

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. Hélène VELASCO-GRACIET
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 (Bordeaux3) 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
Email	Relations-internationales@u-bordeaux-montaigne.fr
Website	http://www.u-bordeaux-montaigne.fr/fr/international/venir-a-bordeaux-montaigne.html

Staff Information

Vice President Delegated to International Affairs	Prof. Kim Sang ONG VAN CUNG Email: kim-sang.ong-van-cung@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 47 22
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
INTERNATIONAL COOPERATION TEAM	
cooperation-internationale@u-bordeaux-montaigne.fr	
International Cooperation Officer (Europe)	Alessandra Marano Email : alessandra.marano@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 62 51
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)	Claire Levacher Email: claire.levacher@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 45 39
STUDY ABROAD TEAM	
General Inquiries	Email: relations-internationales@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	Corinne Valety Email: corinne.valety@u-bordeaux-montaigne.fr Phone: +33 (0)5 57 12 47 60
Outgoing students	Christelle Duclau Email: christelle.duclau@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 46 74
Outgoing students	MANON VILLANOVA Email: manon.villanova@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 46 74

Outgoing students	Erwin Grange Email: erwin.grange@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 60 21
Transcript of records request (exchange students only)	Marie Lassalle Email: marie.lassalle@u-bordeaux-montaigne.fr Phone : +33 (0)5 57 12 47 47
Housing	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: relations.internationales@u-bordeaux-montaigne.fr												
Language of teaching	French												
Required French Level to attend lectures/ seminars:	B2												
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
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Courses of French Language and civilization at the DEFLE

Courses are subjected to fees except for specific bilateral agreements.

Website: <http://defle.u-bordeaux-montaigne.fr/fr/index.html>

- Day classes
- Evening classes
- Summer schools

There will be a French placement test to determine your French level before the DEFLE classes begin.

Contact the DEFLE Department for the test dates ✉ (defle@u-bordeaux-montaigne.fr)

APPLICATION PROCESS

	NON EU STUDENTS AND FREE MOVERS	EU STUDENTS
Deadlines for Nomination incomingstudents@u-bordeaux-montaigne.fr	First term: March 31st Second term: October 31st	First term: May 31st Second term: November 15th
Online Enrolment	First term: March 31st 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 (link available soon))
- Learning Agreement with choices of courses (duly completed, signed and stamped upon arrival and after confirmation)
- CVEC : Free-movers students only will have to pay the CVEC tax (Contribution à la Vie Etudiante et Campus) on the following website : <http://cvec.etudiant.gouv.fr/>

HOUSING (Not guaranteed) Online application: Before April 30th

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