

# 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	<a href="http://www.u-bordeaux-montaigne.fr/fr/index.html">http://www.u-bordeaux-montaigne.fr/fr/index.html</a>
Academic calendar	<a href="https://www.u-bordeaux-montaigne.fr/fr/universite/calendrier_de_l_annee.html">https://www.u-bordeaux-montaigne.fr/fr/universite/calendrier_de_l_annee.html</a>
Course overview	<a href="https://formations.u-bordeaux-montaigne.fr/fr/index.html">https://formations.u-bordeaux-montaigne.fr/fr/index.html</a>

## 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	<a href="https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant/etudiant_etranger_en_mobilite_sur_programme.html">https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant/etudiant_etranger_en_mobilite_sur_programme.html</a>

### Staff information

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

INTERNATIONAL COOPERATION TEAM	
<a href="mailto:cooperation-internationale@u-bordeaux-montaigne.fr">cooperation-internationale@u-bordeaux-montaigne.fr</a>	
Head of International Cooperation Office and cooperation officer (Africa)	Delphine MICHEL <a href="mailto:delphine.michel@u-bordeaux-montaigne.fr">delphine.michel@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 21 77
International Cooperation Officer (Europe)	Anna Karin BOBERG <a href="mailto:anna-karin.boberg@u-bordeaux-montaigne.fr">anna-karin.boberg@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 45 39
International Cooperation Officer (Oriental Europe, Asia, Oceania, Russia, North America)	Johanna ARTICO <a href="mailto:johanna.artico@u-bordeaux-montaigne.fr">johanna.artico@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 62 51
Project Engineer / International Cooperation Officer (South America)	Mathilde BADETS <a href="mailto:mathilde.badets@u-bordeaux-montaigne.fr">mathilde.badets@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 15 10
Internationalization Officer	Nawelle BADY <a href="mailto:nawelle.bady@u-bordeaux-montaigne.fr">nawelle.bady@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 46 22
STUDENT MOBILITY OFFICE	
<a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a> / <a href="mailto:outgoingstudents@u-bordeaux-montaigne.fr">outgoingstudents@u-bordeaux-montaigne.fr</a>	
Head of Student Mobility Office	Sophie LESPES <a href="mailto:sophie.lespes@u-bordeaux-montaigne.fr">sophie.lespes@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 44 34
Incoming students Officer	Corinne VALETY <a href="mailto:corinne.valety@u-bordeaux-montaigne.fr">corinne.valety@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 47 60
Incoming students Officer	Julia TREUBEL <a href="mailto:julia.treubel@u-bordeaux-montaigne.fr">julia.treubel@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 47 47
Outgoing students Officer	Christelle DUCLAU <a href="mailto:christelle.duclau@u-bordeaux-montaigne.fr">christelle.duclau@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 46 74
Outgoing students Officer	Laure TISNE <a href="mailto:laure.tisne@u-bordeaux-montaigne.fr">laure.tisne@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 60 21
Financial and Administrative Officer Accommodation referent	David CAZENAVE <a href="mailto:david.cazenave@u-bordeaux-montaigne.fr">david.cazenave@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 21 06
International Welcome Desk Officer	Ines FRIGHETTO <a href="mailto:ines.frighetto@u-bordeaux-montaigne.fr">ines.frighetto@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 61 75
Office for Refugees and Exiled students & researchers	Camille NAU <a href="mailto:camille.nau@u-bordeaux-montaigne.fr">camille.nau@u-bordeaux-montaigne.fr</a> +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. <a href="https://www.u-bordeaux-montaigne.fr/en/preparing-for-your-stay/international-welcome-desk.html">https://www.u-bordeaux-montaigne.fr/en/preparing-for-your-stay/international-welcome-desk.html</a> Contact: <a href="mailto:intl-welcome-desk@u-bordeaux-montaigne.fr">intl-welcome-desk@u-bordeaux-montaigne.fr</a>		
REGULAR COURSES		
Modules offer	<a href="https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program/organize-your-stay.html">https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program/organize-your-stay.html</a>	
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: <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a>	
Language of teaching	French	
Required French level to attend lectures/seminars (1 <sup>st</sup> 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	<a href="http://defle.u-bordeaux-montaigne.fr/fr/index.html">http://defle.u-bordeaux-montaigne.fr/fr/index.html</a>	
Courses options	Courses are subjected to fees except for specific bilateral agreement.	
	- 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: <a href="mailto:defle@u-bordeaux-montaigne.fr">defle@u-bordeaux-montaigne.fr</a>		

## APPLICATION PROCESS

	NON-EU STUDENTS AND FREE MOVERS	EU STUDENTS
Deadlines for nomination	<b>First term:</b> March 31st <b>Second term:</b> October 31 <sup>st</sup> Second term nomination procedure: <a href="https://montaigne.moveonfr.com/form/633aad65602657688a1f7dd9/eng">https://montaigne.moveonfr.com/form/633aad65602657688a1f7dd9/eng</a>	<b>First term:</b> May 15th <b>Second term:</b> November 15 <sup>th</sup> Second term nomination procedure: <a href="https://montaigne.moveonfr.com/form/633aad65602657688a1f7dd9/eng">https://montaigne.moveonfr.com/form/633aad65602657688a1f7dd9/eng</a>
Online enrolment	<b>First term:</b> April 15th <b>Second term:</b> October 31st	<b>First term:</b> May 31st <b>Second term:</b> November 15th
« Etudes en France » CAMPUS France procedure	<a href="https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentication/login.html">https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentication/login.html</a>	

### 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 5<sup>th</sup>). 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](mailto:david.cazenave@u-bordeaux-montaigne.fr).

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