

AEI INTERNATIONAL SCHOOL'S STUDENT GUIDEBOOK ABOUT ONLINE RESOURCES

WELCOME TO AEI INTERNATIONAL SCHOOL !

This practical guide will show you how to navigate the AEI International School website to find the essential information for the start of your academic year: <https://aei.u-pec.fr>

It is important that you check this site regularly to follow the news of your Faculty. It is your responsibility to keep yourself informed of updates to the documents posted on this site.

Caution! This guide does not present all the sections of the site. It deliberately targets the few essential resources for any student of the AEI International School. It will be up to you to explore the other sections of the site to complete this information.

THE GUIDEBOOK IS DIVIDED IN 4 SECTIONS:

- I. DIGITAL DEVICES: STUDENT EMAIL ACCOUNT, PACK OFFICE 365, E-CAMPUS, EPREL-V2
- II. ACADEMIC YEAR: AGENDA, COURSES, TIMETABLE
- III. ORGANIZATIONAL CHART: WHO? WHAT? WHERE?
- IV. CAMPUS LIFE

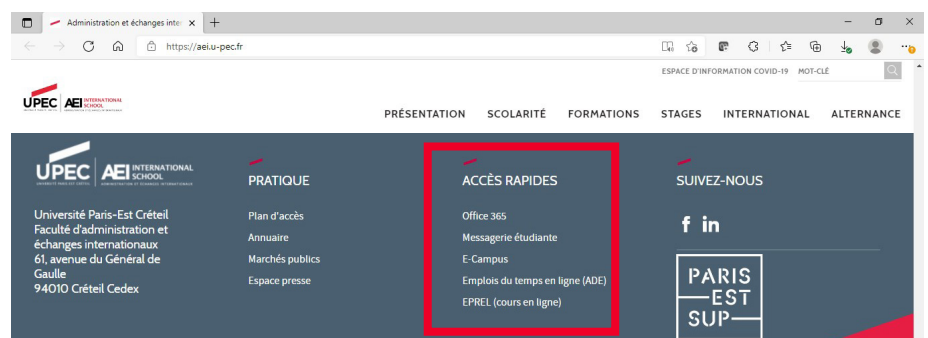
I. DIGITAL DEVICES: STUDENT EMAIL ACCOUNT, PACK OFFICE 365, E-CAMPUS, EPREL-V2

The first thing to do when enrolling in university is to activate your student email account in order to receive all the administrative and pedagogical information, and to connect to its dedicated digital spaces. The activation of the various digital tools in use at UPEC is done from the home page of the AEI International School Faculty: <https://aei.u-pec.fr/>

▷ on the AEI International School Faculty homepage, scroll down to the bottom.

▷ in the « Accès rapides » section, you can:

- Activate your student email (**MANDATORY!**) by clicking on «Messagerie étudiante».
- Download for free the Pack Office 365 by clicking on «Office 365».
- Check your grades and download your administrative documents by clicking on « E-Campus ».



ONLINE COURSES : EPREL-v2 <https://eprel-v2.u-pec.fr/home/>

The online course platform used by UPEC is called EPREL-v2. This platform enables you to access course materials, communicate with your teachers, upload your assignments, participate in discussion forums, MCQs and other Quizzes, etc.

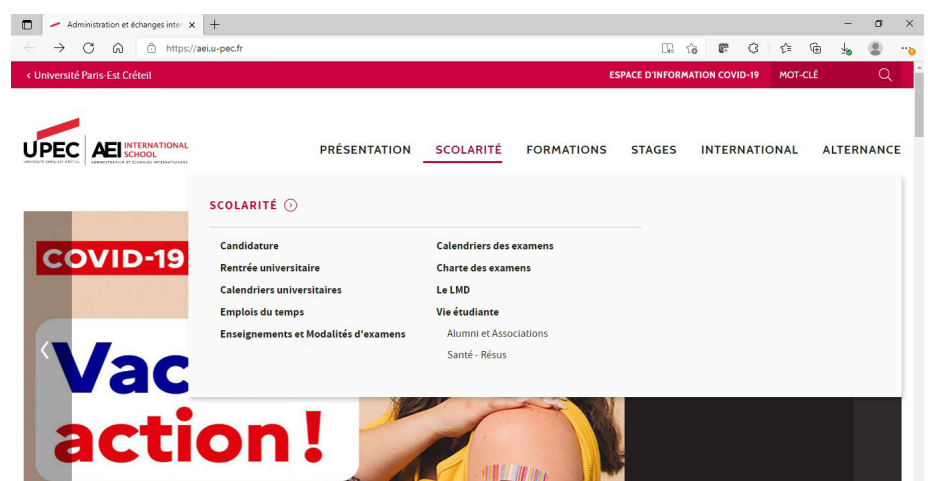
The connection to EPREL-v2 is done using your UPEC email credentials!

II. ACADEMIC YEAR: AGENDA, COURSES, TIMETABLE

You will find all the information relating to your schooling (key dates, courses, evaluation methods, timetables) in the «Scolarité» section of the AEI International School website: <https://aei.u-pec.fr/scolarite>

- Academic calendar (start and end dates of teaching, internship, exam periods): <https://aei.u-pec.fr/scolarite/calendriers-universitaires>
- Examination agenda: <https://aei.u-pec.fr/scolarite/calendriers-des-examens>
- List of courses and evaluation methods: <https://aei.u-pec.fr/scolarite/licence-1-administration-etechanges-internationaux>
- Timetable (lectures : CM): <https://aei.u-pec.fr/scolarite/emplois-du-temps>

Remark : Individual timetables including all the tutorial sessions (TD) are sent by email (on the student's UPEC mailing account) to each student.



