

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 LARRE
Website	http://www.u-bordeaux-montaigne.fr/fr/index.html
Academic Calendar	http://www.u-bordeaux-montaigne.fr/fr/universite/calendrier_de_l_annee.html
Courses Overview	http://www.u-bordeaux-montaigne.fr/fr/formations/offre-de-formation-2016-2020.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 Presidents Delegated to International Affairs	<ul style="list-style-type: none"> • Antoine ERTLE (Training) Email: antoine.ertle@u-bordeaux-montaigne.fr • Apostolos LAMPROPOULOS (Research) Email: apostolos.lampropoulos@u-bordeaux-montaigne.fr
Director of International Relations	Irina Simion Email: irina.simion@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 20 98
Head of Financial and Administrative Office	Anna Karin Boberg Email: anna-karin.boberg@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 45 39
Financial and Administrative Officer	Catherine GIMENEZ Email: Catherine.Gimenez@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 60 22
Financial and Administrative Officer	Marie AFOUMADO Email: marie.afoumado@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 45 23
INTERNATIONAL COOPERATION TEAM	
cooperation-internationale@u-bordeaux-montaigne.fr	
International Cooperation Officer (Europe)	Claire Levacher Email: claire.levacher@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 45 39
International Cooperation Officer (America and Africa)	Delphine Michel Email: delphine.michel@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 21 77
International Cooperation Officer (Asia, Oceania Russia)	Naouel Zenaidi Email: naouel.zenaidi@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 62 51
STUDY ABROAD TEAM	
studentmobility@u.bordeaux.montaigne.fr	
General Inquiries	Email: studentmobility@u-bordeaux-montaigne.fr Fax + 33 (0)5 57 12 45 70
Head of Student Mobility Office	Antoine Borderie Email: antoine.borderie@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 44 34
Incoming students Officer	Corinne Valety Email: corinne.valety@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 47 60



Outgoing students Officer	Manon Villanova Email: manon.villanova@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 46 74
Outgoing students Officer	Erwin Grange Email: erwin.grange@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 60 21
Incoming students Officer <i>Transcript of records request (exchange students only)</i>	Marie Lassalle Email: marie.lassalle@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 47 47
Financial and Administrative Officer <i>Accommodation referent</i>	David Cazenave Email: david.cazenave@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 21 06

INFORMATION FOR INCOMING EXCHANGE STUDENTS

COURSES													
Modules Offer	http://www.u-bordeaux-montaigne.fr/fr/formations/offre-de-formation-2016-2020.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: studentmobility@u-bordeaux-montaigne.fr												
Language of teaching	French												
Required French Level to attend lectures/ seminars (First cycle):	B1 (Erasmus) - B2 (Non Erasmus)												
Grading system	<table> <tr> <td>18-20/20</td> <td>Excellent</td> </tr> <tr> <td>16/20</td> <td>Very good</td> </tr> <tr> <td>14/20</td> <td>Good</td> </tr> <tr> <td>12/20</td> <td>Satisfactory</td> </tr> <tr> <td>10/20</td> <td>Sufficient</td> </tr> <tr> <td>Under 10/20</td> <td>Failure</td> </tr> </table>	18-20/20	Excellent	16/20	Very good	14/20	Good	12/20	Satisfactory	10/20	Sufficient	Under 10/20	Failure
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 AND FREE MOVERS	EU STUDENTS
Deadlines for Nomination <i>incomingstudents@u-bordeaux-montaigne.fr</i>	First term: March 31st Second term: October 31st	First term: May 15th Second term: November 15th
Online Enrolment	First term: April 15th Second term: October 31st	First term: May 31st Second term: November 15th
CEF CAMPUS FRANCE procedure	31st of January of the previous academic year	

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: etudiant-etranger.ameli.fr)
- Learning Agreement with choices of courses (duly completed, signed by your home university, and stamped)

ACCOMMODATION

Accommodation application online (not guaranteed): **Before May 31st**. For further information: [link](#)

We are offering a very few number of accommodations. We strongly advise students to look for private accommodation before their arrival: [link](#)

UNIVERSITE BORDEAUX MONTAIGNE

Calendar for Incoming Students

Deadlines for Enrolment in an Exchange Program 2021-22

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

Incoming students contact persons

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

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>

Semester 1: from 01/09/2021 to 31/12/2021	13/09/2021	17/12/2021
Semester 2: from 03/01/2022 to 31/05/2022	17/01/2022	15/04/2022

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 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**, and a **C1 level** in French is requested for **Master programs**.

