	3	4	5	6	7	8	
NOTES							

MARCH 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
24	25	26	27	28	29	1	
2	3	4	5	6	7	8	
9	10	11 ▼	12	13 ▼	14	15	
		<i>Mid-semester</i>		<i>Mid-semester grades due</i>			
16	17 ▼	18	19	20	21	22	
	<i>Faculty retreat - no classes</i>						
23	24	25	26	27 ▼	28	29	
				<i>Last day to withdraw from a course</i>			
30	31	1	2	3	4	5	

NOTES

APRIL 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13 ▼ <i>Easter Monday - no classes</i>	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28 ▼ <i>Last day of classes</i>	29 ▼ <i>Reading days</i>	30 ▼	1 ▼▼ <i>Bank holiday - library closed</i>	2 ▼	3 ▼	
4 ▼ <i>Final exams</i>	5 ▼	6 ▼	7 ▼	8 ▼	9	10	

NOTES

MAY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
27	28 ▼ <i>Last day of classes</i>	29 ▼ <i>Reading days</i>	30 ▼	1 ▼▼ <i>Public holiday - library closed</i>	2 ▼	3 ▼	
4 ▼	5 ▼	6 ▼	7 ▼	8 ▼	9	10	
<i>Final exams</i>							
11	12 ▼ <i>Degree candidate grades due</i>	13	14	15	16	17	
18 ▼	19 ▼ <i>All grades due</i>	20	21	22	23	24	
<i>Graduation</i>							
25	26	27	28	29	30	31	
1	2 ▼ <i>Summer Session I orientation</i>	3	4 ▼ <i>Session I classes begin</i>	5	6	7	
NOTES							

SUMMER TERM 2020 | Key dates

Summer 3-Week Session I

JUNE	3 (Wednesday) Orientation
	4 (Thursday) 3-Week Session I and French Immersion I classes begin
	4 (Thursday) Last day to DROP/ADD courses online Last day to switch between audit and regular grading option
	16 (Tuesday) Last day to withdraw from a course online Last day to choose CR/NC grading option for 3-Week Session I online
	24 (Wednesday) 3-Week Session I and French Immersion I ends
	29 (Monday) Grades due 3-Week Session I and French Immersion I

22 (Wednesday) 3-Week Session II ends French Immersion II ends
27 (Monday) All grades due

Summer 6-Week Session

JUNE	3 (Wednesday) Orientation
	4 (Thursday) Classes begin Last day to DROP/ADD courses online
	5 (Friday) Last day to DROP/ADD courses in the Registrar's Office (6-Week courses only) Last day to switch between the audit and the regular grading option (6-Week courses only)
	25 (Thursday) Last day to withdraw from a course Last day to choose CR/NC grading option for 6-Week Session
JULY	16 (Thursday) 6-Week Session ends
	27 (Monday) All summer grades due

Summer 3-Week Session II

JUNE	30 (Tuesday) Orientation
JULY	1 (Wednesday) 3-Week Session II and French Immersion II classes begin
	1 (Wednesday) Last day to DROP/ADD courses in the Registrar's Office for 3-Week Session II Last day to switch between audit and regular grading option
	13 (Monday) Last day to withdraw from a course Last day to choose CR/NC grading option for 3-Week Session II

JUNE 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
1	2 ▼ <i>Summer Session I orientation</i>	3 ▼ <i>6-Week Summer Session orientation</i>	4 ▼ <i>6-Week & Session I classes begin</i>	5	6	7	
8	9	10	11	12	13	14	
15	16 ▼ <i>Last day to withdraw from a course online</i>	17	18	19	20	21	
22	23	24 ▼ <i>Session I classes end</i>	25	26	27	28	
29 ▼ <i>Grades due Session I</i>	30 ▼ <i>Summer Session II orientation</i>	1 ▼ <i>Session II classes begin</i>	2	3	4	5	
6	7	8	9	10	11	12	

NOTES

JULY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	DEADLINES
29 ▼ <i>Grades due Session I</i>	30 ▼ <i>Summer Session II orientation</i>	1 ▼ <i>Session II classes begin</i>	2	3	4	5	
6	7	8	9	10	11	12	
13 ▼ <i>Last day to withdraw from a course</i>	14	15	16 ▼ <i>6-Week Session ends</i>	17	18	19	
20	21	22 ▼ <i>Session II classes end</i>	23	24	25	26	
27 ▼ <i>All summer grades due</i>	28	29	30	31	1	2	
3	4	5	6	7	8	9	

NOTES

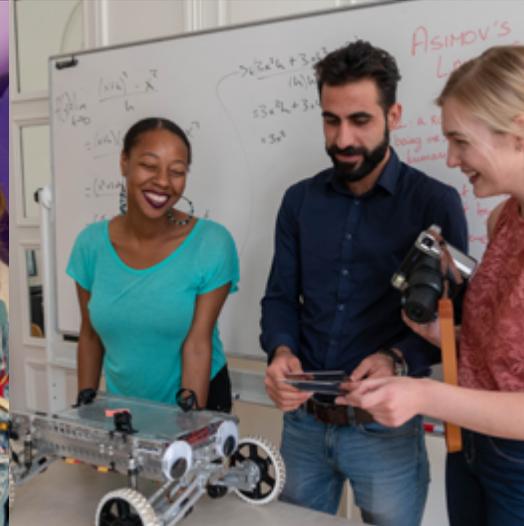
WHAT WILL
YOU DO
THIS YEAR?



AUP ENGAGE

Find student organizations.
See what's happening.
Get involved.

engage.aup.edu





STUDENT
SUPPORT



SUPPORT AND COUNSELING

Adjusting to college life can be challenging both socially and academically – even more so when also adjusting to life abroad. That’s why AUP’s health and wellness team collaborates with an English-, Spanish- and French-speaking network of medical and mental health care providers in Paris, including counselors, doctors, psychologists and psychiatrists, whose care is normally fully reimbursed by AUP’s comprehensive health care plan. In addition to these services, our health and wellness program also provides in-house guidance counseling, as well as off-campus appointments with psychologists and psychiatrists.

ON CAMPUS

The AUP student guidance counselor is

available to meet with you one on one, in a safe, confidential environment, to assess your needs and provide any necessary support, whether it is academic (for example: time management and organization strategies) or psychological. While you are welcome to drop-in to meet with the on-campus counselor, scheduling an appointment is preferred to ensure you will receive adequate time and attention.

OFF CAMPUS

We also work with two off-campus therapists,

whose 45-minute sessions are free of charge. Scheduling an appointment is obligatory and can be done either directly by you or through the on-campus student guidance counselor.

Make an appointment with an off-campus therapist

Anne-Marié Galliot

06 95 91 59 18

amgalliotpsychologue@gmail.com

Louis Monaco

07 83 49 94 52

dr.monaco@monacopsychology.org

You can learn more about what our services can offer you and how to benefit from professional counseling at aup.edu/counseling

CONDITIONS TO SUCCEED

Most students would agree that getting

good grades and making the most out of their time at university are important goals; maintaining good general well-being, in terms of physical and mental health, is crucial to achieving this. We provide a range of services to assist with general daily life issues to ensure that your AUP experience is as smooth as possible.

Important components of a healthy, successful semester include:

- good time management;
- getting enough sleep;
- healthy eating habits; and
- a good social life.

Our counselors can provide you with tools and tips with which to address some of your personal concerns.

CONTACT US

Student Guidance Counselors
Pamela Montfort

01 40 62 06 43
pmontfort@aup.edu

Charlotte Vernier
cvernier@aup.edu

Book an appointment online
aup.edu/counselor-appointment



SEXUAL MISCONDUCT

AUP is firmly committed to maintaining a safe, welcoming environment for all students on campus. We believe that no student, staff member or faculty member should be subject to sexual misconduct of any kind while on AUP's campus. Sexual misconduct is never the fault of the victim.

