



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

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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

Semester	Nature : UE ou ECUE	Libellé des UE et des ECUE	NB d'ECTS	NB d'H CM	Transversalité	NB d'H TD	Transversalité	Filière	Nb d'H distanciel	Validation de l'ECUE Session 1	Validation de l'ECUE Session 2			
Autumn Semester	S1	UE 1	Understanding Human and Social Sciences											
	ECUE 1.1	Introduction to Education Sciences	3	12,0	X	15,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 1.2	Introduction to Sociology	3	12,0	X	12,0	X			Examen Terminal (ET) Ecrit	ET Ecrit			
	ECUE 1.3	Introduction to Psychology	3	15,0	X	12,0	X			Examen Terminal (ET) Ecrit	ET Ecrit			
	ECUE 1.4	Introduction to Law	3	6,0	X	12,0	X		6,0	Examen Terminal (ET) Ecrit	ET Ecrit			
	UE 2	Identifying and Characterizing Fields of Activity		6										
	ECUE 2.1	Introduction to Professional Fields and Environments	3	6,0	X	24,0		X		2 CC Oral	CC Ecrit			
	ECUE 2.2	History of the Health and Social Sector and Professions	3	9,0	X	18,0		X		2 CC Ecrit	CC Ecrit			
	UE 3	Acting and Intervening in Context		6										
	ECUE 3.1	Specialized Professional Teaching	4			39,0		X		2 CC Ecrit	CC Ecrit			
	ECUE 3.2	Philosophy and Ethics of Social Work	2	3,0	X	15,0	X			2 CC Ecrit	CC Ecrit			
	UE 4	Communicating in Context		6										
	ECUE 4.1	English	3			12,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 4.2	Communication and Digital Tools	1	6,0	X	9,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 4.3	Strengthening French Language Skills and Academic Work	2			12,0	X		9,0	2 CC Ecrit	CC Ecrit			

Spring Semester	S2	UE 5	Mastering Fundamental Knowledge											
	ECUE 5.1	Developmental Psychology	3	9,0	X	15,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 5.2	Contemporary Sociology and Secularism	3	12,0	X	12,0	X			Examen Terminal (ET) Ecrit	ET Ecrit			
	ECUE 5.3	Sociology of Education	3	12,0	X					Examen Terminal (ET) Ecrit	ET Ecrit			
	ECUE 5.4	Social Psychology	3	12,0	X	15,0	X			2 CC Ecrit	CC Ecrit			
	UE 6	Understanding History and Policies of the Sector (5										
	ECUE 6.1	Major Educational Theorists	3	6,0	X	15,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 6.2	Health and Social Public Policies	2	24,0	X					Examen Terminal (ET) Ecrit	ET Ecrit			
	UE 7	Evolving in a Professional Environment		8										
	ECUE 7.1	Professional Intervention	3			42,0		X		2 CC Ecrit	CC Ecrit			
	ECUE 7.2	Specialized Professional Teaching	3			30,0		X		2 CC Ecrit	CC Ecrit			
	ECUE 7.3	Introduction to Research	2	3,0	X	12,0	X			2 CC Ecrit	CC Ecrit			
	UE 8	Communicating in Context		5										
	ECUE 8.1	English	3			12,0	X			2 CC Ecrit	CC Ecrit			
	ECUE 8.2	Communication Theory and Digital Communication	2	6,0	X	9,0	X			Examen Terminal (ET) Ecrit	ET Ecrit			

Autumn Semester	S3	UE 9	Identifying and Characterizing Target Populations	9															
	ECUE 9.1	Child Protection	3	18,0	X			12,0	X					2 CC oral	CC Ecrit				
	ECUE 9.2	Sociology of Deviance and Exclusion	3	12,0	X			12,0	X					Examen Terminal (ET) Ecrit	Ecrit				
	ECUE 9.3	Sociology of the Family	3	15,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	UE 10	Navigating Institutional and Professional Environments	6																
	UE 10.1	Social Protection	2	18,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	UE 10.2	Family Law	3	15,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	UE 10.3	Inter-institutional Dynamics	2	6,0	X			9,0		X				2 CC Ecrit	Ecrit				
	ECUE 10.2	Specialized Professional Teaching	3					30,0		X				2 CC Ecrit	Ecrit				
	UE 11	Evolving in a Professional Environment	10																
	ECUE 11.1	Professional Intervention	3					30,0		X				2 CC Ecrit	Ecrit				
	ECUE 11.2	Research Methodology	2	15,0	X									2 CC Ecrit	Ecrit				
	UE 12	Communicating in Context	5																
	ECUE 12.1	English	3	12,0	X									2 CC Ecrit	Ecrit				
ECUE 12.2	Professional Oral and Written Communication	3	6,0	X			33,0		X				2 CC Ecrit	Ecrit					

