



# GUIDE OF PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

Academic year 2019-20  
--/05/2019



## 1. French Higher Education System

The French Higher Education system is divided in three phases in accordance to the European Bologna system: the first one of three years is “Licence” (+3), after the graduation there is the option to do to a “Master” (+5) of two years, and then the “Doctorat” (+8) of at least three years. The academic year is divided by two semesters: the first from September to January and the second from February to June.

The French university mark system is based on gradation from 0 to 20. A mark between 10 and 20 is passing and the student obtains the corresponding ECTS Credits. A mark below 10 is failing.

The following is the grading scale of Bordeaux Montaigne University.

Grade	Note/Scale	Mention/Description	ECTS Grade	Commentary	
THF	18 - 20	Très Honorable avec Félicitations du Jury (Highly Honorable with Praise)	A+	Relatively rare	<b>ECTS</b>
TB	16 - 17.99	Très Bien (Very Good - Highest Honors)	A+		
B	14 - 15.99	Bien (Good - High Honors)	A		
AB	12 - 13.99	Assez Bien (Quite Good - Honors)	B		
P	10 - 11.99	Passable (Satisfactory)	C		
E	8 - 9.99	Échec (Fail)	F		<b>no ECTS</b>
E	0 - 7.99	Échec (Fail)	F		
ABI		Absent			



## 2. How to apply (procedure)

### a. Nomination and application

There has to be a cooperation agreement between your university and Bordeaux Montaigne first, if you want to participate in an exchange program. Then you have to be nominated by your university for a mobility activity abroad.

Please note: Being nominated does not mean you will be selected by the host university.

First, and after your university has sent us an email with the nominations, the International Relations Office ([incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr)) will contact you to let you know that you have been successfully nominated and to explain the following procedures.

Then, you will have to make the online enrolment procedure in the following webpage: <https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng>

During that enrollment the following documents are needed:

- Identity card or passport
- European health insurance card (for Europeans)
- Non-EU students: Language level certificate if you are not going to the day courses of DEFLE

The Submission deadlines of these documents are the following:

- Erasmus+ and Switzerland (except Turkey)
  - First term or full year: end of May
  - Second term: mid- November
- Non-European programs, Turkey and free movers
  - First term or full year: end of March
  - Second term: Mid-October

### b. Choosing Courses / Learning agreement

The home university should send the Learning agreements by e-mail to [incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr). After May 31st (semester 1) or October 31st (semester 2), the Learning agreement will not be signed until the student's arrival. If this deadline is passed, you will get the signature after your arrival at Bordeaux Montaigne University.

You will choose the courses according to your learning agreement, or what is expected by your home university, but you can only sign up in the Licence, Master courses or evening language classes. In particular, at least 50 % of the courses mentioned in your learning agreement have to belong to the discipline planned in the agreement.

Most of the courses are taught in French; therefore we strongly advise you to have a B2 level in French. Nonetheless, some other courses are taught in different languages (English, Spanish and Portuguese). Additional skills might be expected to attend some specific courses (for example in art classes).

Your academic referent in Bordeaux Montaigne University during your stay will be a teacher that we call “mobility coordinator”. You should not hesitate to contact him/her if you have any question regarding your course choices. Your home university decides how many credits you should get during your stay. Most of the time, 30 ECTS are expected for a semester, and 60 ECTS for a whole year.

### c. Acceptance Letter

After completing your registration, you will receive an e-mail with your acceptance letter enclosed. Your home university (outside Europe) can request an acceptance letter to be sent *via* regular mail.

The registration will be finalized once you arrived in our university; that part of the process will be explained in section 4.d.

## 3. Before departing to Bordeaux

Once you received the acceptance letter, you can consider yourself as students of Bordeaux Montaigne University (UBM)! Now you can start planning your trip and getting ready for your stay.

