

## Welcome to the Sorbonne-QMUL Double LLM!

Congratulations on receiving an offer to study for the Sorbonne-QMUL Double LLM in Paris.

Since March 2020, the programme has adapted to meet the changing Covid-19 situation and associated restrictions while maintaining a high-quality study experience. For the coming intake, and as the situation continues to evolve, we anticipate the QMUL modules will continue to combine in-person and online teaching and study.

We are proud of our student community, which has demonstrated impressive resilience and positivity in rising to the challenges presented by the global pandemic. The student body, along with academic and professional services staff, come together within the building, as much as online via our virtual learning platform, to promote intellectual exchange and to support you in your studies and extra-curricular projects.

We monitor advice and guidance from the French and British authorities, including cross-border, in the lead-up to the start of term and will keep you updated as far as possible regarding specific implications for managing enrolment, Induction, and more widely, the programme and its delivery.

As you prepare to start your LLM, we hope the information below will be helpful to you. More will follow in due course, including information on modules, timetable, etc. In the meantime, **please let us know if you require a visa letter**. Please note that we can only provide visa letters to applicants holding an Unconditional offer which has been firmly accepted. We strongly advise students to plan necessary visa arrangements well in advance.

Please do not hesitate to contact us should you need any further information or advice.

*The Double LLM Team*

## IMPORTANT DATES

### Induction

Monday 17<sup>th</sup> January 2022 – Friday 21<sup>st</sup> January 2022

**All** students are **required** to attend the induction days, which include enrolment, introduction to library and other resources, administrative information and the Opening Lecture.

### Semester Dates

17 January 2022 – 24 June 2022

The QMUL Timetable will be made available to you prior to 17 January 2022.

Dates for the Sorbonne component will be issued in due course.

### Assessment Periods

11-22 July 2022, with provisional weeks before and after the main period, if required (for modules studied January – June). These exams will be online.

*Please note that some modules are assessed by coursework, submission for which is normally expected within 1 month of the date on which it is set (usually the last day of class).*

January and March 2023 (for modules studied with the Sorbonne, September - March). The precise dates will be given in due course.

## INDUCTION

Induction will take place during the week of 17 January 2022 and, based on the previous intake, we are currently anticipating students will be physically present together. Where travel restrictions prevent students from relocating to Paris, we will adopt a blended format, to enable the participation of online students, if necessary. You will all receive an Induction Agenda prior to Induction and we ask you to ensure your availability for the week.

Induction will include:

- Enrolment checks – students are expected to enrol online (details below) but we would like to hold a short 1-to-1 session with you on day 1, to ensure that you are “connected” via your QMUL student IT account, which includes email and access to our online learning environment (QMPlus). At the same time, we will be happy to discuss any individual queries or concerns of a practical nature should they arise. You should receive login details at the point of pre-enrolment.
- Programme details – we will present and exchange with you regarding the details of the programme from both academic and administrative perspectives, including elements such as the dissertation, assessment, and the blended model, as well as support and facilities available to you.
- Module information and choices – you will need to decide which modules you intend to take during the academic year no later than Thursday 14 January. We will offer academic guidance sessions and other opportunities for discussing your plans to supplement the module information (outline, timetable, mode of assessment etc.) you will have seen on our website and receive over the coming weeks, so that you can feel comfortable in making your choices.
- Library, Critical Thinking and Writing in Law, Careers support and other resources – we will introduce you to a range of opportunities and resources that will be available to you throughout the year.
- Introduction to colleagues at the Sorbonne, and a guided tour of the facilities available there (subject to Covid-related permissions).
- Getting to know each other – the LLM community is very important to us, and we want you to get to know each other as much as us. Whether in person or starting online, we want you to feel comfortable amongst your peers and we will seek to break the ice from day 1. To this end, we will be asking students to introduce themselves briefly, online or in person.

**For those students able to attend in person, Induction will take place in the University of London Institute in Paris (ULIP) building at 9-11 rue de Constantine, 75007, Paris. For those students joining us online, relevant links will be provided in due course.**

## ENROLMENT

All stages of your enrolment will be conducted online, irrespective of whether you can arrive in Paris for the start of the academic year on 17 January.

Only those students who have **accepted** an **Unconditional Offer** are able to enrol.

If you have received a conditional offer, you must fulfil any outstanding requirements, as outlined by Queen Mary's Admissions team, before your offer can be made unconditional, and you can proceed to enrolment. ***We strongly recommend you do this in good time.***

In light of the global pandemic, we recognise that students face a number of uncertainties and individual issues when embarking on the programme with us. Should you have any queries or concerns with regard to the enrolment process and its timings, please do not hesitate to contact us.

