

## UNIVERSITE BORDEAUX MONTAIGNE

### Calendar for Incoming Students

#### Deadlines for Enrolment in an Exchange Program 2019-2020

<b>ERASMUS ID Code</b>	FBORDEAU03
<b>International Office address</b>	Université Bordeaux Montaigne Domaine universitaire Direction des relations internationales 33607 Pessac Cedex - France

#### Incoming students contact persons

<b>Irina Simion, director of international relations</b>	
<b>Antoine Borderie, head of mobility office</b>	antoine.borderie@u-bordeaux-montaigne.fr
<b>Marie Lassalle, international officer, transcript of records</b>	studentmobility@u-bordeaux-montaigne.fr
<b>Corinne Valety, international officer, student nomination</b>	incomingstudents@u-bordeaux-montaigne.fr
<b>David Cazenave, international officer, university housing</b>	david.cazenave@u-bordeaux-montaigne.fr
<b>Website</b> <a href="https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant.html">https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant.html</a>	

#### Lecture period (provisional calendar to be confirmed)

*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>

<b>Semester 1:</b> from 01/09/2019 to 31/12/2019	16/09/2019	20/12/2019
<b>Semester 2:</b> from 02/01/2020 to 31/05/2020	20/01/2020	17/04/2020

**Examinations** normally take place throughout the semester as part of continuous assessment and before the end of each semester

**Semester 1 :** both students and university will receive the transcripts of records by February/March

**Full Year and Semester 2 :** both students and university will receive the transcripts of records by July

#### Course information :

<http://www.u-bordeaux-montaigne.fr/fr/formations/offre-de-formation-2016-2020.html>

#### Restrictions :

- Exchange students should mainly choose their courses within the agreed field of study, only "Licence" and "Master" (at least 50%)
- Some programs listed [here](#) are not opened to incoming students or have special requirements
- A **B1 level** in French is highly recommended for **ERASMUS students**. A **B2 level** in French is requested for **non-european students**. A **C1 level** in French is requested for **Master programs**.

#### Accommodation (CROUS) :

**Website :** <http://www.crous-bordeaux.fr/international/les-etapes-pour-effectuer-votre-demande/>

**Caution:** we are offering a very few number of accommodations. We strongly advise students to look for private accommodation before their arrival.

## September 2019 starters : Semester 1

<b>Procedures</b>	<b>Non-European Programs and Turkey (except Switzerland)</b> Partner universities whose country is under the CEF procedure ( <a href="http://www.campusfrance.org/en/page/a-country-using-cef-procedure">http://www.campusfrance.org/en/page/a-country-using-cef-procedure</a> ) <b>Free Mover (worldwide)</b>	<b>Erasmus + and Switzerland (except Turkey)</b>
<b>Nomination of selected students</b> by email to : <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a> Please send us an email nominating your students before they apply : we need their full name, email address, subject area, level of study (First, Second or Third cycle), and proposed period of study	<b>From February 15 to March 31 2019</b>	<b>From February 15 to May 15 2019</b>
<b>Online application</b> procedure for students on the Bordeaux Montaigne website ( <b>opening date : March 1<sup>st</sup></b> ) <a href="https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng">https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng</a>  Please, upload the following documents: <ul style="list-style-type: none"> <li>• 1 ID photo</li> <li>• 1 photocopy of ID (passport or identity card)</li> <li>• a certificate of health insurance for the entire period of the exchange : <ul style="list-style-type: none"> <li>○ Europe *: European health insurance card</li> <li>○ Québec *: "formulaire SE 401-Q-106"</li> <li>○ <b>NON -EU students</b> will be required to register for the French Health Insurance upon arrival (for free on the following website: <a href="http://etudiant-etranger.ameli.fr">etudiant-etranger.ameli.fr</a> (*Δ caution : enrolment will not be carried out without these documents)</li> </ul> </li> </ul>	<b>From March 1st to April 15 2019</b>	<b>From March 1st to May 31 2019</b>
<b>ERASMUS STUDENTS ONLY</b> The home university should send the <b>Learning agreements</b> by e mail to <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a> <i>After May 31 2019, the Learning agreement will not be signed until the student's arrival</i>		<b>Before May 31 2019</b>
<b>DEFLE STUDENTS</b> For the students nominated at the DEFLE department for the whole year, and wishing to incorporate academic classes during the 2 <sup>nd</sup> semester: the B2 Level in French language will be requested. This transfer should be submitted for approval by the student to the DEFLE department.	<b>Deadline for semester 2 academic courses request:</b>  <b>Before October 31 2019</b>	
<b>REQUEST FOR EXTENSION OF STAY</b>	<b>Before October 25 2019</b>	
<b>SENDING OF THE ACCEPTANCE LETTER</b>		
<b>Non-European countries</b> : to the University	<b>April to May 2019</b>	
<b>European countries</b> : to the student by e mail		<b>July 2019</b>
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	<b>End of August – beginning of September 2019</b>	
Orientation day for exchange students	<b>Thursday September 12 2019 at 10 am</b>	
University discovery workshops and tour	<b>Thursday September 12 2019 at 1 pm</b>	
Administrative enrolment and selection of courses	<b>From September 13 2019</b>	

