

INFORMATION SHEET

For incoming selected students & partner universities

UNIVERSITY INFORMATION

Name of the University	Université Bordeaux Montaigne (UBM)
ERASMUS Code	F BORDEAU03
PIC Code	996836312
Head of Institution	Pr. Lionel LARRÉ
Website	http://www.u-bordeaux-montaigne.fr/fr/index.html
Academic calendar	https://www.u-bordeaux-montaigne.fr/fr/universite/calendrier_de_l_annee.html
Course overview	https://formations.u-bordeaux-montaigne.fr/fr/index.html

INTERNATIONAL OFFICE INFORMATION

General information

Name of the Office	Direction des Relations Internationales (DRI)
Address	Direction des Relations Internationales Université Bordeaux Montaigne Domaine Universitaire Esplanade des Antilles 33607 PESSAC CEDEX FRANCE
Phone	+33 (0)5 57 12 47 47
Fax	+33(0)5 57 12 45 70
Website	https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant/etudiant_etranger_en_mobilite_sur_programme.html

Staff information

Vice-President Delegated to International Affairs - Research	Apostolos LAMPROPOULOS apostolos.lampropoulos@u-bordeaux-montaigne.fr +33 (0)5 57 12 45 98
Director of International Relations	Deborah DIDIO deborah.didio@u-bordeaux-montaigne.fr +33 (0)5 57 12 20 98
FINANCIAL AND ADMINISTRATIVE TEAM	
Head of Financial and Administrative Office	Cyril BOSQUET cyril.bosquet@u-bordeaux-montaigne.fr +33 (0)5 57 12 46 18
Incoming Staff Mobility Officer	Helen ZIMMERMANN helen.zimmermann@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 21
Financial and Administrative Officer	Catherine GIMENEZ catherine.gimenez@u-bordeaux-montaigne.fr +33 (0)5 57 12 60 22
Financial and Administrative Officer	Elsa VAMANE elsa.vamane@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 74

INTERNATIONAL COOPERATION TEAM	
cooperation-internationale@u-bordeaux-montaigne.fr	
Head of International Cooperation Office and cooperation officer (Africa)	Delphine MICHEL delphine.michel@u-bordeaux-montaigne.fr +33 (0)5 57 12 21 77
International Cooperation Officer (Europe)	Anna Karin BOBERG anna-karin.boberg@u-bordeaux-montaigne.fr +33 (0)5 57 12 45 39
International Cooperation Officer (Oriental Europe, Asia, Oceania, North America)	Johanna ARTICO johanna.artico@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 51
Project Engineer / International Cooperation Officer (South America)	Mathilde BADETS mathilde.badets@u-bordeaux-montaigne.fr +33 (0)5 57 12 15 10
Internationalization Officer	Nawelle BADY nawelle.bady@u-bordeaux-montaigne.fr +33 (0)5 57 12 46 22
STUDENT MOBILITY OFFICE	
incomingstudents@u-bordeaux-montaigne.fr / outgoingstudents@u-bordeaux-montaigne.fr	
Head of Student Mobility Office	Sophie LESPES sophie.lespes@u-bordeaux-montaigne.fr +33 (0)5 57 12 44 34
Incoming students Officer	Corinne VALETY corinne.valety@u-bordeaux-montaigne.fr +33 (0)5 57 12 47 60
Incoming students Officer	Julia TREUBEL julia.treubel@u-bordeaux-montaigne.fr +33 (0)5 57 12 47 47
Outgoing students Officer	Christelle DUCLAU christelle.duclau@u-bordeaux-montaigne.fr +33 (0)5 57 12 46 74
Outgoing students Officer	Laure TISNE laure.tisne@u-bordeaux-montaigne.fr +33 (0)5 57 12 60 21
Financial and Administrative Officer Accommodation referent	David CAZENAVE david.cazenave@u-bordeaux-montaigne.fr +33 (0)5 57 12 21 06
International Welcome Desk Officer	Ines FRIGHETTO ines.frighetto@u-bordeaux-montaigne.fr +33 (0)5 57 12 61 75
Office for Refugees and Exiled students & researchers	Camille NAU camille.nau@u-bordeaux-montaigne.fr +33 (0)5 57 12 60 03

