

## REFLECTIVE REPORT

---

Upon returning from an exchange semester at a foreign university, EUP students submit a reflexive report, detailing their semester abroad. This is a report on the educational curriculum at the partner university and its place in EUP training.

Its purpose is to support students in the construction of their career, and it is also intended for the IR Department of the EUP to improve the adequacy of mobility on the program. This report will not be released. You will find the guideline on page 2.

NB: This report is **separate** from the one given to the Erasmus agency and **separate** from the one requested by the UGE.

This report must be submitted by **July 1** and it must be sent by email in pdf version to the person responsible for international mobility ([marine.tritz@univ-eiffel.fr](mailto:marine.tritz@univ-eiffel.fr)) and to the RI coordinators ([florine.ballif@u-pec.fr](mailto:florine.ballif@u-pec.fr) + [nacima.baron@enpc.fr](mailto:nacima.baron@enpc.fr)). **Without this report, your grades will not be transcribed.**

## TRANSCRIPT OF GRADES

---

When your transcript of marks obtained abroad is sent to you by the partner university, it is your responsibility to send it directly to the person responsible for international mobility ([marine.tritz@univ-eiffel.fr](mailto:marine.tritz@univ-eiffel.fr)).

It is also your responsibility to contact the secretariats of your exchange university to obtain your notes.

Please note that french transcripts will not be sent to you before the jury, generally held in October for the International Master in Urban Planning track City Planning in Europe.

# CONTENT OF THE REFLECTIVE REPORT

---

Your report should follow this plan:

## I. EDUCATIONAL COURSE

1. **Presentation of the university and the department:** University as a whole, positioning of teaching in town planning (architecture, geography, human or social sciences...), and teaching methods (oriented towards practice or theory, professional or university, classic or interactive, etc.)
2. **Courses:** Detailed list of courses, their content and the name of the teacher, module number, description of the work you have done for each course, your learning. You can attach individual or collective work that you have completed as an appendix.
3. **Putting these contributions into perspective:** What contribution for the continuation of your studies or your professional integration. You can also share your difficulties. This report can also contain a few words about the city and the context in which you lived if they put your learning into perspective.

## II. PRACTICAL ASPECTS

1. **Host program:** Did you have days or a week of university welcome / orientation / discovery? If yes, please describe the program.
2. **Language courses:** Did you participate in language courses at the host university? When (before the start of the course or during the semester)? Are they free or if not what is their cost?
3. **Calendar of the academic year:** Start and end dates of courses and start and end dates of the exam period.
4. **Course registration:** What are the special procedures for registering for courses at the host university? Have you encountered any difficulties in the registration formalities for the courses? Were all master's courses accessible? If not, what restrictions apply?
5. **Housing:** Were you housed at the university? How did you find your accommodation? What is your appreciation?
6. **Other advice:** Do you have any advice to facilitate the mobility of future EUP students? Thank you !

For any questions, please contact Marine Tritz, responsible for international mobility.