Accommodation (CROUS) :

Website : <https://www.crous-bordeaux.fr/international/demander-un-logement/>

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

September 2021 starters : Semester 1

Procedures	Non-European Programs and Turkey (except Switzerland) Partner universities whose country is under the CEF procedure http://www.campusfrance.org/en/page/a-country-using-cef-procedure Free Mover (worldwide)	Erasmus + (except Turkey), Switzerland and double degree programs
Nomination of selected students to : https://montaigne.moveonfr.com/form/5fbe1e5a1061873eed0b0947/eng	From February 15 to March 31 2021	From February 15 to May 15 2021
Online application procedure for students on the Bordeaux Montaigne website (opening date : March 1st) https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng Please, upload the following documents: <ul style="list-style-type: none"> • 1 ID photo • 1 photocopy of ID (passport or identity card) • Proof of French language proficiency • a certificate of health insurance for the entire period of the exchange : <ul style="list-style-type: none"> ○ Europe *: European health insurance card ○ Québec *: "formulaire SE 401-Q-106" ○ NON -EU students will be required to register for the French Health Insurance upon arrival (for free on the following website: etudiant-etranger.ameli.fr) (*Δ caution : enrolment will not be carried out without these documents)	From March 1st to April 15 2021	From March 1st to May 31 2021
ERASMUS STUDENTS ONLY Learning agreement could be done online : https://learning-agreement.eu/ Or, the Learning agreement should be sent by email to the coordinator: link <i>After May 31 2021, the Learning agreement will not be signed until the student's arrival</i>		Before May 31 2021
DEFLE STUDENTS For the students nominated at the DEFLE department for the whole year, and wishing to incorporate academic classes during the 2 nd semester: the B2 Level in French language will be requested. This transfer should be submitted for approval by the student to the DEFLE department.	Deadline for semester 2 academic courses request: Before November 30 2021	
REQUEST FOR EXTENSION OF STAY	Before October 22 2021	
SENDING OF THE ACCEPTANCE LETTER		
Non-European countries : to the University	April to May 2021	
European countries : to the student by e mail		July 2021
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	End of August – beginning of September 2021	
Orientation day for exchange students*	Friday September 9 2021 at 10 am	
University discovery workshops and tour *	Friday September 9 2021 at 14 pm	
Administrative enrolment and selection of courses	From September 10 2021	

* to be confirmed virtual or physical, due to the uncertainty of the pandemic.

January 2022 starters : Semester 2

Procedures	<p>Non-European Programs and Turkey (except Switzerland) Partner universities whose country is under the CEF procedure (http://www.campusfrance.org/en/page/a-country-using-cef-procedure)</p> <p>Free Mover (worldwide)</p>	Erasmus + (except Turkey), Switzerland and double degree programs
<p>Nomination of selected students to : https://montaigne.moveonfr.com/form/5fbe1e5a1061873eed0b0947/eng</p>	From October 1st to October 31 2021	From October 1st to November 15 2021
<p>Online application procedure for students on the Bordeaux Montaigne website (opening date : October 1st): https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng</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) • a certificate of health insurance for the entire period of the exchange : <ul style="list-style-type: none"> ○ Europe* : European health insurance card ○ Québec* : "formulaire SE 401-Q-106" ○ NON-EU students will be required to register for the French Health Insurance upon arrival (for free on the following website: etudiant-etranger.ameli.fr (* caution : enrolment will not be carried out without these documents) 		
ERASMUS STUDENTS ONLY		Before October 31 2021
<p>Learning agreement could be done online : https://learning-agreement.eu/</p> <p>Or, the Learning agreements should be sent by email to the coordinator: link</p> <p><i>After May 31 2021, the Learning agreement will not be signed until the student's arrival</i></p>		
Sending of the acceptance letter		
Non-European countries : to the University	November 2021	
European countries : to the student by email		December 2021
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	End of December 2021 – beginning of January 2022	
Orientation day for exchange students*	Tuesday January 11 2022 at 10 am	
University discovery tour*	Tuesday January 11 2022 at 1 pm	
Administrative enrolment and selection of courses	From January 12 2022	

* to be confirmed virtual or physical, due to the uncertainty of the pandemic.