### a. Visa

Those students do not have to apply for a visa:

- Citizens of the European Union, the European Economic Area or Switzerland.
- Non-Europeans under CEF/Campus France\* procedure (in the CEF registration they apply for a visa). This procedure applies to students from the following countries: Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Congo Brazzaville, Democratic Republic of Congo, Djibouti, Egypt, Gabon, Guinea, India, Indonesia,



Iran, Ivory Coast, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Maurice, Mauritania, Mexico, Peru, Russia, Senegal, Singapore, South Korea, Taiwan, Togo, Tunisia, Turkey, United States of America and Vietnam.

If you don't belong to any of those groups you will have to apply for a long-stay visa "VLS-TS" (+3 months) at the nearest French consulate in your own country before coming to France.

The procedure to acquire a visa may take some time. Please apply as soon as possible to make sure you complete the application in time.

### **b. Fees**

Students coming under an exchange program do not have to pay tuition fees or CVEC contribution at UBM, except for the DEFLE (facultative) French courses, knowing that those fees are exonerated under specific conditions (more information on DEFLE in section **3.f.**).

Free movers will have to pay the tuition fees as well as the Contribution à la Vie Étudiante et Campus (CVEC) via the CROUS website <https://cvec.etudiant.gouv.fr/>. This membership compiles your rights to health, cultural activities, sports, etc. Important: If you are a student in an exchange program, you are not subject to the CVEC.

The affiliation to Social Security is free and mandatory. It can be done via <https://etudiant-etranger.ameli.fr/#/>.

### **c. Accommodation**

You can arrange your accommodation in different ways for the stay at Bordeaux Montaigne University: university residences or renting/sharing a house.

To apply for accommodation in university residences, consult the site of the regional centers for student services, the [CROUS](#). Applications must be made online between January and May each year. For that, consult this website: <http://www.crous-bordeaux.fr/international/>

**Warning:** You have to keep in mind that applying for accommodation by no means guarantees the automatic provision of a place in a university residence, as there is simply not enough accommodation for everybody.

If you receive accommodation *via* the CROUS, you will receive notification of your lodgings, sent by the International Relations office. This document must be presented to the administration of the





If you don't have a valid EHIC, you will have to get affiliated to Social Security via [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr), in order to get the medical expenses back. You will have to justify your financial resources and provide a proof of enrollment (*certificat de scolarité*).

- If you are a citizen of Quebec:

You will have to register via [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr) and provide the "RAMQ-SE401-Q106" form given by your organism of health insurance to get the medical expenses back, without having to justify the residence permit.

- If you are from a country outside of Europe/EEA/or Turkey:

You have to affiliate to the social security via [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr) and provide the following documentation:

- National identity card or passport
- Proof of enrollment (*certificate de scolarité*) of Bordeaux Montaigne
- RIB/IBAN
- Document of civil status (birth certificate or any document issued by a consulate)
- Residence permit

**!/ \ Without proof of health insurance cover, you will not be able to enroll at the university, nor follow lessons or obtain any grades or ECTS credits.**

### **e. Civil liability Insurance**

You also have to get the civil liability insurance (in French "responsabilité civile"), if you do not get it before you arrive or it is not valid in France, you can get it here for 15-20 € per year from an insurance company (for example: <https://www.lecompareurassurance.com/assureurs>).

### **f. French courses (DEFLE)**

You will have the chance to improve your French at the DEFLE (Département d'Études de Français Langue Étrangère), which is a department of our university dedicated to teaching French to non-francophone students. The tuition fees for day, evening or summer classes depend on your status.

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For more information about DEFLE and their courses visit their website: <http://defle.u-bordeaux-montaigne.fr/fr/index.html>

#### **4. After arrival (first days)**

##### **a. How to get to Bordeaux Montaigne University?**

By car or bike

By Tramway: B Line, Montaigne-Montesquieu stop

By Bus: line 10, 34, 35 and 44. At night, line 58.