Sexual misconduct is broadly defined as violations of a person's rights, dignity and integrity due to actions of a sexual nature, including sexual harassment and sexual violence. Such acts are contrary to the mission and values of the University. AUP prohibits such violations and will work to ensure that all allegations of sexual misconduct are treated seriously and that appropriate disciplinary action is carried out.

WHAT TO DO IF YOU EXPERIENCE SEXUAL ASSAULT

Immediately after an incident: Call someone you trust: You can reach out to one of the available AUP or external support systems listed opposite. Avoid showering: Finding DNA evidence is a crucial tool in achieving justice for survivors. To ensure results are as accurate as possible, it is important to avoid bathing, cleaning fingernails

or urinating until after a sexual assault forensic exam has been performed. French law requires you to call the police (dial 17) before going to a hospital following an incident: the police will then set-up the proper medical examination, at Urgences Medico-Judiciaires.

Students who want to go to the police station to file a report can contact AUP for Consent about being accompanied and supported throughout the process.

RESOURCES

- Police 17
- International SOS 01 55 63 31 55
- Universal European Emergency Services 112
- Urgences Médico-Judiciaires UMJ Hôpital Hôtel Dieu 1, place du Parvis Notre-Dame 75001 Paris

SUPPORTING A SURVIVOR

When supporting a survivor of sexual assault:

- Be clear about the limits of the support you can provide;
- Believe survivors and listen without interrupting or questioning;
- Avoid asking "why" questions that could imply blame;
- Encourage survivors to seek the proper help while allowing them to make their own decisions;
- Remind survivors that they are not at fault.

REPORTING AN INCIDENT

If you want to report incidents involving

members of the AUP community, contact the Student Guidance Counselor at reportsexualassault@aup.edu. Any allegations will then be filed with the Dean of Student Development.

The Dean will follow the procedures outlined in the University's standards of conduct (p.126), including initiating an investigation and launching judicial procedures where appropriate.

We recognize that not everyone may feel comfortable making a report to AUP or to law enforcement, and students are neither required nor expected to pursue any specific course of action.

FIND SUPPORT

ON CAMPUS

Student Guidance Counselor(s)
reportsexualassault@aup.edu
01 40 62 06 43

Health Care Coordinator
health@aup.edu
01 40 62 05 77

Dean of Student Development
kfore@aup.edu
01 40 62 06 31

Vice President of Student Services and Security
mmonthheard@aup.edu
01 40 62 06 03

LEGAL ADVICE

PAV – Paris Aide aux Victimes English assistance - Maud Ableloos
01 53 06 83 50

AUP FOR CONSENT

AUP for Consent is a student-run organization that seeks to create a community for survivors and promote the conversation and education surrounding consent, sexual assault and healthy relationships.

consent@aup.edu
visit aup.edu/consent

Learn about reporting an incident & filing a complaint

aup.edu/sexual-misconduct



OUR DIVERSE COMMUNITY

We are proud to be a diverse, inclusive community made up of students, faculty and staff who arrive on our campus from varied backgrounds and with different experiences, identities and abilities. We do our best to help all students make the most of their time here. At AUP you can find a wide variety of support, including involvement in student clubs, counseling and other assistance.

We ask all students to uphold the values of the AUP Compact (see the back of this handbook), which guarantees the rights of all members of our community to the “freedom from discrimination on the grounds of sex, race, ethnicity, religion, national origin, age, disability, sexual orientation or gender identity, creating an atmosphere of mutual respect in which the improvement of opportunities for individual intellectual development is the paramount concern.”

Transitioning to university life can be an exciting and nerve-wracking experience for any student, but we understand that some students may face more hurdles than their peers. We want your time here to be an opportunity for independence, but encourage you to reach out to one of our dedicated and trained staff

members for support, information or advice if needed.

LEARNING ACCOMMODATIONS

The Academic Resource Center (ARC) provides support to students in need of assistance. The ARC is here to help you achieve academic success, including through:

- finding a tutor;
- improving your writing; and
- supporting your need for extra time in exams.

Please reach out to Pamela Montfort at pmontfort@aup.edu to discuss any further accommodations you might need.

Learn about the support available at aup.edu/learning-difficulties

Find out more about clubs and groups on campus at aup.edu/engage

LGBTQ+ STUDENTS

At AUP, you can join multiple student organizations

dedicated to celebrating and supporting diversity in our community.

Most of the restrooms on campus are unisex and are therefore not gendered.

You can also find many off-campus resources in the city including:

Centre LGBT Paris-ÎdF
63, rue Beaubourg 75003 Paris
01 43 57 21 47
Metro Line: 11 Rambuteau
Bus: Grenier Saint-Lazare -
Quartier de l'Horloge 38,47,75
<https://centrelgbtparis.org/>

DISABLED STUDENTS

We recognize that there can be additional challenges

associated with starting university and moving to Paris as a disabled student. Please contact studentdevelopment@aup.edu for more information and advice, as well as tips and tricks for navigating Paris effectively.

If you experience any kind of bias on campus, AUP has procedures in place for reporting and investigating these incidents. Please reach out to us on studentdevelopment@aup.edu.

CONTACT US

Dean of Student Development
Kevin Fore

01 40 62 06 31
kfore@aup.edu

Vice President of Student
Services & Security
Marc Montheard

01 40 62 06 03
mmontheard@aup.edu



HEALTH CARE

As a member of the AUP community, you have access to a comprehensive health care plan that guarantees excellent medical coverage at an affordable price.

THE FIRST VISIT

Coverage begins from the first day of orientation, meaning you'll receive health care reimbursements from day one. If you need to see a doctor you will still need to pay them directly; to get your money back, you will need to keep all the paperwork the doctor gives you, including any prescriptions even after you have taken them to the pharmacy.

- The first time you see a doctor, ask them to complete a *médecin traitant* form; this way you can be sure you will receive the maximum reimbursement.
- Come to the Health Office for more information (including a list of doctors) and to drop off your reimbursement claims. We'll process everything for you.

- Think about setting up your online account with both SMEREP (your student insurance provider) and MSH (your international insurance provider) quickly so that you can track any claims you have made; the Health Office will issue instructions on how to do this during the first week of class.

CARTE VITALE

If you are staying at AUP for more than one semester it is worth applying for a "Carte Vitale" to speed up the reimbursement process; this allows you to get a permanent social security number. You will need a birth certificate with an apostille (a formal certification of the document's validity in French) to apply. Health Office staff can help you with your application.

Full details of the AUP health care plan and information about health care in France are available at aup.edu/health

COUNSELING

Sometimes you just need a friendly ear to discuss something that is bothering you, or to help you make an important decision. Head to p.94 to learn more about the on- and off-campus counseling available.

Find out more at aup.edu/counseling

YOUR HEALTH OFFICE

- Our mission is to support you and help you smoothly navigate the French health system:
- We ensure you are enrolled in our health insurance plan or have a proper exemption.
 - We assist you with medical appointments, including

- doctors and specialists.
- We assist you in finding the right place to get: blood work, X-ray/MRI/ultrasound exams, STD tests, contraception advice.
- We support you and direct you to our guidance counselor if needed.
- We guide you through the reimbursement process.
- We assist you in your social security number request.

Did you know that the Health Office is located in the Combes Student Life Center? You'll find it on the 5th floor. Address: 6, rue du Colonel Combes.