Spring Semester	S4	UE 13	Understanding Populations and Their Environments	12															
	ECUE 13.1	Psychopathology (Child, Adolescent, Adult)	3	12,0	X			12,0	X					Examen Terminal (ET) Ecrit	Ecrit				
	ECUE 13.2	Inclusion and Participation	4	12,0	X			18,0	X					2 CC Ecrit	Ecrit				
	ECUE 13.3	Specialized Professional Teaching	3					36,0		X				2 CC Ecrit	Ecrit				
	ECUE 13.4	- Research Methodology	2					15,0		X				2 CC Ecrit	Ecrit				
	UE 14	Navigating Institutional and Professional Environments	7																
	ECUE 14.1	Interculturality	2	12,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	ECUE 14.2	Criminal Law	2	12,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	ECUE 14.3	Professional Intervention	3					30,0		X				2 CC Ecrit	Ecrit				
	UE 15	Acting and Intervening in Context	11																
	ECUE 15.1	Social Development	2	3,0	X			15,0	X					2 CC Ecrit	Ecrit				
	ECUE 15.2	Sociology of Organizations	2	15,0	X									Examen Terminal (ET) Ecrit	Ecrit				
	ECUE 15.3	English	3					12,0	X					2 CC Ecrit	Ecrit				
	ECUE 15.4	Internship	4							X				Validation si réalisé / cadrage à préciser	Ecrit/ à préciser				

S5		UE 16	Understanding Policies, Systems, and Stakeholders	12								
Autumn Semester	ECUE 16.1	Management of Health and Social Organizations		3	15,0	X					Examen Terminal (ET) Ecrit	Ecrit
	ECUE 16.2	From Social Policies to Social Intervention		3				18,0		X	2 CC Ecrit	Ecrit
	ECUE 16.3	Immigration and Asylum Law		3	24,0	X					Examen Terminal (ET) Ecrit	Ecrit
	ECUE 16.4	Social and Solidarity Economy		3	3,0	X		12,0		X	2 CC Ecrit	Ecrit
	UE 17	Evolving in a Professional Environment		7								
	ECUE 17.1	Research Methodology		3				18,0		X	2 CC Ecrit	Ecrit
	ECUE 17.2	Practice Formalization and Reflexivity		4				42,0		X	2 CC Ecrit	Ecrit
	UE 18	Creating and Managing Projects		11								
	ECUE 18.1	English		3				12,0		X	2 CC Ecrit	Ecrit
	ECUE 18.2	Professional Intervention		4				45,0		X	2 CC Ecrit	Ecrit
ECUE 18.3	Internship		4						X	Validation si réalisé / cadrage à préciser	Ecrit/ à préciser	
TOTAL S5				30	42,0			147,0				
S6		UE 19	Acting in a Professional	13								
Spring Semester	ECUE 19.1	Philosophy and Ethics of Social Work		3	3,0	X		18,0		X	2 CC Ecrit	Ecrit
	ECUE 19.2	Labor Law		3	15,0	X					Examen Terminal (ET) Ecrit	Ecrit
	ECUE 19.3	Professional Intervention		3				21,0		X	2 CC Ecrit	Ecrit
	ECUE 19.4	Internship		4						X	Validation si réalisé / cadrage à préciser	Ecrit/ à préciser
	UE 20	Evolving in Institutional and Professional Environments		9								
	ECUE 20.1	Urban Sociology and City Policy		3	18,0	X					Examen Terminal (ET) Ecrit	Ecrit
	ECUE 20.2	Public Health		3	18,0	X					Examen Terminal (ET) Ecrit	Ecrit
	ECUE 20.3	English		3				12,0		X	2 CC Ecrit	Ecrit
	UE 21	Adapting to Specific Populations and Environments		8								
	ECUE 21.1	Practice Formalization and Reflexivity		4				30,0		X	2 CC Ecrit	Ecrit
ECUE 21.2	Ecological Transition for Sustainable Development		2	21,0	X					Examen Terminal (ET) Ecrit	Ecrit	
ECUE 21.3	Elective Unit		2	16,0	X					Examen Terminal (ET) Ecrit	Ecrit	



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).

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

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

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 m²**, 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



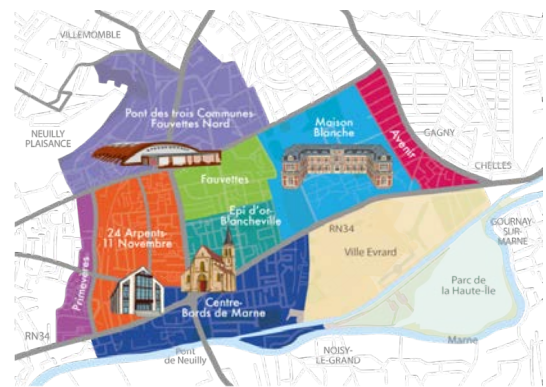
Neuilly-sur-Marne is located in the **Seine-Saint-Denis department (93)**. It is a dynamic and welcoming town, ideal for European students seeking a rich academic and cultural experience near Paris. Just **15 kilometers east of the French capital**, it offers a pleasant living environment, away from 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

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See you soon!



fondation-itsrs.org