##### **b. Student Mobility Center (Pôle Mobilité)**

Our mobility office opens from Mondays to Thursdays 13:30-16:30, and Fridays 09:00-12:00. The office is located at the first floor of the Bâtiment Accueil des étudiants. During those hours you can come with any queries regarding non-academic matter or documents that you need signed. You can also contact the office by sending an e-mail to: [studentmobility@u-bordeaux-montaigne.fr](mailto:studentmobility@u-bordeaux-montaigne.fr)

Your home institution might ask that you get the attendance certificate signed at the beginning and at the end of your stay. The form is given by your home university and the Bordeaux Montaigne University will sign it (at the Student Mobility Center but not before the 1<sup>st</sup> of September) to attest your arrival date

##### **c. Orientation session**

At the beginning of each term we hold an orientation session for exchange students. The international relations office will welcome you, give you advice and important information, as well as explain what the next steps to follow are before showing you around campus.

##### **d. Inscription**

By this point, you will have completed the online registration (before coming to Bordeaux **2.a.**) and the administrative registration. For the 15 days following the orientation session, our tutors will guide you for your final registration to your classes.



### e. Student ID Card (Aquipass)

The universities in the region of Nouvelle-Aquitaine provide their students with an “Aquipass” card. This is a pass card that enables students to identify themselves on campus, at the administration of their faculty, in the university libraries etc. In the city center, the card will enable you to benefit from student prices, for example at the cinema, for newspaper subscriptions and so on.

The Aquipass card has been designed to avoid the multiplication of cards. With only one card, you are able to:

- Enter examination rooms.
- Borrow books from university libraries, known as the BU.
- Photocopy and print.
- Pay electronically for their meals in the university restaurants, known as the RU.
- Pay for other services provided by the CROUS (photocopiers, vending machines, laudrettes, etc.). More information on <http://www.izly.fr>

## 5. Studying at Bordeaux Montaigne University

### a. Email account

Exchange students get an email account at Bordeaux Montaigne University which you have to activate before using. That is the unique email address the university is going to use for all communications. Therefore, you should check the account regularly not to miss any important information.

### b. Online platforms

With your account at Bordeaux Montaigne University you will have access to several online platforms through the students’ site. Here we will introduce them briefly. For more information go to: <http://etu.u-bordeaux-montaigne.fr/fr/aide/aide-en-ligne.html>

“Bureau Virtuel” is a working environment platform that gathers a large number of tools, for example, the messaging, the calendar or the wiki. Each feature can be shared with other users thanks to the group management. To enroll in the “Bureau Virtual” courses, teachers directly invite students to the group (or the students join the group themselves). At “Emploi Du Temps” you can check your timetable.





***Periods when the university is closed:***

- **11<sup>th</sup> of November (Armistice 1918),**
- **Winter break,**
- **Lundi de Pâques,**
- **1<sup>st</sup> of May (Fête du travail),**
- **8<sup>th</sup> of May (Victoire 1945),**
- **Jeudi de l'Ascension,**
- **Lundi de Pentecôte,**
- **Summer break.**

**e. Absence and monitoring**

Students must attend classes regularly during lectures (“cours magistraux” or “CM”) and tutorials (“travaux dirigés” or “TD”). Assiduity is mandatory

**f. Assessments and exams**

You will be assessed during the semester by each lecturer, who will define the assessment method at the beginning of the course with you. You do not have to sit the final exams (January, April, June) other than in some exceptional cases. At your arrival you have to talk to your teachers and let them know that you are international students.

**g. Plagiarism**

Plagiarism is the use or close imitation of the language and thoughts of another author without acknowledging and crediting said author in works submitted for assessment.

Please make sure to avoid it and to **reference all your sources appropriately.** Any plagiarism will expose you to disciplinary sanctions such as failing the class or the eviction to your home university.