Have a question?
Get in touch!

health@aup.edu

01 47 05 33 49
01 40 62 05 77

aup.edu/health

SELECTION OF DOCTORS IN PARIS

EMERGENCY SERVICES

Hospitals with
Emergency Rooms
in Paris
www.aphp.fr/urgences

Hospitals & Clinics

Clinique Blomet
136 bis, rue Blomet, 75015 Paris
Metro: Convention
08 26 30 45 37

Herford British Hospital
3, rue Barbès
92300 Levallois-Perret
Metro: Anatole-France
01 46 39 22 22

Hôpital Européen Georges-
Pompidou
20, rue Leblanc, 75015 Paris
Metro: Balard
01 56 09 20 00

Emergency House Calls

SOS Médecins makes house calls when you are too sick or when a GP is not available. Make sure to ask for a claim form (*feuille de soins*) from the doctor so that you can be reimbursed. You can sometimes request an English-speaking doctor.
3624 or 01 47 07 77 77

GENERAL PRACTITIONERS

Dr. Patricia Nizard
41, avenue Bosquet, 75007 Paris
Metro: Ecole Militaire
01 45 55 66 15
English/French

Dr. Philippe Labet
41, avenue Rapp, 75007 Paris
Metro: Pont de l'Alma
01 44 18 94 82
English/French/German

Dr. Celine Sloane
20, boulevard de Grenelle
75015 Paris
Metro: Bir Hakeim
01 45 79 38 23

DENTISTS

Dr. Aidan Dowd
11, rue de la Fontaine du But
75018 Paris
Metro: Lamarck Caulaincourt
01 46 06 90 64

Dr. Antoine Barthas
34, avenue de la Motte-Picquet
75007 Paris
01 45 51 37 31

DERMATOLOGIST

Dr. Brigitte Marchal
40, avenue Bosquet, 75007 Paris
Metro: Ecole Militaire
01 45 51 04 40

GYNECOLOGIST

Dr. Anne-Françoise Neiman
150, rue de l'Université
75007 Paris
Metro: Invalides
01 44 18 72 18

LABORATORIES

Laboratoires d'Analyses
Médicales
42, avenue Bosquet, 75007 Paris
Metro: Ecole Militaire
01 47 05 84 37

Laboratoire d'Analyses
Médicales
16, rue José-Maria de Heredia
75007 Paris
Metro: Ségur
01 47 83 24 13

NUTRITIONIST

Dr. Nathalie Sprung
117, rue Saint-Dominique
75007 Paris
Metro: Ecole Militaire
01 45 55 73 13

OPHTHALMOLOGIST

Dr. Esther Blumen
4 rue Desgenettes, 75007 Paris
01 45 55 65 45

OPTICIANS

Optique Monneray
49, rue Cler, 75007 Paris
Metro: Ecole Militaire
01 47 05 18 67

Walter Optique Service
107, rue Saint Dominique,
75007 Paris
Metro: Ecole Militaire
01 45 51 70 08

OSTEOPATH

Mr. Jacques Lachant
8 rue Folie Regnault, 75011 Paris
Metro: Philippe Auguste
01 43 56 54 42

PHYSICAL THERAPIST

Mr. Paul Beurskens
26, boulevard Raspail
75007 Paris
Metro: Rue du Bac or
Sèvres-Babylone
01 44 07 04 97

PSYCHIATRIST

Dr. Anne Gross
15, rue de l'Arc de Triomphe,
75008 Paris
Metro: Ternes
06 51 61 76 37
French/Portuguese

RADIOLOGY /X-RAYS

Centre d'Imagerie Médicale
199, rue de Grenelle
75007 Paris
Metro: Ecole Militaire
01 45 55 08 09

Dr. Anne Ducellier-Orlowski
16, rue Franklin, 75116 Paris
Metro: Trocadéro
01 45 25 15 10

PHARMACIES

104, rue Saint Dominique,
75007 Paris
Metro: Ecole Militaire

151, rue de Grenelle, 75007 Paris
Metro: La Tour-Maubourg

Find the full list online at
aup.edu/medical-providers



SETTING UP IN THE CITY

T.S. Eliot once noted, “the chief danger of Paris is that it’s such a strong stimulant” and while he wasn’t wrong, we’re also here to help you prepare for the more mundane challenges of student life in Paris, including opening a bank account and learning to find your way around.

MY BANK ACCOUNT

We know from experience that opening a bank account in France can be challenging. That’s why we have established a privileged partnership with a local branch of the Société Générale. This bank is close to campus and provides you with designated English-speaking representatives. If you plan to stay in Paris for more than one semester, we highly recommend opening a French bank account; bank accounts are required in France to obtain a phone and internet plan or housing insurance, and to open an account for any apartment utilities.

Check our website for answers to the most common questions about banking in France, including:

- I’m a returning student, how can I change banks?
- I’ve lost my credit card, what do I do?
- What’s a RIB?
- How do I complete a wire transfer?
- Where I can exchange my foreign currency?

Société Générale
106, rue Saint
Dominique
75007 Paris
01 47 53 55 17
Find out more at
aup.edu/banking

MOBILE & INTERNET PROVIDER

We work with comAvenue, a company that can assist you in choosing a phone plan and provide you with an internet box.

Employees speak English and are happy to meet with you to discuss which phone and internet plan best meets your needs. They provide reliable, quality advice as well as excellent customer service.

Free Mobile is a cheap phone and internet provider. No contract commitments are required meaning that you can cancel your contract at any time without having to pay fees. You can sign up online or at the Free store. There is a phone offer for €20/month which includes unlimited calls in France to the US, unlimited text messages and 25 GB of data.

comAvenue
24, rue du Champs de
Mars,
75007 Paris
(a five-minute walk
from campus)
01 45 55 00 07
info@comavenue.com

Free Mobile
8, rue de la Ville
l’Évêque, 75008 Paris

GETTING AROUND

The very first metro line opened in Paris in 1900, and the city has since developed a complete public transport network that includes metro, light rail, bus and tramway systems.

- Students under the age of 26 can purchase a yearly student transportation card, the *Carte Imagine R*, for €350.
- Students over 26 can purchase a regular transportation card, called the *Carte (Passe) Navigo*, which can be renewed on a monthly or yearly basis. At the time of printing, it cost €75/month for a pass covering Paris and its suburbs.

Don’t miss Yann’s workshops during Orientation week for more in-depth explanations of Paris’s transportation system, including how to purchase the passes.

CONTACT US
Student Helpdesk

studenthelpdesk@aup.edu

Don’t miss our fast facts on student life in Paris,

flip to p.52



TECHNOLOGY AT AUP

You will want to be online and in touch from the moment you arrive in Paris - able to receive calls, packages and mail from family and friends.

INTERNATIONAL PHONE CALLS

Calls outside of France can either be dialed direct or collect by going through an operator. The rate you pay can be substantially reduced depending on when you call (it is cheapest between 22:30 and 06:00 daily and all day on Sundays).

To make an international telephone call:

dial: 00 + country code + number.

To call collect, use either of the following:

AT&T international calling service:
0800 99 0011

MCI international calling service:

0800 99 0019

CELL PHONES

In order to purchase a cell phone with a monthly subscription, you will need to have already opened a bank account, as all calls and charges are billed via a monthly direct debit. You will also need to provide the cell phone company with an enrollment certificate, available during Orientation or at the Registrar's Office during the semester. You may choose to purchase a cell phone that operates on rechargeable cards: these phones receive calls normally, but calls can only be made when the card has credit. These cell phone packages are a good way to manage your phone bill on a budget.

Find out more about getting a cell phone and French plan on p.52 of this handbook

MAIL SERVICES

All students have a mailbox in the entrance of 102, rue Saint-Dominique. An alphabetized list of students' box numbers will be posted on the Monday of Orientation. You may receive mail care of the University at the following address:

Your Name & Mailbox Number
The American University of Paris
102, rue Saint-Dominique
75007 Paris
France

The mailboxes at the University cannot be locked; plan to receive personal mail at your Paris address as soon as you are housed. Check your mailbox regularly as this is one of the principal means of contact that the University has with you.

YOUR AUP NETWORK ACCOUNT

Your AUP NetID allows you to access email, file storage, printing, library services, Blackboard course sites and to use computer labs. It consists of your five-digit student ID number, preceded by the letter "a." For example, if your ID number is 99999, your NetID will be a99999.