INFORMATION FOR INCOMING EXCHANGE STUDENTS

INTERNATIONAL WELCOME DESK		
The International Welcome Desk welcomes and supports all international students during their stay at Bordeaux Montaigne University. They can find guidance for insurance, opening a bank account, visa procedure and other tips to make easier their stay in Bordeaux. https://www.u-bordeaux-montaigne.fr/en/preparing-for-your-stay/international-welcome-desk.html Contact: intl-welcome-desk@u-bordeaux-montaigne.fr		
REGULAR COURSES		
Modules offer	https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program/organize-your-stay.html	
Courses options	All courses included in the Agreement with your Home University Some courses are excluded (i.e « Licence professionnelle », « master MEEF »...), need a specific background or are with restricted access.	
	To attend some specific courses, students might be required additional skills. For further information, please send an email to: incomingstudents@u-bordeaux-montaigne.fr	
Language of teaching	French	
Required French level to attend lectures/seminars (1 st cycle)	B1 (Erasmus) – B2 (Non Erasmus)	
Grading system	18-20/20	Excellent
	16/20	Very good
	14/20	Good
	12/20	Satisfactory
	10/20	Sufficient
	Under 10/20	Failure
DEFLE COURSES		
Modules offer	http://defle.u-bordeaux-montaigne.fr/fr/index.html	
Courses options	Courses are subjected to fees except for specific bilateral agreement.	
	<ul style="list-style-type: none"> - Day classes - Evening classes - Summer schools 	
	There will be a French placement test to determine your French level before the DEFLE classes begin.	
Contact for the test dates: defle@u-bordeaux-montaigne.fr		

APPLICATION PROCESS

	NON-EU STUDENTS	EU STUDENTS
Deadlines for nomination	First term: March 31 st Second term: October 31 st First term and full academic year nomination form: https://montaigne.moveonfr.com/form/65c0d539de882c700b0b8a3b/eng	First term: May 15 th Second term: November 15 th First term and full academic year nomination form: https://montaigne.moveonfr.com/form/65c0d539de882c700b0b8a3b/eng
Online enrolment	First term: April 15 th Second term: October 31 st	First term: May 31 st Second term: November 15 th
« Etudes en France » Campus France procedure	Once the nominations have been processed by the Student Mobility Office, students receive an email with the login details that are required for the online application.	
	https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentication/login.html	

DOCUMENTS REQUIRED

- 1 passport-size photo
- Passport or national ID card photocopy
- Certificate of Health Insurance (European Health Insurance Card) - *Valid for your whole stay in France*
- **NON-EU Students** will be required to register for the French Health Insurance upon arrival: for free on the following website: <https://etudiant-etranger.ameli.fr>
- Learning Agreement with choices of courses (duly completed, signed by your home university, and stamped)

ACCOMMODATION

Due to its quality of life, Bordeaux is a very attractive city and students might have trouble finding an accommodation. We strongly recommend to find an accommodation independently before their arrival in Bordeaux. Different types of housing are available and we suggest to visit this platform: <https://u-bordeaux-montaigne.studapart.com/fr/>

For further information about housing: please visit our website's [housing page](#).

Interested students can apply for a CROUS accommodation (before June 7th). The student must complete [the CROUS application form](#) at the earliest convenience, and contact Mr. David CAZENAVE, administrative officer - Student Mobility Office (International Affairs) david.cazenave@u-bordeaux-montaigne.fr.

Please note that a **very limited number of CROUS accommodations is available** for students on an exchange program.

UNIVERSITE BORDEAUX MONTAIGNE

CALENDAR FOR INCOMING STUDENTS – 2024/2025

ERASMUS ID Code	F BORDEAU03
International Office address	Université Bordeaux Montaigne Domaine universitaire Direction des relations internationales 33607 Pessac Cedex - France
Contact us:	
<ul style="list-style-type: none"> Sophie LESPES, Head of student mobility office sophie.lespes@u-bordeaux-montaigne.fr Julia TREUBEL and Corinne VALETY, international officers incomingstudents@u-bordeaux-montaigne.fr David CAZENAVE, international officer, university housing david.cazenave@u-bordeaux-montaigne.fr 	
Website: https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program.html	
<ul style="list-style-type: none"> Ines FRIGHETTO, International welcome desk officer (support on any question related to daily life): intl-welcome-desk@u-bordeaux-montaigne.fr 	

