



# Erasmus+ welcome booklet for incoming students

**Erasmus+**

Enriching lives, opening minds.

# Preparing your Erasmus+ mobility project at IRTS Neuilly-sur-Marne

In its strategic plan dated January 2022, the ITSRS Foundation, fully aware of the essential role of interculturality in educational relationships and social work, affirms its commitment to "initiate, facilitate, and carry out any action in favor of social work and social intervention within a European and international framework."

To this end, IRTS has obtained the Erasmus+ charter, granting access to funding and aiming to foster exchanges with other European training centers. IRTS has thus established cooperation agreements with the University of Potsdam (Germany), the Haute École de Travail Social in Geneva (Switzerland), and the Cooperativa de Ensino Superior de Serviço Social in Porto (Portugal).

Welcoming foreign students is part of this international openness. It offers our students and teaching staff the opportunity to develop comparative approaches to social work, discover different professional practices and social policies, and engage with cross-cultural perspectives.

For you, it is the opportunity to:

- Develop intercultural skills essential for social work
- Gain a broader perspective and shift your point of view
- Improve your French language skills
- Add an international dimension to your academic path
- Build a comparative approach to social work
- Expand your professional network
- Broaden your worldview by immersing yourself in a new culture
- Contribute to the construction of a European citizenship

## SUMMARY

Our school .....	03
Training .....	04
How to study with us .....	05
The support .....	06
Preparation of your stay .....	09
Practical information .....	11
Presentation of location .....	13
Contacts .....	15



*The school hives*

# IRTS Neuilly-sur-Marne

The IRTS Île-de-France operates on two campuses: one in Montrouge (Hauts-de-Seine, 92) and the other in Neuilly-sur-Marne (Seine-Saint-Denis, 93). Thanks to their geographic location, both sites offer students easy access to public transportation in the Paris region, as well as all the amenities needed for a successful academic experience.

The IRTS Île-de-France Montrouge Neuilly-sur-Marne offers both initial and continuing education programs accessible with or without a high school diploma, in the social, medico-social, and healthcare sectors. The institute offers 16 training programs in social work and healthcare, with a total of around 2,300 students across both sites.

To fulfill its mission, the IRTS employs 115 permanent staff members working in both administrative and teaching departments. Over 970 external lecturers and trainers also contribute to the programs offered.

As part of your Erasmus+ mobility, IRTS Neuilly-sur-Marne can welcome you for a study exchange, whether you are training to become a social worker, early childhood educator, or specialized educator.

The IRTS team is experienced, multidisciplinary, and ready to support you with pedagogical, administrative, technical, and interpersonal expertise.

Together, we will build your training pathway as part of your Erasmus+ mobility. Each of you will bring your own experience, motivation, doubts, and hopes. Each of us will welcome your uniqueness and work with it.

During your stay, you will experience many meaningful moments at IRTS. You will appreciate the personalized support and the diversity of the people who make up our school. You will meet students from various backgrounds, offering insights into different cultures and perspectives.

Although the final goal is to validate your semester, what will matter most to us is helping you discover the professional field of social work in France.



# Social work professions in France

In France, there are numerous degrees in the field of social work. Each profession has a specific mission and a different target audience, although all aim to support and assist individuals in various aspects of their lives. We strongly encourage you to review the professional frameworks for the Social Worker (ASS), Early Childhood Educator (EJE), and Specialized Educator (ES) in order to select the courses that best match your interests.

## Specialized Educator (Éducateur spécialisé – ES)

The specialized educator supports individuals—children or adults—living with disabilities, facing social difficulties, or under child protection services. They work in a variety of contexts (shelters, specialized centers, day care, schools, etc.) to promote autonomy and social inclusion.

Their role centers on personalized support and the development of individualized educational projects for people with specific needs.