AEI INTERNATIONAL SCHOOL'S STUDENT GUIDEBOOK ABOUT ONLINE RESOURCES

III. ORGANIZATIONAL CHART :

WHO ? WHAT ? WHERE ?

In the «Organigramme» section, you will find the list of people to contact for any administrative question relating to your registration, your transcripts, your internships, international exchanges, etc. :

<https://aei.u-pec.fr/presentation/organigramme>

Head of the Student Office:

Caroline DEMAILLY - bureau 040 -
caroline.demailly@u-pec.fr

Deputy head of the student office:

Djeneba KEITA - bureau 040 - djeneba.keita@u-pec.fr

Welcome desk

Bureau 032 - scola.accueil@aei@u-pec.fr
(to be used in priority)

Daniel NOURCHAHYAN - 01 45 17 18 88 -
daniel.nourchahyan@u-pec.fr

Estelle HAGNERE - 01 45 17 18 89 -
estelle.hagnere@u-pec.fr

Karina LOISEL - 01 45 17 18 87 -
karina.loisel@u-pec.fr

Internships

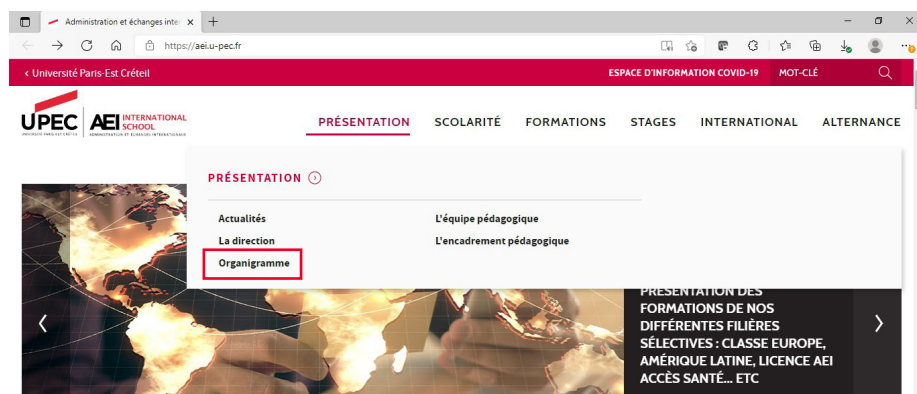
Michel RONDOT - 01 45 17 18 97 -
bureau 033 - rondot@u-pec.fr

David COURTINARD - 01 45 17 18 74 -
bureau 033 - courtinard@u-pec.fr

International Relations

Head of the office:
lyes MAKHLOUF -
bureau 046 - lyes.makhlof@u-pec.fr

Ahn HUYNH - 01 45 17 19 45 -
bureau 044 - ahn.huynh@u-pec.fr



ACADEMIC PROGRAM MANAGERS TO CONTACT FOR ANY QUESTION RELATING TO TEACHING

Remark: For any question/remark relating to a specific teaching, you must respect the hierarchical line and first contact the teacher of the course for which you have questions/remarks. It is only in case of absence of answers that you can contact the person in charge of your program, then the Vice-Dean and the Dean.

Dean:

Mr P. FROUTE (philippe.froute@u-pec.fr)

Vice-Dean: Mrs M. HENDERSON-PEAL
(marcella.henderson@u-pec.fr)

Academic program manager L1 PAIR:

Mrs C. BONNASSIEUX (corine.bonnassieux@u-pec.fr)
and Mr J. GARDELLI (gardelli@u-pec.fr)

Academic program manager L1 PI:

Mrs A. DE RUGY (anne.derugy@u-pec.fr)

Academic program manager L1 SEL:

Mr P. FROUTE (philippe.froute@u-pec.fr)

• L1-2-3 SEL parcours Amérique Nord :
Mrs N. SENNE (nathalie.senne@u-pec.fr)

• L1-2-3 SEL parcours Amérique Latine :
Mr A. VALDES (armando.valdes@u-pec.fr) and
Mr F. KOCH (felipe.koch-da-silveira@u-pec.fr)

• L1-2-3 SEL parcours Shanghai :
Mrs L. FU (lan.fu@u-pec.fr)

• L1-2-3 SEL parcours Europe:

Mrs S. CIABRINI (ciabrini@u-pec.fr)

• L1-2-3 SEL parcours International Business:

Mr P. FROUTE (philippe.froute@u-pec.fr)

• L2 AGE: Mr J. GARDELLI (gardelli@u-pec.fr)

• L2 RH: Mr F. GRIMA (grima@u-pec.fr) and

Mrs M. CARESSA (myriam.caressa@u-pec.fr)

• L2 CI: Mrs S. CIABRINI (ciabrini@u-pec.fr)

• L3 AGE: Mrs D. EL AMRI (dhouha.elamri@u-pec.fr)

Head of undergraduate studies:

Mrs S. CIABRINI (ciabrini@u-pec.fr)

IV. CAMPUS LIFE

• Campus life:

<https://www.u-pec.fr/fr/vie-de-campus>

• University's associations:

<https://www.u-pec.fr/fr/vie-de-campus/vie-associative-et-engagement/associations>

• **Practical life** ((Housing, scholarships, student jobs, health, catering, legal support):
<https://www.u-pec.fr/fr/vie-de-campus/vie-pratique>

• Stop-Violences:

anti-harassment listening service
<https://www.u-pec.fr/fr/etudiante/actualites/stop-violences-une-cellule-d-ecoute-de-conseils-et-de-protection/>
/stop-violences@u-pec.fr

• AEI's office:

stop-violences.aei@u-pec.fr

• University health service:

ssu@u-pec.fr