AUP EMAIL

You will receive an AUP email account: either a12345@aup.edu or firstname.lastname@aup.edu. All official university communications are sent to this account, so be sure to check your email daily at <http://mail.aup.edu>.

Need technical assistance?

Contact the Helpdesk

helpdesk@aup.edu

01 40 62 06 96

aup.edu/helpdesk

OFFICE 365

Each student is given an Office 365 account. This allows you to use Outlook to access your email; use cloud storage space through OneDrive; download Microsoft Office for free; and access Microsoft products online.

Get started by visiting <https://portal.office.com>. Your login credentials are your AUP email address and password.

WIFI AND YOUR DEVICES

You can use your personal computer, phone or tablet to connect to AUP's wireless network in any campus building. You can also sync your AUP account (email, calendar and contacts) with your phone or tablet using the Outlook app, available for iOS and Android. You can send certain types of documents from your laptop to campus printers using the "Web Print" feature at <http://printing.aup.edu>.

For instructions on using AUP WiFi see aup.edu/wifi

COMPUTER CLASSROOMS & MULTIMEDIA SERVICES

PC and Mac labs are located in Passage Landrieu. Services include scanning, printing in color and black and white, CD/DVD burners and equipment loans (USB keys, headphones etc). The Multimedia Office provides equipment and guidance for audiovisual projects and is well stocked with cameras, tripods, microphones and other equipment. Multimedia Services include:

- Free Microsoft Office installation for personal laptops on both Windows and Mac.
- Audio and video equipment rental from the Multimedia Office, Q-502.
- Free access to video tutorials at <https://lynda.aup.edu>.
- Access to the AUP film/photo/broadcast studio.

The purchase of an external hard drive is strongly advised when working on video projects.

To find out more, contact multimedia@aup.edu

YOUR PERSONAL COMPUTER

To ensure compatibility with AUP's systems, the following minimum standards apply: Windows 7, 8 or 10 and Mac OS X 10.8 or later. Essentially, more recent operating systems are supported. AUP strongly encourages you to purchase extended warranty options for your computer.

SECURITY

Personal laptops must have up-to-date anti-virus software installed. (PCs should have Windows Defender enabled at all times.)

Never share your NetID password with anyone, and always remember to log off when using lab computers!

Please review AUP's ITS policies at aup.edu/ITS-policies

PRINTING

Each semester, students are allocated a certain number of "free" printing pages. Additional printing credits may be purchased by logging in to www.aup.edu/current-students, then selecting IT Services, My Printing. Please

respect the environment and help reduce costs by avoiding unnecessary printing

To print from your laptop. Log on to <http://printing.aup.edu> and click "Web Print"

DEVICE BEST PRACTICES

Keep your laptop installation CDs and manuals, in case you need to reinstall or reconfigure your system. Be sure to bring the appropriate adapters and electrical connectors for France. Keep a record of your computer configuration and serial numbers and a backup copy of your files. Check international warranty options for equipment purchased outside France.

To protect AUP equipment, food and drinks are prohibited in all Computer Labs



STUDENT
SAFETY



HANDLING EMERGENCIES

“WHAT DO I DO OFF CAMPUS?”

A life-threatening situation calls for immediate independent action on your part. The information in this section should be kept accessible in your cell phone at all times and taped to your apartment wall. When calling the emergency services, you need to:

- Speak clearly and slowly. If you don't speak French and do not have anyone nearby who does, the person on the other end of the line may be able to understand you if you speak clearly in English, or they may be able to get someone who can.
- Provide your name and address, floor number (étage), entrance code (if needed) and phone number. Say who you are (victim/patient/witness etc). Provide a phone number on which you're always reachable.
- Inform them of the nature of the illness or accident, what has happened since it occurred, and if any treatment has been given.

Describe the patient's condition (cannot walk, is vomiting, is in pain etc).

- Listen carefully to any instructions the emergency services give you - your actions may help save a life.

SOS Médecins and MSH International can answer emergency calls in English. Remember that important numbers are on the back of your student ID card!

LIFE-THREATENING EMERGENCY

EU emergency number 112
(also works from cell phones and in any EU member country)

SAMU 15
(Emergency Medical Technicians (EMTs) and Paramedics/Ambulance)

Fire Department/Paramedics (Pompiers): 18

Police Department (Police Secours): 17

NON-LIFE-THREATENING EMERGENCY

If you need help in a medical emergency that is not life-threatening, call International SOS; they can help you find the kind of medical service you need.

Medical and travel security assistance for AUP students: International SOS
01 55 63 36 35

AUP Emergency hotline
01 40 62 06 26

SOS Médecins 3624
If you're too sick to get outside, the doctor will come to you.

Fire Department/Paramedics (Pompiers) 18

SOS Dentists 01 43 37 51 00

SOS Drogues International
01 55 87 55 55

Sexually-Transmitted Diseases
01 40 78 26 00

AIDS/HIV Info Service
0 800 840 800

OTHER EMERGENCY SERVICES
Hôpital Cochin
Severe Burns (Service des brûlés)

01 58 41 26 49 or
01 42 34 17 58
Injuries/ER : 01 58 41 27 22
27, rue du Faubourg St. Jacques
75014 Paris

Hôpital Fernand Widal
SOS Anti Poison
(Poison Control Center)
01 40 05 48 48
200, rue du Faubourg St. Denis
75010 Paris

Hôpital Saint-Anne
Psychiatric Emergencies
01 45 65 80 00
Day : 1, rue Cabanis
24/7 : 17, rue Broussais
75014 Paris
Metro Glacière or Bus 62

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aup.edu/medical-providers



STREET SMART IN PARIS

Paris is a relatively safe city, but like in any city you should stay alert when out and about. Here are a few things to consider whether you consider yourself Parisian or are new to the city:

- Spend time observing your surroundings and learn to recognize red flags.
- Develop street-smart habits, such as watching out for pickpockets and con artists. Try not to appear too like a tourist.
- Be aware of cultural differences that can potentially lead to misunderstandings and therefore conflicts: keep a reserved attitude, be friendly but not too inviting and avoid eye contact that could be misinterpreted
- When riding the metro, the bus, or when wandering the streets, watch your belongings at all times: cell phones are the most stolen item, snatched right out of your hands or pockets.
- When going out and drinking: set-up a “buddy system” just like you would a “designated driver”; make sure not to put yourself in a vulnerable situation, watch out for your friends and make sure your friends watch out for you.
- In clubs/bars: don’t leave your drink unattended and don’t accept a drink from a stranger unless you’ve seen it poured in front of you.
- Make sure to set aside some money for a cab, and preferably order one in advance.
- Always have a valid ID on you, but leave the passport at home: you can carry a photocopy of it, but make sure to have another official form of ID; have your student ID card with you at all times, just in case.
- Take extra care to avoid pickpockets and thieves in crowded areas such as the Champ de Mars. Petty criminals have been known to target foreigners and those who are visibly under the influence.

- Know your limits: you’ll have a much better – and safer – night if you don’t overdo it. Drink water regularly and know when it’s time to go home.
- Please review AUP’s Emergency Procedures section in this handbook on page 112, which is also posted on our website. Take a picture of the document and keep it on your cell phone and enter AUP’s 24-hour hotline number (for emergencies ONLY). Post up a copy of the Emergency Procedures in your apartment.

Uber | www.uber.com
The Uber app connects you with a driver at the tap of a button. Available on iOS and Android

Taxi G7 | www.g7.fr
Phone: 3607
App available on iOS and Android.