## January 2020 starters : Semester 2

<b>Procedures</b>	<p><b>Non-European Programs and Turkey (except Switzerland)</b> Partner universities whose country is under the CEF procedure (<a href="http://www.campusfrance.org/en/page/a-country-using-cef-procedure">http://www.campusfrance.org/en/page/a-country-using-cef-procedure</a>)</p> <p><b>Free Mover (worldwide)</b></p>	<b>Erasmus + and Switzerland (except Turkey)</b>
<p>Nomination of selected students by email to : <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a> Please send us an email nominating your students before they apply : we need their full name, email address, subject area, level of study (First, Second or Third cycle), and proposed period of study</p>	<b>From October 1<sup>st</sup> to October 31 2019</b>	<b>From October 1<sup>st</sup> to November 15 2019</b>
<p>Online application procedure for students on the Bordeaux Montaigne website (<b>opening date : October 1<sup>st</sup></b>): <a href="https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng">https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng</a></p> <p>Please upload the following documents:</p> <ul style="list-style-type: none"> <li>• 1 ID photo</li> <li>• 1 photocopy of ID (passport or identity card)</li> <li>• a certificate of health insurance for the entire period of the exchange :             <ul style="list-style-type: none"> <li>○ Europe* : European health insurance card</li> <li>○ Québec* : "formulaire SE 401-Q-106"</li> <li>○ <b>NON -EU students</b> will be required to register for the French Health Insurance upon arrival (for free on the following website: <a href="http://etudiant-etranger.ameli.fr">etudiant-etranger.ameli.fr</a> (* caution : enrolment will not be carried out without these documents)</li> </ul> </li> </ul>		
<b>ERASMUS STUDENTS ONLY</b>		<b>Before October 31 2019</b>
<p>The home university should send the <b>Learning agreements</b> by e mail to <a href="mailto:incomingstudents@u-bordeaux-montaigne.fr">incomingstudents@u-bordeaux-montaigne.fr</a> <i>After October 31 2019, the Learning agreement will not be signed until the student's arrival</i></p>		
Sending of the acceptance letter		
<b>Non-European countries</b> : to the University	<b>November 2019</b>	
<b>European countries</b> : to the student by email		<b>December 2019</b>
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	<b>End of December 2019 – beginning of January 2019</b>	
Orientation day for exchange students	<b>Tuesday January 14 2020 at 10 am</b>	
University discovery tour	<b>Tuesday January 14 2020 at 1 pm</b>	
Administrative enrolment and selection of courses	<b>From January 15 2020</b>	