[More info – French government website](#)

## Early Childhood Educator (Éducateur de jeunes enfants – EJE)

The early childhood educator works with children aged 0 to 7 in settings such as daycare centers, nursery schools, maternal and child health centers (PMI), or shelters. They ensure the child's overall development (physical, emotional, intellectual) and organize age-appropriate activities.

Their work focuses on early childhood, with particular attention paid to creating a safe, nurturing, and stimulating environment.



[More info – French government website](#)

## Social Worker (Assistant de service social – ASS)

The social worker helps individuals facing challenges (family-related, financial, professional) to resolve their problems. They guide them through administrative processes, direct them to appropriate services, and support them in achieving their life goals.

Their work is mainly focused on social and administrative support, playing a key role in mediation and coordination of available assistance for vulnerable populations.



[More info – French government website](#)

# Organization of the training and courses

**As an Erasmus student, you may choose any course listed in the curriculum up to a total of 28 ECTS.**

To be fully integrated into a professional learning group, participation in **GEP** (Professional Exchange Group) and **GAPP** (Group for the Analysis of Professional Practices) is mandatory. These two components together account for **2 ECTS**.

**Class schedule:** Classes are held from Monday to Friday, 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m., with each day consisting of 6 hours of instruction. There are three main types of courses:



**Lectures (cours magistraux – CM):** delivered by professors to either a specific program or to combined groups (all three programs together).

**Tutorials (travaux dirigés – TD):** medium-sized working groups (20 to 40 students), organized either by individual track or across programs.

**Professional workshops:** including GEP, GAPP, and **TMSEC** (Techniques of Educational, Social and Cultural Mediation).

**It's up to you!**

**Choose from  
the offered teachings.**

IHA : individual house assignment  
 CHA : collective house assignment

<b>Mandatory : GEP and GAPP</b>	<b>2</b>			
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<b>1 Fall semester September to December</b>				
<b>Fundamental knowledge in the humanities and social sciences</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
Introduction to educational sciences	3	12,0	12,0	IHA
Introduction to sociology	3	12,0	12,0	written test
Introduction to psychology	3	12,0	12,0	2 IHA
Introduction to law	3	21,0	0,0	written test
<b>Discovering professional fields</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
History of the health and social sector and the work field	2	9,0	15,0	written test
Philosophy and ethics in social work	3	3,0	12,0	
Specialised vocational training Educateur Spécialisé Writing, awareness workshop	2		30,0	IHA
Specialised vocational training Educateur de Jeunes Enfants Tales, drawings, Loczy, games, music, manipulation, child development or observation	2		24,0	IHA
Specialised vocational training Assistant Service Sociaux Methodology of professional intervention, initiation social territorial diagnosis	2	36,0		IHA
<b>Written and oral communication</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
English	3		12,0	Individual written + CHA
Introduction to research	3		12,0	CHA
Academic methodology	3	3,0	15,0	IHA

<b>2nd semester Spring January to June</b>				
<b>Fundamental knowledge in social work</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
Major educational theorists	3	6,0	15,0	Collective oral
Contemporary sociology	3	12,0	12,0	written
Social psychology	3	12,0	12,0	2 CHA
Rights of individuals and responsibility	3	18,0		Written test
<b>Knowledge of the professional environment</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
Public health and social policy	3	24,0		Written test
Specialised vocational training <b>ES</b> educational relationship	2	27,0		IHA
Specialised vocational training <b>ASS</b> Methodology of professional intervention (professional intervention methodology (confidentiality, reception, helping relationship, collective action, etc.)	2	36,0		IHA
Specialised vocational training <b>EJE</b> Neuroscience, family disability, autism, gender, parenting, nature	2		24,0	IHA
Professional intervention <b>ES/ASS/EJE techniques of social and cultural educational mediation (TMESEC)</b>	3		30,0	Written test
<b>Written and oral communication</b>	<b>ECTS</b>	<b>Heures de CM</b>	<b>Heures de TD</b>	<b>Assessment</b>
English	2		12,0	Individual written + CHA
Communication theory	2	6,0	15,0	Written test
Introduction to research ICTE: mastery of IT tools	2 3	3,0	18,0	IHA