**6. Student life**

**a. Disability**



All university buildings have disabled access. Many layout works have been carried out in order to facilitate disabled access for students with mobility impairments, including the insertion of lifts and inclined planes. The same is true for all sanitary facilities.

The Mobibus service is dedicated to people with disabilities, particularly mobility handicaps and impaired vision. It is possible to apply for a membership.

The mission of the Disability Services (Pôle Handicap) at Bordeaux Montaigne University is to welcome and support disabled students throughout their studies. The team's work revolves around these three key axes: working with go-to people in secondary education to prepare the arrival of disabled students at the university; welcoming and supporting disabled students throughout their university career; and helping disabled students to prepare for their professional insertion.

**Location : ground floor of Bâtiment Accueil**

### **b. Health (Preventive Medicine)**

The Bordeaux Student Health Centre is in charge of giving the following health services:

- Medical consultations with appointments: general medicine, gynecology, acupuncture, dermatology, nutrition-endocrinology, sports medicine.
- Interview with a social worker.
- Examinations for disability situations.
- Interview with a psychiatric nurse or a consultation with a psychologist.
- Workshops and relaxation sessions, stress management, speaking and writing groups.

**Location: 22, Avenue Pey Berland, Pessac.**

### **c. Infirmary**

Here at campus, there is an infirmary service where you can go in case of emergency or first aid help. It is also the place where you can go if you have any medical questions. This infirmary service also organizes prevention campaigns and public health actions in collaboration with other services.

**Location: bâtiment L – Rooms 009 and 011 (ground floor)**

**Mondays, Tuesdays and Thursdays: 08:30-16:30**

**Wednesdays: 08:30-12**

**Fridays: 08:30- 15:30**



#### d. Student associations

The university hosts about 47 student associations, organizing activities for their members ranging from culture to sport, in association with their academic studies or encouraging community involvement. Student unions and federations are also part of this rich panorama; bearing eloquent witness to just how committed our students are to playing their role both in life at the University and within the wider community. The university provides financial support for student initiatives and each year a number of creative and innovative projects come into being. More about the associations in the following website: [http://www.u-bordeaux-montaigne.fr/fr/campus/vie-etudiante-et-associative/associations\\_etudiantes.html](http://www.u-bordeaux-montaigne.fr/fr/campus/vie-etudiante-et-associative/associations_etudiantes.html)

#### e. Buddy System / Tutoring

The International Relations Office organizes a buddy system to tutor international students. This tutorship is put in place with the help of several associations who also offer different activities.

**The English Club Bordeaux Montaigne**, not only offering activities centered on the English-Speaking World (think-tanks, theater plays and movies), puts into contact international students and local Bordeaux Montaigne University students. Thanks to this tutorship, you have the opportunity to immerse yourself fully in the Bordeaux Life by adapting to this new experience and getting to know local students.

Contact us: [eclub.bmontaigne@gmail.com](mailto:eclub.bmontaigne@gmail.com) / Facebook: English Club Bordeaux Montaigne

**ERASMUS STUDENT NETWORK (ESN)** is an association providing both tutorship and cultural outings for international students, thus creating true life encounters by offering a wide range of outings and activities.

Contact: [esnbordeaux@ixesn.fr](mailto:esnbordeaux@ixesn.fr) / Facebook: ESN Bordeaux

#### f. Étu'Récup

This association has the aim of contributing to the decrease of waste, make people aware of another consumption model and allow students to get equipped at a lower cost. To achieve that, they organize a lot of workshops with the principles of “Do It Yourself” and “Do It Together” (such as, wood, bicycle or textile workshops); they also have a shop where you can buy furniture, electrical appliances or cutlery, for example.

**Localisation: arrêt Doyen Brus tram B l'Avenue des Facultés**  
<http://eturecup.org/>



## **g. Sports**

The department for sports and physical activities, known as the DAPS, offers students and staff a choice of 55 sporting, physical and creative activities. International students participating in an exchange program have free access to the activities of DAPS. However, international students registered by themselves or *free movers are subject to the CVEC* which includes the contribution, therefore giving them access.