Taxi bleu | www.taxi-bleus.com
Phone: 3609

PHARMACIES

Pharmacie Centrale
Open 24/7
52, rue du Commerce
75015 Paris
Metro: Avenue Emile Zola
01 45 79 75 01

Pharmacie du Drugstore des Champs-Élysées Open 7 days a week until 02:00
133, avenue des Champs-Élysées 75008 Paris
Metro/RER: Charles de Gaulle Etoile
01 44 43 75 07

LOCAL POLICE STATION
Open 24/7
9, rue Fabert
75007 Paris
01 44 18 69 07
Metro line 8 – RER C Invalides

International SOS

Medical & travel security
assistance for AUP students

01 55 63 36 35
www.internationalsos.com



RIGHTS
AND
CONDUCT

As an AUP student, you will move across cultural borders both on campus and in Paris on a daily basis. As you find your place in our diverse community, you are expected to act as an exemplary citizen, upholding the AUP code of student conduct while also respecting local French customs and laws. Read the Rights and Responsibilities document in this section of the handbook to understand your rights as a student, including information about representation by student government, protection from discrimination and harassment and access to a wealth of resources and facilities.

AUP COMPACT

The American University of Paris is an educational institution that exists for the transmission of knowledge, the pursuit of truth and the development of its students as critical thinkers able to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University promotes its educational goals and preserves the human rights of each of its members by supporting the following rights and safeguards for all of its students:

- A.** Freedom of expression and freedom of inquiry for students and all members of the university community. At its core, a university is an environment of thoughtful and open inquiry. Through the exchange of ideas, we learn to withstand discomfort, sharpen our reasoning, and, in some cases, change our minds. Free speech guards unpopular opinions against the enforcement of beliefs by a majority.
- B.** Student right to participate in the shared governance of the University, including an opportunity to express concerns and effect change through the Student Government Association as well as student membership on appropriate committees and administrative bodies.
- C.** Freedom from discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity. These values are affirmed by French law and Article 10, which ban expressions that incite discrimination, that propagate the idea of a superior race, and that spread hatred against specific groups.
- D.** The prohibition on hate speech extends to every corner of AUP's campus, including online speech. Hate speech is antithetical to our

core values; our university is a place that provides an opportunity to transform conflicts into moments of inquiry.

- E.** The safety, welfare and property of all members of the university community, and the safety and property of the University itself.

It is the responsibility of each member of the AUP community to support the standards of the AUP Compact.

I. RIGHTS ON CAMPUS

The University's campus in the 7th *arrondissement* of Paris brings together academic resources, offices, and public spaces in a unified, though distributed, architectural whole. While on our urban campus, students benefit from the following:

- A.** Representation by Student Government: The Student Government Association (SGA) is an integral part of the University's model of shared governance. Each year a new student government, including an executive branch and members of the student senate, is democratically elected by the student body. Graduate and undergraduate executives, the senate and SGA-mandated committees contribute actively to discussions about the community, including challenges and problems, and are free to propose projects and solutions directly to the faculty, the administration and the Board of Trustees. The SGA is also responsible for allocating the University's student activities budget.
- B.** Access to student-led organizations: Official student-led organizations must first be approved by the Student Leadership Office; members are required to be currently registered students. Current students are allowed to start new organizations or to join already-established groups, and thus can benefit from access to meeting rooms on campus, equipment available through the multimedia office, the use of student leadership spaces, the right to request funds through the student activities budget and other resources and support. Student groups that violate university policy may be disbanded or have certain rights listed here suspended. Students and student organizations may not sign contracts in the name of the University and should refer to the Student Leadership Office for support with external vendors.
- C.** Right to assemble, promote causes and invite guest speakers: The University's mission includes educating students to communicate effectively, to listen carefully and to think critically. As such, we recognize the right of protest, so long as it occurs in a spirit of thoughtful and open inquiry. Students are free to assemble on campus, voice opinions, distribute pamphlets and petitions, and

invite guest speakers so long as their actions do not interfere with the normal processes of the University or infringe on the rights of others in accordance with French law and Article 10 of the European Convention on Human Rights. Students must comply with AUP's external speaker procedure as outlined below in this section. Posters displayed on campus must first be approved by the Office of Student Leadership.

External speakers procedure:

The event organizer is responsible for taking steps to gain knowledge of the speaker and addressing the following questions to ensure the appropriateness and safety of the event.

Will the event create an environment of thoughtful and open inquiry? Does the subject of the talk or the speaker's organization pose a risk to the order and safety of the AUP community?

Is the event likely to result in media interest, a large crowd or increased security measures?

Is the event in accordance with French law and the European Convention on Human Rights?

If the questions above raise any concerns or doubts, the event organizer must notify the Provost, who will review the event and decide whether to approve it. Conditional approval may be granted, subject to the organizer putting mitigating measures in place. Our guiding principle will be to permit events in line with the University's educational mission and firm commitment to freedom of speech.

D. Right to free and autonomous student media organization: AUP Student Media (ASM), the University's student-led media organization, is a co-curricular endeavor, providing hands-on educational experience for students interested in journalism, communication, social media and other fields. It produces print, digital and video news and entertainment for the entire community. While ASM is dependent on the Student Government Association for funding, the University provides sufficient editorial freedom for student publications to maintain their integrity as platforms of free inquiry and free expression.

Student editors are not required to submit advance copy to the administration for review and are free to challenge ideas about the campus, the University and the world at large. With this right, however, comes responsibility. Any student who contributes to student media at The American University of Paris is expected to adhere not only to the basic tenants of responsible journalism but also to the University's educational mission. This includes but is not limited to adequate research for all material before publication and properly quoted sources as well as avoidance of all forms of prejudice, libel, slander, undocumented allegations and attacks on

personal integrity. All ASM publications are required to indicate on the proper editorial pages or in other appropriate formats that the opinions expressed are those of the publication and are not necessarily those of the University or the student body.

The ASM Board represents student-led media initiatives at the University, providing an official voice to student editors. The board comprises a student editor, a deputy editor and a faculty advisor for each ASM-mandated platform as well as a faculty advisor from the Global Communications Department and a staff advisor from the Office of Student Development. Student editors are appointed by a majority vote of the board each semester. Faculty, staff and students collaborate on a weekly basis through the ASM Board structure as well as via related student media classes. Student editors may be subject to suspension or removal from their positions by the ASM Board if they do not adhere to the tenants of responsible journalism or if they are found in violation of the Code of Student Conduct.

II. RIGHTS OFF CAMPUS AND IN RESIDENTIAL LIVING

The University commits to housing first-year undergraduates and all other students who request assistance with housing during the time of their studies. Working with our preferred housing partners and local landlords, the University is able to provide a selection of clean, comfortable and well-maintained apartments.

Students who accept accommodations through the University or its preferred housing partners must sign a housing agreement. This agreement is designed to protect students, landlords and the property, ensuring that all parties abide by French laws and university regulations. Students should note that if they wish to change their apartment assignment, they must consult Residential Life staff directly. Staff members will evaluate the situation and, as a first recourse, recommend a mediation procedure. A move may or may not be recommended as a second recourse after the mediation procedure has been completed.

Wherever students may be housed, they are expected to behave appropriately with roommates, neighbors and the community at large, in all respects. Violence or threats, sexual harassment, inappropriate behavior and loud noise are not tolerated, in accordance with the University's Code of Student Conduct, and will result in a warning or possibly immediate eviction.

III. RIGHT TO PROCEDURAL FAIRNESS IN DISCIPLINARY CASES

The University strives to protect the dignity, integrity and reputation of each and every student, while at the same time enforcing the Code of Student Conduct and other university policies to maintain order, protect individuals and property and to fulfill our mission.

Dispute procedure:

If students have complaints regarding the speech or actions of another student or member of staff, they may speak to Student Development.

If students have complaints regarding the speech or actions of a professor, we encourage them to speak first to the professor. They may also speak to their academic advisor or to the department chair/program director. In addition, they may speak directly to Student Development or the Provost.

At any point, students may feel free to seek guidance from Student Development.