3th semester Fall Septembre to décembre				
Core knowledge and application	ECTS	Heures de CM	Heures de TD	Assessment
Norms and deviance	2	12,0	12,0	IHA
Family sociology	2	15,0		Written test
Family Law	2	15,0		Written test
Social protection and health system	3	18,0		Written test
The health and social sector	ECTS	Heures de CM	Heures de TD	Assessment
Public health	3	18,0		Written test
Inter-institutional dynamics	3	9,0	12,0	CHA
Child protection	3	18,0	12,0	Collective oral
Professional positioning	ECTS	Heures de CM	Heures de TD	Assessment
Specialised vocational training EJE Creative space (Createctura/ Reggio Emilia/ création d'affiche)	2	32,0		IHA
Professional Intervention ES/ASS TMESEC	2		30,0	IHA
Professional positioning	2	9,0	15,0	IHA
Internal and external communications	ECTS	Heures de CM	Heures de TD	Assessment
English	3		12,0	Individual written + collective house assignment
Research methodology	2		18,0	IHA
Professional writing	1		18,0	IHA

4th semester spring january to june				
Core knowledge and application	ECTS	Heures de CM	Heures de TD	Assessment
Child, adolescent and adult psychopathology	3	12,0	12,0	Written test
Disability and society	3	15,0	15,0	Written test
Interculturality	3	12,0		Written test
Criminal law	3	15,0		Written test
Professional development in social work	ECTS	Heures de CM	Heures de TD	Assessment
Sociology of organizations	2	18,0		Written test
ASS Professional Intervention Professional interview and writing	2	15,0		IHA
Specialized vocational education ASS individual and collective social support	2	12,0	12,0	IHA
Social development	2	3,0	15,0	CHA
Communication and data analysis	ECTS	Heures de CM	Heures de TD	Assessment
English	3		12,0	Individual written + collective house
Statistics applied to social sciences	3	3,0	9,0	Written test

5th Fall semester September to décembre				
Social work issues	ECTS	Heures de CM	Heures de TD	Assessment
Urban sociology and urban policy	4	21,0		Written test
Immigration and asylum policy	4	15,0		Written test
Immigration law	4	15,0		Written test
Professionalisation development in social work	ECTS	Heures de CM	Heures de TD	Assessment
Labor law	3	18,0		Written test
From social policies to social intervention	3	3,0	18,0	Written test
Communication and research methodology	ECTS	Heures de CM	Heures de TD	Assessment
English	3		12,0	Individual written + collective house assignment

6th Spring semester january to june				
Health and social institutions Organizational	ECTS	Heures de CM	Heures de TD	Assessment
Sociology of professions	3	18,0		Written test
Philosophy and ethics in social work	3		18,0	IHA
Management of health and social care organizations	3	15,0		Written test
Health and social sectorl	ECTS	Heures de CM	Heures de TD	Assessment
Public health and social work	3	18,0		Written test
Social and solidarity economy	3	18,0		Written test



# Steps to apply for an Erasmus+ semester at IRTS Neuilly-sur-Marne

To take part in an **autumn semester** (September to early January), you must contact us **in the spring**.

To take part in a **spring semester** (mid-January to late June), you must contact us **in the autumn**.

**Language requirement:** A **B2 level in French** (according to the Common European Framework of Reference for Languages – CEFR) is required. There are **no courses** taught in English or any other language.

**Pre-registration process:** You must complete the **pre-registration form**, which can be requested from the Erasmus+ coordinator. The completed form must be sent back to the same contact.

**Online meeting:** A video call in French will be scheduled with the Erasmus+ coordinator. This meeting will address your questions and explain the next steps.

**Learning agreement:** A learning agreement must be signed by your home institution, IRTS, and yourself.

**Fees:** There are **no tuition fees**, in line with the reciprocity agreements between IRTS IDF and its Erasmus+ partners.