LECTURE PERIOD AND EXAMINATIONS

- Semester 1
September 9 (To be confirmed); Transcripts of records: March 2025
 - Semester 2
January 13 (To be confirmed); Transcripts of records: by July 2025
Please note that full-year students will receive the transcripts of records by July.
Examinations take place throughout the semester as part of continuous assessment and before the end of each semester.
- The French intensive courses (“*Cours du jour*”) and courses taken at IUT are not subjected to the same timetable and assessments, for more information, please consult the relevant web site :
DEFLE : <http://defle.u-bordeaux-montaigne.fr/fr/informations-pratiques/calendriers/calendrier-cours-du-jour.html> ; IUT : <http://www.iut.u-bordeaux-montaigne.fr>

COURSES

- Exchange students should mainly choose their courses within the agreed field of study, only “Licence” and “Master” (at least 50%)** https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant/etudiant_etranger_en_mobilite_sur_programme/organiser-votre-sejour.html
A few programs are not opened to incoming students or have special requirements. Please follow the instructions carefully. **MOST COURSES ARE TAUGHT IN FRENCH.**
- ERASMUS+ student: a minimum of B1 level in French is required.
- NON ERASMUS+ student: B2 level is mandatory
Before nomination, please check your cooperation agreement with Bordeaux Montaigne University

ACCOMMODATION – 1st Semester and full academic year

CROUS: (student residences)

Step 1 : Students must register on :

<https://www.messervices.etudiant.gouv.fr/envole/enregistrement>

Step 2 : Students must confirm their request (1st semester and full academic year-**before June 7-** to david.cazenave@u-bordeaux-montaigne.fr

Caution: we are offering a very few numbers of accommodations. We strongly advise students to look for private accommodation before their arrival. Many tips on this link: <https://etu.u-bordeaux-montaigne.fr/fr/vie-de-campus/vie-pratique/logement.html>

1ST SEMESTER AND FULL ACADEMIC YEAR

<p>Procedure</p>	<p>Non-European Programs Partner universities whose country is under the "Etudes en France" procedure (http://www.campusfrance.org/en/page/a-country-using-cef-procedure)</p>	<p>Erasmus +, UK, Switzerland and double-degree programs</p>
<p>Nomination of selected students by partner universities: https://montaigne.moveonfr.com/form/65c0d539de882c700b0b8a3b/eng</p>	<p>From Friday 1 March to Sunday 31 March</p>	<p>From Friday 1 March to Wednesday 15 May</p>
<p>Online application procedure for students: Once the nominations have been processed by Student Mobility Office, students receive an email with the login details that are required for the online application</p> <p>Please, upload the following documents:</p> <ul style="list-style-type: none"> • 1 ID photo • 1 photocopy of ID (passport or identity card) <p>Proof of French language proficiency (only non-European Program)</p> <ul style="list-style-type: none"> • a certificate of health insurance for the entire period of the exchange: <ul style="list-style-type: none"> ○ European health insurance card/GHIC ○ Québec *: "formulaire SE 401-Q-106" <p>NON -EU students will be required to register for the French Health Insurance upon arrival (for free on the following website: https://etudiant-etranger.ameli.fr (*Δ caution : enrolment will not be carried out without these documents)</p>	<p>Until Monday 15 April</p>	<p>Until Friday 31 May</p>
<p style="text-align: center;">DEFLE STUDENTS</p> <p>For the students nominated at the DEFLE department for the whole year, and wishing to join regular classes during the 2nd semester: the B2 Level in French language will be requested. This transfer should be submitted for approval by the student to the DEFLE department.</p>	<p>Apply for joining "regular" courses: before Friday 29 November</p>	
<p>SENDING THE ACCEPTANCE LETTER</p>	<p>April to May 2024</p>	<p>July 2024</p>
<p>Orientation day for exchange students</p>	<p>Thursday 5 September</p>	
<p>Courses enrollment workshop</p>	<p>Friday 6 September</p>	
<p>Administrative enrolment and selection of courses</p>	<p>From Monday 9 September to Monday 30 September</p>	