Students accused of a breach of the Code of Student Conduct or of a violation of other University policies are guaranteed a disciplinary process free of excessive legalism and based on common sense. The Student Code of Conduct and details regarding possible sanctions, judicial boards and the appeals process are detailed later in this guide. When students face sanctions that may include censure, probation, suspension, expulsion or eviction, they are guaranteed the following rights:

right to be informed of the charges brought against them within a reasonable timeframe, typically within a week of the charges first being reported;

right to know prior to any hearing the names of any witnesses testifying against them;

right to know prior to any hearing the details of all accusations;

Right to rebut any accusations and to produce witnesses on their own behalf;

Right to choose one person to accompany them to any official proceedings or hearings;

right to appeal any decisions made by a judicial committee; and

right to maintain student status until all investigations are completed and a decision is reached by a judicial committee.

IV. FERPA PRIVACY RIGHTS

FERPA stands for The Family Education Rights and Privacy Act. It's the U.S. federal law that governs release and access to student educational records. The purpose of this law is to protect the rights of students and to ensure the privacy and accuracy of educational records. The act applies to all

institutions that are recipients of federal aid administered by the U.S. Department of Education.

Students are protected by FERPA from the first day of classes at The American University of Paris and therefore have the following rights:

- The right to inspect and review their academic record within 45 days after the University receives a request for access.
- The right to request an amendment to their educational record if it is inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in academic records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with FERPA.

V. PARENTS' RIGHTS

Since all AUP students are "eligible students" under FERPA, parents do not have free access to their children's records - even if they pay the bills. If the "grade release" record is set to "YES," only parents who are listed as the financially responsible person will receive a grade summary and invoice every semester. But they still have to be authorized by their children to receive any supplementary information.

For more about FERPA, please see: <https://studentprivacy.ed.gov>

CODE OF CONDUCT

All students studying at The American University of Paris, regardless of nationality, are bound by French legislation both on and off campus. Students are required to maintain proper legal residence status during their time as students in France. They are encouraged to explore the subtle and sometimes not so subtle differences between French culture and customs and other cultures and customs that they may be more familiar with. These differences will be addressed at Orientation and throughout a student's studies at the University. Students should also familiarize themselves with all emergency and safety procedures relevant to the University campus as well as Paris, France and Europe. Full details are available in this AUP Handbook and online.

I. CODE OF STUDENT CONDUCT

To preserve its integrity as an educational community, the University has defined below institutional standards of conduct for its students. The University provides a mechanism for student participation in the formulation of standards of conduct and in judicial proceedings. These standards of conduct do not restrict the rights of faculty to control conduct in the classroom within accepted standards of academic freedom and responsibility.

Prohibited conduct:

- the use or threat of force, by any member of the community against any other;
- sexual harassment, as defined in Section V of this policy;
- the possession of firearms or other dangerous weapons or substances on University premises;
- the use, transfer, distribution, possession or sale of any substance classified as a narcotic by French law;
- theft or willful destruction of the physical or intellectual property of the University or of any member of the community as well as the storage of stolen property on university premises;
- conduct outside of the University, including on university-sponsored trips and housing, whether arranged by the University or not, which violates either the Code of Student Conduct or French Law, or which damages the University's standing in the local community;
- disorderly conduct, including verbally abusing university officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens or harasses others; disrupting, obstructing or interfering with the activities of others, particularly on campus or in residential living, or behaving in a lewd or indecent manner;

- cyberbullying and stalking another member of the community, whether virtually through social media or other technologies or in person; engaging in any course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress;
- conduct disturbing or disrupting the authorized use by others of university facilities;
- smoking in university buildings or in university-arranged housing where smoking is forbidden;
- violation of the code of academic integrity;
- the use of the university name in such a way as to imply representation of the community, in any public statement or demonstration, without prior authorization by the Office of Student Development;
- the posting or distribution of announcements, publicity, publications, or products that are not related to the University's academic or non-academic programs, unless approved by the Office of Student Leadership or the Dean of Student Development;
- violations of the University's computer security systems and altering the configuration of university computers, software, e-mail accounts, or any other computer files;
- failure to comply with reasonable directions of university officials acting in performance of their duties (directives to cooperate in the administration of the Code of Student Conduct are included in the scope of this provision);
- discrimination, e.g. committing any of the above acts because of a person's race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity.

In addition:

- Students housed through the University Office of Residential Life must sign a Housing Rules and Regulations Agreement before accepting accommodations, and subsequently must respect all aspects of this agreement while housed through the University, including timely payment of rent and arrival and departure deadlines.
- Students excessively late with rental payments for housing secured through the University Office of Residential Life or with payments for university study trips or cultural excursions risk judicial procedures as outlined in the Student Rights and Responsibilities Guide; dogs and other pets and animals are not permitted on university premises or housing arranged through the University unless authorized for instructional or laboratory use or when they are trained guide dogs for specific documented medical conditions or for the visually impaired. Appropriate documentation must be submitted to

and approved by the Office of Student Development in these cases.

II. ACADEMIC INTEGRITY AT AUP

Please refer to the academic integrity pages of the handbook.

III. UNIVERSITY POLICY ON SEXUAL HARASSMENT

The American University of Paris affirms its commitment to the principle that no student, employee or applicant for employment shall be subject to sexual harassment. Sexual harassment is a violation of the standards of conduct at AUP and is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a condition or term of a student's status in a course, program or activity or a condition of work;
- submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting a student or employee; or
- such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or educational experience or of creating an intimidating, hostile, or offensive environment.

It is a violation of university policy to initiate any action of reprisal against a member of the university community who in good faith reports incidents of sexual harassment.

Complaints of sexual harassment should be filed with the Dean of Student Development. If the complaint concerns the conduct of another student, the Dean of Student Development will initiate an investigation and follow the procedures outlined above under the standards of conduct for the University and the judicial procedures where appropriate. If the complaint concerns the conduct of a university employee, the Dean of Student Development will forward the complaint to the Provost or to the Director of Human Resources, whichever is appropriate, and an investigation will begin immediately. Should allegations of sexual harassment be found to be true, disciplinary actions will be initiated.

IV. SANCTIONS FOR VIOLATIONS OF THE CODE OF STUDENT CONDUCT

All cases of alleged violations of the Code of Student Conduct or violations of French law and disruptions of public order should be reported to the Dean of Student Development, who will investigate allegations as soon as possible after the reported violation.

The following is a non-exhaustive list of possible sanctions, provided as a guide to those assessing sanctions.

This broad list allows for considerable discretion, supporting the Conduct Board, Appeals Committee, the Residential Life Office and the Dean of Student Development in their efforts to provide justice based on the facts of each case examined.

Non-exhaustive list of possible sanctions:

Warning: a verbal or written reprimand indicating that a student's conduct is in violation of the Code of Student Conduct.

- Censure: a written reprimand, not noted on transcripts, indicating that a student's conduct is in violation of the Code of Student Conduct.
- Assessment of damages and requirement of payment: a student may be required to settle claims for damage or theft, the amount of which is determined by the Conduct Board, Appeals Committee or Dean of Student Development.
- Immediate suspension from elected office and participation in student-led organizations, including the Student Government Association and athletic teams, and restricted access to certain campus facilities and resources (e.g. the AMEX Café, multimedia office) during the semester in progress.
- Non-academic probation: students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
- A recommendation to the President of the University that a student be suspended from the University for a limited period of time or be banned from taking final exams and thus completing the semester.
- A recommendation to the President of the University that a student be dismissed from the University for non-academic reasons. Students who have been suspended or dismissed may not enter or use the University's facilities.
- Requirement to produce a medical certificate indicating that the student is in the proper state of health to study at the University.
- Obligation to seek counseling with an on-campus counselor

or off-campus therapist as determined by the University. Multiple sessions may be required to ensure the well-being of the student and in some cases a written medical statement attesting to the student's well-being may be required.

