

Dear Partners,

We are looking forward to welcoming your Erasmus students at Paul Valéry – Montpellier 3 University. You will find below useful information for nominations and for Erasmus students (Registration procedure, Learning agreement, French language course, Accommodation). We are looking forward to continuing our fruitful cooperation with you! Best regards

The Erasmus Office

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II Compulsory Linguistic Requirements at UPV

Required level of French: at least **level B1** as defined by the Common European Framework of : Reference for Languages (CEFR) – <http://www.cambridgeesol.org/about/standards/cefr.html> (French page to be found at <http://eduscol.education.fr/cid45678/cadre-europeen-commun-de-reference.html>).

A level B2 is strongly recommended, particularly for those taking Master level courses.

The students have to send the following by email (attached document) **with the Application Form:**

- The results of a recognized French certification, such as the TCF (Test de connaissance du Français: <http://ciep.fr/tcf/>)

Or

- The Level certificate of French that you can find attached (“Attestation de Langue Française B1”), filled and signed by a French teacher of your university.

III Academic year

Our academic year is divided into two semesters. The academic calendar will be on our web site in June:

http://www.univ-montp3.fr/filemanager/actualites/calendrier2013_2014.pdf

1st semester: Winter: from the beginning of September to the end of December

2nd Semester: Spring: from the beginning of January to the end of May

IV Information for students

Registration procedure: Application Form

- All the information about the registration procedure is on our website:

<http://relations-internationales.upv.univ-montp3.fr/mobilites-etudiantes/venir-a-montpellier-sur-programmes/programme-erasmus/procedures-erasmus/>

- Erasmus students must **register online** on our university website:

<http://www.univ-montp3.fr/riinscriptions/move/moveonline/incoming/welcome.php>

The **Application Form** should be completed on-line, then printed, signed by the students and the Erasmus Coordinator, stamped and sent with their learning agreement to the following address:

Université Paul Valéry – Montpellier 3

Bureau Erasmus 208A – Etudiants ‘IN’

Route de Mende

34199 Montpellier Cedex 5 - France

The students must provide a valid email address so that we can communicate with them quickly when necessary.

The Registration deadline is:

- **31th May for the 1st semester** (arrival in September)
- **30th September for the 2nd semester** (arrival in January)

Learning Agreement

- **This document must be sent with the Application Form.**
- This document must be signed by the home university.
- The list of courses must be established by the home university.

Incoming students can find information on courses and the ECTS programme on our website:

<http://relations-internationales.upv.univ-montp3.fr/files/2012/09/Progacad1.pdf>

6 UFR (Unités de Formations et de Recherche) = Faculties

List of Departments by Faculty (UFR)

- **UFR 1 - Lettres, arts, philosophie, psychanalyse**
- **UFR 2 - Langues et Cultures étrangères et régionales**

- **Département de Langues étrangères appliquées (LEA)**
- **UFR 3 - Sciences humaines et sciences de l'environnement**
- **UFR 4 - Sciences économiques, mathématiques et sociales**
- **UFR 5 - Sciences du sujet et de la société**
- **UFR 6 - Éducation et Sciences pour les LLASHS**

Important: Students must choose courses **mainly** in the department with which the Erasmus agreement is signed. They may choose optional courses in other departments of the University.

Exception: Optional courses in Cinema (Performing Arts Department) and “Info/Com” (Information/ Communication Department) are **not available**.

Undergraduate Course Schedules will change for the academic year 2014/2015, which may lead to changes in course selection: students will be able to amend their choices once in Montpellier.

Intensive French Language Courses

Classes in French as a foreign language are provided by the Institut d'Etudes Françaises pour Etranger (IEFE). For further information about fees and courses contact: <http://iefe.univ-montp3.fr/>

Accommodation

* PRIVATE ACCOMMODATION :

Erasmus students who choose to rent a room or a flat, or to share with other students, should start looking for private accommodation as soon as they are registered at our university. There are many students in Montpellier and it can be difficult to find a place to live. We can help them by providing a few addresses and contacts but finding accommodation is their own responsibility.

* UNIVERSITY ACCOMMODATION :

Few rooms in University halls of residence are available for Erasmus students. So your students should apply for a room as soon as possible, by **15th June** at the latest.

<http://relations-internationales.upv.univ-montp3.fr/files/2012/09/logterasmus1.doc>

Applying for a room in a hall of residence **does not mean** that the students can obtain it. They will be told whether rooms are available **by 30th June at the latest**. If they cannot have a university room, they will have to find private accommodation.

By accepting accommodation in a hall of residence, students must agree to pay the rent **for the whole period of their mobility** (prices range from 175 to 350 euros/month).

In both cases (private or university accommodation), students are entitled to a housing grant from the French State (**APL/ALS from CAF**) proportional to the rent. The students will apply for the APL/ALS once he/she has registered at Montpellier University

Students will be required to have their room or flat insured.