## Online enrolment

Online enrolment is the first stage of the registration process and is completed using MySIS (the Student Information System portal). You will be sent an email in advance - depending on when your place at the College is confirmed (an unconditional offer) - which will include information on enrolment, as well as details of how to access MySIS and an invitation to enrol online. If you do not receive this information or are unable to access MySIS, please contact the Admissions Office on 0800 376 1800 or, if you are calling from outside the UK, +44 (0)20 7882 5511. The email address is [LAWpgadm@qmul.ac.uk](mailto:LAWpgadm@qmul.ac.uk).

Please note that a number of administrative functions are triggered through your online enrolment. These include invoicing and release of your IT account information. We strongly recommend that you enrol as soon as you are advised to do so. If you have an unconditional offer and have not heard from Admissions by mid-December, please check your "spam" mailbox in case the email has gone astray, or contact us.

The online form will ask you to submit your term-time contact address which you may not know at this stage. If this is the case, you can copy over your home address details or provide your most recent contact address. If you think you will know your new term-time contact address shortly, then you can update this section before you complete the Declaration section. Otherwise, you can update your details via MySIS throughout the year. You will be required to upload a photo, a form of ID, and other documents may be required depending on your individual record.

## College Enrolment

College Enrolment is the next stage of the enrolment process and this process is completed behind the scenes by QMUL and/or ULIP for all students before you can attend lecturers, seminars, etc.

### *Temporary enrolment*

Students for whom the enrolment is deemed incomplete by 17 January, e.g. waiting on fees or payment plan confirmation, will be temporarily enrolled, which allows a student to access lectures. Temporary enrolment will expire approximately within 1 month; if you have not fully enrolled by this date then your registration with Queen Mary will be terminated and the College will inform the appropriate bodies, including the French immigration authorities.

### *Pre-enrolment documents for the Sorbonne*

It is essential that you ensure you have returned the relevant documents to the Double LLM team at the Sorbonne.

Please complete the form you received electronically and return it to [LL.M-Droit.eds@univ-paris1.fr](mailto:LL.M-Droit.eds@univ-paris1.fr) as requested by our colleagues. If you have not received this form, please let us know immediately.

You're also expected to send the following documents :

- A recent identity photo
- A copy of a valid passport
- A copy of your European Health Insurance Card (only for EEA students)
- A copy of the last university diploma you've been granted
- Proof of payment of the CVEC , a tax which all students at French universities must pay . You can find further information regarding this contribution here: <https://cvec.etudiant.gouv.fr/>

Should you require a visa in order to study in France, a visa letter can be provided by the Sorbonne. Please contact [LL.M-Droit.eds@univ-paris1.fr](mailto:LL.M-Droit.eds@univ-paris1.fr)

## **TUITION FEE PAYMENT**

Details of tuition fees are available here: <http://www.law.gmul.ac.uk/postgraduate/fees/index.html>

A 3000 EUR deposit is collected by the Sorbonne in advance of enrolment, and they will contact you directly regarding this. Please remember that the deposit contributes towards the tuition fee and is not additional.

20,000 EUR of the tuition fees are collected by Queen Mary in London. **Students are required to pay this tuition fee before enrolment on 17<sup>th</sup> January 2022** (please note that you should allow time for international bank transfer processing, and that bank charges may be incurred). The College's Finance Department will send out invoices, and payment can be made by bank transfer or credit card

payment. A minimum payment of 50% is acceptable. Payment of less than the full fee incurs a €60 administration charge and, upon enrolment, the student will be expected to set up a payment plan for any outstanding sums. If you intend to pay by instalments: after making the payment of 50% of applicable tuition fees and the €60 charge, please email [fees-plan@gmul.ac.uk](mailto:fees-plan@gmul.ac.uk) with your student number and payment plan request. Further information about fee payments, installment plans, and acceptable methods of payment can be found at:

<http://www.gmul.ac.uk/postgraduate/tuitionfees/payment/index.html>

The QMUL bank details for Euro payments are:

### Euro Bank Details

Bank Name:	Barclays Bank Plc
Bank Address:	240 Whitechapel Road, London E1 1BS
Bank Account Name:	Queen Mary University of London
Bank Account Number:	58585966
Bank Sort Code:	20 57 30
IBAN:	GB91 BARC 2057 3058 5859 66
Swift Code:	BARCGB22

Should you wish to pay prior to receiving the invoice, then this is possible by following the procedures for bank transfer or credit card payment, **quoting your student ID number as the reference** so that the monies can be correctly allocated.

The remaining 9,000 EUR of the tuition fees will be collected by the Sorbonne and this should be paid before starting there in September 2022. An invoice will be issued in due course.