- Community service: In certain cases, the University may assign a set number of community service hours on or off campus to allow the student to demonstrate his or her goodwill and to help him or her gain a greater appreciation of the community and campus life.
- Residential warning: In the case of less serious violations of the Code of Student Conduct or housing regulations, students will first receive a written warning stipulating possible consequences of future violations
- Residential probation: indicates that a student is no longer in good standing within the university Housing Office and could be forced to relocate with another violation.
- Eviction from residence: termination of residence contract and exclusion from visiting housing offered by the University or its housing partners. Any student who is evicted forfeits all refunds and housing fees and must find new housing on their own unless decided otherwise by the University.

V. JUDICIAL PROCEDURES

Any person may refer a student or student groups or organizations suspected of violating any part of the Code of Student Conduct, University policies or French law to the Dean of Student Development or the

Office of Residential Life. Students who feel that they have been discriminated against may also request a meeting with the Dean of Student Development or the University Conduct Board. All members of the Conduct Board and Appeals Committee are appointed yearly in May and must adhere to absolute confidentiality relative to the names and details of all persons involved in cases reviewed. Students involved in disciplinary cases are guaranteed a certain number of rights as detailed in Section IV of the Guide to Student Rights and Responsibilities.

A. Dean of Student Development: In a first instance, accused parties or students who feel discriminated against are invited to an informal meeting with the Dean of Student Development (or his or her representative) or the Office of Residential Life. If charges can be resolved administratively by mutual consent of the involved parties, the case will be decided at this level with no further proceedings or appeal. A written confirmation will result from this meeting indicating all decisions agreed upon. If mutual consent cannot be resolved with the Dean of Student Development, the case is referred to the University Conduct Board.

B. University Conduct Board: Composed of two staff members appointed by the Dean of Student Development, one faculty

member appointed by Faculty Senate, and two students appointed by the Student Government Association, this board convenes to review grievances that cannot be settled at the level of the Dean of Student Development. After hearing all evidence and meeting with all parties concerned, the Conduct Board presents a decision to the Dean of Student Development. The Dean in turn conveys this decision in writing to the accuser and the accused by AUP email and in hardcopy to their AUP mailboxes. Accused students who fail to appear before the Conduct Board after one written notice will be deemed not to have contested the allegations against them. Appointments to the committee are made for one year from mid-May to mid-May.

C. Appeals Committee: Students wishing to appeal the decision made by the Conduct Board must submit a written petition within five class days of such a decision to the Dean of Student Development, who will convey the petition to the Appeals Committee, which is composed of the Dean of Student Development, the Chair of the Faculty Senate and the SGA President (graduate and or undergraduate, depending on the case). The Appeal Committee will meet as soon as possible to review the case and the decision. The Appeals Committee will then decide to uphold or revise the decision of the Conduct Board. This decision is based on a majority vote. In the case of a tie when both the graduate and undergraduate SGA presidents are present, the Dean of Student Development makes the final decision. The committee may propose to affirm the original decision of the Conduct Board, remand the case back to the Conduct Board for a new hearing, request that new members of the Conduct Board review the case or decide to lift sanctions or impose new sanctions. The decision made by the Appeals Committee is final. Only the President of the University can reverse an Appeals Committee decision.

ACADEMIC INTEGRITY

The American University of Paris values honesty, fairness, and respect in all academic endeavors. Integrity in this context includes a commitment to providing a true and valid indication of individual achievement. A number of actions comprise academic integrity and honesty and they all involve taking responsibility for your own work, citing sources responsibly, and attributing any borrowed materials in a rigorous and forthright way. The most egregious examples of academic misconduct include plagiarism, fabrication, and cheating. Infringements of the Code of Academic Integrity are serious and can lead to failing grades or dismissal from the University. Given the importance of this topic, here are a few examples and explanations to provide clarity.

PLAGIARISM

Failure to acknowledge the sources and authors of all borrowed, quoted, copied or paraphrased material (in any format) constitutes a serious violation of academic integrity. All use of, or references to, the work or ideas of others (including books, research, opinions, statistics, web/internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism includes the use or submission of someone else's work as one's own work. It is considered theft and is unacceptable practice at AUP. Plagiarism can take the following forms:

- submitting research, papers, assignments, quizzes or examinations produced by another as one's own;
- submitting purchased material, such as a term paper, for coursework or credit;
- restating or paraphrasing works without acknowledging or correctly citing the source(s);
- copying any portion of work belonging to another without proper citation.

The AUP Writing Lab offers workshops and individual consultations if you have questions about plagiarism. Writing Lab tutors are experts in citation guidelines and can explain when, why and where to attribute ownership of ideas and content included in research papers and assignments. You can make an appointment in the Academic Resource Center (arc@aup.edu) to have your papers checked before submission if you are concerned. The MLA Handbook for Writers of Research Papers and other citation guides are also available to you.

FABRICATION AND FALSIFICATION

Fabrication is the practice of inventing information, or knowingly submitting dishonest work. It includes the falsification of research, data, quotations, studies or other findings and thus is an unacceptable practice.

Examples of fabrication or falsification include the following:

- submitting a paper, thesis, lab report, or other academic exercise that is falsified, invented, or contains fictitious data or evidence;
- deliberately and knowingly concealing or distorting the true nature, origin, or function of data or evidence;
- falsifying or misrepresenting one's records, transcripts, experience, or coursework;
- selectively manipulating research and results.

CHEATING

Academic integrity requires compliance with all testing and evaluation procedures so that the results demonstrate your honest mastery of information. Cheating is the act or attempted act of deceiving, misleading or misrepresenting this mastery and is unacceptable behavior. Examples include:

- copying from another student's quiz, test, or examination paper;
- obtaining unauthorized access to testing content before, during, or after an exam;
- using unauthorized aids such as notes, textbooks, electronic devices, cell phones or calculators, while taking an exam;
- collaborating on a test, quiz, or other project in a manner unauthorized by the instructor.

ADDITIONAL EXAMPLES OF ACADEMIC MISCONDUCT

Academic integrity policies are important to your success and fair treatment. If your work, progress and performance are not measured under equitable conditions, you may obtain an unfair advantage over your peers. Additional examples of academic misconduct include, but are not limited to:

- stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the professor;
- encouraging, or collaborating with, another student to violate the Code of Academic Integrity;
- stealing, defacing, or concealing library or course materials with the purpose of depriving others of their use;
- tampering with grades, course documents or student records, with the purpose of obtaining an unfair advantage over other students;

- failing to comply with AUP's Acceptable Use Policy for the use of university computer resources and networks;
- failing to adhere to university policies for classroom decorum, such as disrupting the class by arriving late or leaving the room while class is in session, using or consulting a cell phone during class, talking to a neighbor, reading e-mail or otherwise compromising the learning experience of one's fellow students.

PROCEDURE FOR VIOLATIONS OF ACADEMIC INTEGRITY

Minor infractions and first-time offenses are often resolved between you and the professor. The professor may choose to consult with his or her Department Chair, the Office of Academic Integrity or the Provost. You may consult with your academic advisor, the Office of Student Development, the Office of Academic Integrity or student members of the Honor Board.

In order to facilitate these processes, the Office of Academic Integrity provides a faculty student resolution form. The forms are available online. Resolution forms allow you and the professor to come to an agreement upon the circumstances and the penalty for violations. If you choose to dispute the outcome of a particular incident, the matter will be referred to the Office of Academic Integrity for mediation.

THE OFFICE OF ACADEMIC INTEGRITY

The Office of Academic Integrity, working closely with the Academic Resource Center and the Writing Lab, supports both students and faculty members by providing information on integrity issues and mediating cases of academic dishonesty. Unresolved disputes that are not resolved between faculty and students are formally handled by the Office of Academic Integrity. The Director of the Office of Academic Integrity serves as an impartial mediator and will attempt to resolve difficulties and seek resolutions.