## **h. Student jobs**

While you are studying here, you can take a part time job to have a little extra money for your expenses. Here are some webpages, where you can find job offers for students:

- <https://jobetudiant.net/>
- <http://www.jobaviz.fr/>
- <http://www.info-jeune.net/accueil/>

## **i. Cultural Activities**

One of the benefits of being a student is that you get a lot of discounts in at the campus, but also in the city center, just by showing your student card. Thanks to our partners in the metropole, you will get the chance to attend spectacle nights, and get access to specific tariffs...

For students younger than 26 who reside in and near Bordeaux, there is another card that could be also useful: "carte jeune". With this card you will have reductions in sports events, museums, cinemas, festivals and much more.

For more information visit: <http://www.bordeaux.fr/p45001>

# **7. Practical Information**

## **a. Cost of living**



The cost of living in Bordeaux is not one of the most expensive of the country, but it is not the cheapest either. It has been estimated that students would need 800 €/month for a comfortable and active life, of course all this depends of each students' lifestyle.

## **b. Transports**

### **b. Transports**

As we have explained before, there are different ways of moving around Bordeaux with the public transportation network (TBM) quickly and easily. There are stops in all 28 communes of the urban community of Bordeaux. Students can charge the TBM card with a yearly ticket or with "Tickartes" valid for 1, 5 or 10 journeys. Choose the ticket type that is best suited to your needs. The "Pass Jeune" is also a good option, if you are going to use public transport regularly, as for a price you can use the services as much as you like. You can get either a monthly or a yearly pass.

Three tramlines circulate from 5 to 00:30am, with services until 01:15 on Thursdays, Fridays and Saturdays. The tram routes are supplemented by a great many bus routes, getting you closer to where you need to be. Live traffic updates can be accessed for the bus or tramline on your the Smartphone, via the website [mobilinfotbm.com](http://mobilinfotbm.com) and on Twitter via [@tbm\\_TramA](https://twitter.com/tbm_TramA), [@tbm\\_TramB](https://twitter.com/tbm_TramB) and [@tbm\\_TramC](https://twitter.com/tbm_TramC).

With the Vcub service, bicycles can be borrowed from a station of choice and it doesn't matter which station it is returned to. Bicycle availability and Vcub station updates are always within easy reach, with the mobile application [m.vcub.fr](http://m.vcub.fr) and the Twitter account: [@TBM\\_V3](https://twitter.com/TBM_V3)

## **c. Travel**

The Bordeaux-Mérignac airport is the main airport for the Nouvelle-Aquitaine. Situated west of Bordeaux (10 kilometers or so from the city center), it is accessible by public transport (Line 1 & Navette).

Bordeaux is linked to all the major cities in France and abroad by railway. To learn more: [www.sncf.com](http://www.sncf.com)

Bordeaux is connected to most cities in the region thanks to the network of Regional Express Trains. There is a network of departmental intercity bus lines linking Bordeaux and smaller towns too.

## **d. Bank**

In France, it is possible to open a bank account if the students stay for more than 3 months, but, in practice, bank branches prefer to open accounts for stays of a minimum of 6 months. To open an

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Ambassades et consulats à Bordeaux

- Consulat honoraire de la république du Bénin
- Consulat du Mexique
- Consulat de la république des Philippines
- Vice-Consulat d'Italie
- Consulat d'Algérie
- Consulat du Sénégal
- Consulat général du Royaume du Maroc
- Consulat du Royaume-Uni
- Consulat royal du Danemark
- Consulat des États-Unis d'Amérique
- Consulat général d'Espagne
- Consulat honoraire de Côte d'Ivoire
- Consulat du Grand-Duché du Luxembourg
- Consulat général de Turquie
- Ambassade de Belgique
- Consulat de la république fédérale d'Allemagne
- Consulat du Portugal