

# 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. Alexandre Péraud
Website	<a href="https://www.u-bordeaux-montaigne.fr/en/index.html">https://www.u-bordeaux-montaigne.fr/en/index.html</a>
Academic calendar	<a href="https://www.u-bordeaux-montaigne.fr/en/university/academic-calendar.html">https://www.u-bordeaux-montaigne.fr/en/university/academic-calendar.html</a>
Course overview	<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>

## 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
Website	<a href="https://www.u-bordeaux-montaigne.fr/en/study/application.html">https://www.u-bordeaux-montaigne.fr/en/study/application.html</a>

Staff information

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		
Vice-President for International Relations	Anne-Laure METZGER <a href="mailto:anne-laure.metzger@u-bordeaux-montaigne.fr">anne-laure.metzger@u-bordeaux-montaigne.fr</a>		
<b>STUDENT MOBILITY OFFICE</b>			
Head of Student Mobility Office	Sophie LESPEZ <a href="mailto:sophie.lespez@u-bordeaux-montaigne.fr">sophie.lespez@u-bordeaux-montaigne.fr</a> +33 (0)5 57 12 44 34		
Incoming students Officers	Corinne VALETY +33 (0)5 57 12 47 60 <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a>	Mathis THIRAUULT +33 (0)5 57 12 47 47	Julia TREUBEL +33 (0)5 57 12 47 47
Outgoing students Officers	Christelle DUCLAU +33 (0)5 57 12 46 74 <a href="mailto:outgoingstudents@u-bordeaux-montaigne.fr">outgoingstudents@u-bordeaux-montaigne.fr</a>	Laure TISNE +33 (0)5 57 12 60 21	
Student mobility Officer	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	
International Welcome Desk Officer	Ines FRIGHETTO +33 (0)5 57 12 61 75 <a href="mailto:intl-welcome-desk@u-bordeaux-montaigne.fr">intl-welcome-desk@u-bordeaux-montaigne.fr</a>
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, 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
Project Engineer / International Cooperation Officer	Sabrina SEMIAO <a href="mailto:Sabrina.Semiao@u-bordeaux-montaigne.fr">Sabrina.Semiao@u-bordeaux-montaigne.fr</a>
PROJECT MANAGEMENT AND STAFF MOBILITY TEAM	
<a href="mailto:staff-mobility@u-bordeaux-montaigne.fr">staff-mobility@u-bordeaux-montaigne.fr</a>	
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
Outgoing Staff Mobility 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
OFFICE FOR REFUGEES AND EXILED STUDENTS & RESEARCHERS	
Office for Refugees and Exiled students & researchers	Camille NAU +33 (0)5 57 12 60 03 <a href="mailto:etudiants-en-exil@u-bordeaux-montaigne.fr">etudiants-en-exil@u-bordeaux-montaigne.fr</a>

## 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	
Programmes offered to exchange students	<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 learning agreement with your home university
Language of teaching	French

Required French level to attend lectures/seminars	B1 (Erasmus) – B2 (Non Erasmus)	
Grading system	18-20/20 16/20 14/20 12/20 10/20 Under 10/20	Excellent Very good Good Satisfactory Sufficient Failure
<b>DEFLE COURSES (Department of French as a second language)</b>		
<a href="mailto:defle@u-bordeaux-montaigne.fr">defle@u-bordeaux-montaigne.fr</a>		
Modules offer	<a href="https://defle.u-bordeaux-montaigne.fr/en/index.html">https://defle.u-bordeaux-montaigne.fr/en/index.html</a>	
Courses options	Courses are subjected to fees except for specific bilateral agreement.	
	Intensive day classes, evening classes, summer schools	
	An online French language placement test is required to determine the students' level before the DEFLE classes begin.	

## APPLICATION PROCESS

	NON-EU STUDENTS	EU STUDENTS
Deadlines for nomination	<b>First term:</b> March 31 <sup>st</sup> <b>Second term:</b> October 31 <sup>st</sup> First term and full academic year nomination form sent every year	<b>First term:</b> May 15 <sup>th</sup> <b>Second term:</b> November 15 <sup>th</sup> First term and full academic year nomination form sent every year
Online enrolment	<b>First term:</b> April 15 <sup>th</sup> <b>Second term:</b> October 31 <sup>st</sup>	<b>First term:</b> May 31 <sup>st</sup> <b>Second term:</b> November 15 <sup>th</sup>
	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.	
« 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>	

### REQUIRED DOCUMENTS

- 1 passport-size photo
- Passport or national ID card photocopy
- **EU/EEA/Switzerland/UK citizens + students of other nationalities living in the European Union:** a valid EHIC (European Health Insurance Card) or GHIC (UK citizens)
- **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 chosen 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 students 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 9**). Students 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.