**Housing option:** If you would like to benefit from a **free room** at the IRTS student residence, you must notify the Erasmus+ coordinator.



# Arrival and on-site support

Before your arrival, a **video call** will be scheduled with the Erasmus+ coordinator and/or the head of your training program to help prepare for your stay.

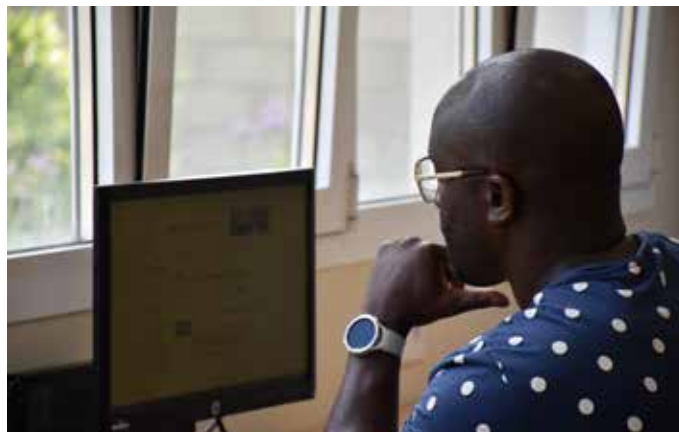
Whenever possible, we set up a **student buddy system** to help you with all aspects of daily life outside of academic matters.

If you are staying in the student residence, please note that **you must arrive on a weekday**, not on the weekend.

**On your first day**, you will be welcomed by the Erasmus+ coordinator and/or the program coordinator. They will:

- Present the finalized course schedule
- Explain how IRTS works (campus life, residence, classrooms, key contacts)

Throughout your mobility, your **training program coordinator** and **GEP facilitator** will be your main points of contact. **Monthly check-ins** will be scheduled to discuss your academic progress and any matters related to your stay in France.



## EXAMS AND ECTS VALIDATION

All grades obtained in your courses are **cumulative**.

A **main jury session (session 1)** will be held at the end of the semester to validate your ECTS.



If you earn an **average of 10/20 or higher**, you will validate your **30 ECTS**.



If your average is **below 10/20**, or if you are **absent for a final exam**, you will automatically be enrolled in **session 2**, held **15 days after the jury**.

Session 2 is organized in a way that allows you to **return home** and complete your evaluations remotely if needed.

At the end of your mobility, a final review will be carried out with your training coordinator, and you will receive an official **European ECTS transcript**.

# Practical informations



## HOUSING AND CAF (HOUSING AID)

If you do not wish to stay in a room at the student residence, you may be eligible for **housing assistance** (APL, ALS, ALF) from the French **Caisse d'Allocations Familiales (CAF)** to help cover your rent and utilities:



Student housing support  
(French site)



## OPENING A BANK ACCOUNT

Upon arrival in France, you may need to **open a bank account** to manage your daily expenses. To do so, you will need:

- Your certificate of enrollment at IRTS
- Proof of residence (such as a CROUS housing certificate, an electricity bill, or a housing attestation)

Some banks offer simplified procedures at the start of the academic year, and may allow you to open an account with just a **pre-registration certificate**.



Opening a bank account  
Étudier en France



## HOUSING AND LIABILITY INSURANCE

To enroll in a higher education institution in France, you must have **civil liability insurance** for the entire duration of your stay. This insurance covers you in the event that you accidentally cause harm to others or property.



If you already have liability insurance in your home country, ensure that it is **valid in France** and present it when enrolling at IRTS.



If you do not, you will need to **purchase one** during your administrative registration at IRTS.



## MEDICAL COVERAGE



### If you have a European Health Insurance Card (EHIC)

If you are a citizen of the EU/EEA or Switzerland and you have an **EHIC valid for the entire academic year**, you **do not need to register on the French student health portal**

([etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)).