Confidential questions and concerns may be sent to academicintegrity@aup.edu. For more information on what constitutes academic dishonesty, please see the Writing Lab's website: aup.edu/writing-lab.

STUDENT PLEDGE TO UPHOLD THE AUP CODE OF ACADEMIC INTEGRITY

In the interest of academic excellence and community trust, all students at AUP are responsible for understanding and upholding the tenets of the Code of Academic Integrity.

- I pledge that I will neither misrepresent my work nor give or receive unauthorized aid.
- I accept responsibility for maintaining the AUP Code of Academic Integrity at all times.
- I pledge to foster an atmosphere of honesty and academic integrity among my fellow students.
- I pledge to practice ethical behavior in the use of research data, university records, information and information technology.
- I will uphold the highest standards of academic integrity in all of my work at AUP, including during examinations.
- I understand that I will be subject to serious sanctions should I commit any violation of the AUP Code of Academic Integrity. Sanctions may involve failing grades, suspension or expulsion from the University.

THE HONOR BOARD

Incidents involving egregious offenses, repeat offenses and/or unresolved appeals will be turned over to the Honor Board for adjudication. The Honor Board will hear all cases that could result in suspension or expulsion. You may request an advocate from the Office of Student Development or from the Honor Board at any time during the formal procedures. Honor Board decisions are final; only the President of the University can reverse an Honor Board decision. A confidential written record of Honor Board proceedings will be kept on file in the Office of Student Development and a written record of the Honor Board's conclusions will be placed in your file.

The Honor Board is composed of seven members who are prepared to meet at least once per semester. Its membership includes: two teaching faculty members, (appointed by the Chair of the Faculty Senate), the Director of the Office of Academic Integrity and the Dean of Student Development.

WHERE WILL
YOU GO
THIS YEAR?



Our faculty-led study trips are closely tied to your curriculum so you can experience firsthand the ideas, perspectives and histories you have learned about in lectures.

Take your education
beyond the classroom.

[aup.edu/
cultural-program](http://aup.edu/cultural-program)



CAMPUS CONTACT INFORMATION

The index below lists AUP offices that can help with various issues. If dialing from a non-campus phone, dial 01.40.62.0... before the AUP extension listed here.

L = La Tour Maubourg PL = Passage Landrieu G = Grenelle
C = combes Q= Learning Commons QA=Learning Commons Annex StDo = Saint-Dominique

YOUR CONCERN	OFFICE	CAMPUS LOCATION	AUP PHONE EXTENSION(S)
Academic advising	Center for Academic, Career & Experiential Advising	Q -3	661 & 671
Academic concerns	Dean's Office	L-101	604
Academic requirements	Registrar's Office	L-J02	611
Academic status	Registrar's Office	L-J02	612 & 813
Add/drop courses	Registrar's Office	L-J02	612 & 813
Admissions	Admissions Office	L-002	720
Books & supplies	Bookstore	PL-594	592 bookstore@aup.edu
Carte de séjour/ titre de séjour	Student Immigration Services	L-201	615
Class schedules	Registrar's Office	L-J02	818
Complaints/ misc	Student Development	C-308	630 & 631

YOUR CONCERN	OFFICE	CAMPUS LOCATION	AUP PHONE EXTENSION(S)
Computer information	Office ITS Helpdesk	QA-201	696
Credits	Registrar's Office	L-J02	813
Cultural events/tickets	Cultural Program Office	C-307	596
Doctors/ health concerns	Health Office	C-502	577
Enrollment certificates	Registrar's Office	L-J02	813
Financial aid	Financial Aid Office	L-002	727
Forms, requirements & general inquiries	Master's Programs	L-203	719
Guidance counseling	Counseling Office	C-405	643
Health plan	Health Office	C-502	577
Housing/ roomates	Residential Life Office	C-408	597-599
I.D. Cards	Registrar's Office	L-J02	813
Internships/ career planning	Center for Academic, Career & Experiential Advising	Q-3	634 & 625
Library inquiries	Library	Q	562

YOUR CONCERN	OFFICE	CAMPUS LOCATION	AUP PHONE EXTENSION(S)
Lost & found	Reception	C	616
Passport/visa issues	Student Immigration Services	L-201	615
Presidential issues	President's Office	L-103	659
Raising concerns with the administration / getting help planning events	Student Government Association (SGA)	C-304	589
Security and safety office	Office of Security	StDo16	810 (626 in emergencies)
Sexual harassment	Student Development Office, Pamela Montfort	C-405	643
Sports inquiries	Sports Office	C-307	593
Student accounting services	Student Accounting Services Office	L-J05	711 & 713
Student activities information	Student Leadership Office	C-306	821 student_leadership@aup.edu
Student publications	AUP Student Media (ASM) Office	Q-504	asm@aup.edu fimperial@aup.edu
Student mail	Mail Office	StDo	

YOUR CONCERN	OFFICE	CAMPUS LOCATION	AUP PHONE EXTENSION(S)
Study abroad/ exchange	Center for Academic, Career & Experiential Advising	Q-302	dmeys@aup.edu
Transcripts	Registrar's Office	L-J02	813
Travel information/ trips	Cultural Program Office	C-307	596
Writing support	Writing Lab	Q-4	672

Did you know? Students can access the most up to date version of the AUP Phone Book online. Make sure you are on an AUP computer or the university wifi network then head to phonebook.aup.edu

ACADEMIC DEPARTMENT CHAIRS

2019-20 Undergraduate Department and Graduate Program Chairs

DIVISION/ DEPARTMENT	CHAIRS	TELEPHONE	EMAIL
Art History & Fine Arts	Anna Russakoff	814	arussakoff@aup.edu
International & Comparative Politics	Stephen Sawyer	623	ssawyer@aup.edu
Comparative Literature & English	Daniel Medin	576	dmedin@aup.edu
Computer Science	Ruth Corran	682	rcorran@aup.edu
Economics	Shahram Alijani	567	salijani@aup.edu

DIVISION/ DEPARTMENT	CHAIRS	TELEPHONE	EMAIL
Film Studies	Marie Regan	621	mregan@ aup.edu
English Foundation	Linda Martz	673	lmartz@aup. edu
French Studies & Modern Languages	Nathalie Debroise	637	ndebroise@ aup.edu
Global Communications	Jayson Harsin	920	jharsin@aup. edu
History	Albert Wu	705	awu@aup. edu
International Business Administration	Gail Hamilton	674	ghamilton@ aup.edu
MSc in International Management	Robert Earhart	579	rearhart@ aup.edu
MA in Global Communications	Hannah Westley		hwestley@ aup.edu
MA in International Affairs	Susan Perry	685	sperry@aup. edu
MA in Diplomacy and International Law	Susan Perry	685	sperry@aup. edu
Psychology	Brian Schiff	588	bschiff@aup. edu
Writing Lab	Ann Mott	672	amott@aup. edu
Writing Program	Cary Hollinshead- Strick	670	cstrick@aup. edu

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department open houses

futsal

mentoring

Campus UNICEF

readings

clubs night

internship information

fundraisers

AUP Green

music and performance

guest speakers

equestrian team

basketball

meditation

speakers

AUP for Consent

Baytna A Vous

open mics

study sessions

student media

boat party

Global Professional Skills Program

essay tips

advising workshops

CLASS SCHEDULE SPRING TERM 2020

Monday

Tuesday

Wednesday

Thursday

Friday

ENGAGE.AUP.EDU

IN CASE OF EMERGENCY

Medical and travel security
assistance for AUP students

International SOS

01 55 63 36 35

AUP Emergency Hotline

01 40 62 06 26

SOS Médecins

3624

*if you're too sick to go outside,
the doctor will come to you*

EU emergency number

112

*works from cell phones
and in any EU member country*

SAMU

15

*Emergency Medical Technicians
(EMTs) and Paramedics/
Ambulance*

Fire Department/ Paramedics

18

Police

17

**THE AMERICAN
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