In case of illness, you will only need to pay the **co-payment** (ticket modérateur) upon presentation of your card or a temporary certificate to healthcare providers.



### If you do not have an EHIC

If you have a **form S1**, you must register [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)

The S1 form, issued in your country by your health insurance provider, allows you to register for French social security.

If you **do not** have an EHIC or an S1 form, you **must register for French social security**, which is **free and mandatory**.

This will cover your healthcare expenses during your studies in France. As soon as you arrive in France and receive your IRTS enrollment certificate, register here:



[etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)

Also see :

- **Checklist – arriving in France**



<https://www.campusfrance.org/fr/organiser-arrivee-france-check-list>

- **Tutorials for international students**

<https://www.campusfrance.org/fr/des-tutos-pour-aider-les-etudiants-internationaux-dans-leurs-demarches>

# Practical informations

Located at **150 avenue Paul Vaillant-Couturier**, the IRTS site in Neuilly-sur-Marne is set within a **secure and green environment**.

The campus offers:

- A **student residence**, free of charge for Erasmus+ students
- Lecture halls and classrooms equipped with **video projectors**
- A **resource center** with educational materials
- **Wi-Fi** access across the site
- A **printing service**
- A lunch area with **microwave ovens**
- Many **green outdoor spaces**, perfect for eating, studying, or relaxing
- A **student union (BDE)** that organizes activities and provides support
- Access to the **school psychologist**
- Access to a **social worker**
- A **disability support officer**



**Educational resource center**



**Student hall**



**Lunch area**



# Student residence

IRTS Neuilly-sur-Marne offers Erasmus+ students **free accommodation** in one of the 26 rooms in its on-site residence.

This environment promotes learning thanks to the presence of other students and easy access to campus resources.

The residence is **safe and well-maintained**, offering comfort and peace of mind.



Each individual room (approx. **10 m<sup>2</sup>**, located on the 1st and 2nd floors) is furnished with:

- A bed
- A wardrobe
- A desk
- A chair
- A sink



Shared facilities on each floor include:

- A common room
- A fully equipped kitchen
- A shower room
- Toilets



# Discovering Neuilly-sur-Marne



Source : Neuilly-sur-Marne Town Hall

Neuilly-sur-Marne is located in the **Seine-Saint-Denis department (93)**. It is a dynamic and welcoming town, ideal for European students seeking a rich academic and cultural experience near Paris. Just **15 kilometers east of the French capital**, it offers a pleasant living environment, away from the hustle and bustle of the city, while remaining well connected via an efficient public transport network.

The town is bordered by the **Marne River**, offering beautiful green spaces and riverside paths—perfect for relaxing after a day of classes. The **Parc Départemental de la Haute-Île** is a true haven for nature lovers, with vast green areas and water activities.

Neuilly-sur-Marne also has a **rich cultural and historical heritage**. The local château (privately owned) reflects the town's prestigious past. Throughout the year, the town organizes cultural events and festivals, allowing students to immerse themselves in local life.

In terms of amenities, Neuilly-sur-Marne has everything you need for a fulfilling student life: **libraries, restaurants, sports centers, local shops, a cinema, and even an ice rink**.

In short, Neuilly-sur-Marne is a top choice for European students, offering the calm of a medium-sized town and the advantages of being close to Paris. Come and discover this warm, enriching town—where you can thrive both academically and personally.



Source : Neuilly-sur-Marne Town Hall



# Key contacts

## ERASMUS+ MOBILITY COORDINATOR

Émilie Plantin  
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## COORDINATOR – SOCIAL WORKER PROGRAM (ASS)

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## COORDINATOR – EARLY CHILDHOOD EDUCATOR PROGRAM (EJE)

Isabelle Leuvrey  
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## COORDINATOR – SPECIALIZED EDUCATOR PROGRAM (ES)

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## STUDENT RESIDENCE MANAGER

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**See you soon!**



[fondation-itsrs.org](https://fondation-itsrs.org)

