

UNIVERSITE BORDEAUX MONTAIGNE

Calendar for Incoming Students

Deadlines for Enrolment in an Exchange Program 2017-2018

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

Incoming students contact persons

Ludovic Plachot, head of mobility office	ludovic.plachot@u-bordeaux-montaigne.fr
Camille Embarek, international officer, transcript of records	camille.embarek@u-bordeaux-montaigne.fr
Corinne Valety, international officer, student nomination	corinne.valety@u-bordeaux-montaigne.fr
David Cazenave, international officer, university housing	david.cazenave@u-bordeaux-montaigne.fr
Website	http://www.u-bordeaux-montaigne.fr/fr/international/venir-a-bordeaux-montaigne.html

Lecture period* (provisional calendar to be confirmed)

Semester 1: from 01/09/2017 to 31/12/2017	11/09/2017	22/12/2017
Semester 2: from 02/01/2018 to 31/05/2018	mid-January 2018 (date not yet defined)	end of April 2018 (date not yet defined)
Examinations normally take place throughout the semester as part of continuous assessment and before the end of course		
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.
- They won't be allowed to register to some courses : Licences professionnelles ; Masters "Enseignement", "Master Journalisme", "Master LAI" and all the "Masters" with limited capacity or with selective admission requirements ; CLES Anglais

*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>

September 2017 starters : Semester 1 or whole year

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 + and Switzerland (except Turkey)
Nomination of selected students by email to : incomingstudents@u-bordeaux-montaigne.fr or corinne.valety@u-bordeaux-montaigne.fr 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 (semester one or full academic year)	From 15 th February to 31 st March 2017	From 15 th February to 31 st May 2017
Application procedure for students on the Bordeaux Montaigne website : https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng		
Delivery of «paper documents», printed and signed versions of files obtained online to include : <ul style="list-style-type: none">• 1 ID photo• 1 photocopy of ID (passport or identity card)• The « learning agreement » (for Erasmus students only) (which will be <u>signed only after arrival of the student</u>)• 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"○ Other countries : students will have to pay "la sécurité sociale étudiante" (tarif 2016/17 : 215 euros) (Δ caution : enrolment will not be carried out without these documents) to the following address : Direction des Relations Internationales Pôle mobilité étudiants entrants Université Bordeaux Montaigne Domaine Universitaire 33607-PESSAC Cedex FRANCE		
Sending of the acceptance letter		
non-european countries : to the University	March to May 2017	
european countries : to the student by email		July 2017
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	End of August – beginning of September 2017	
Orientation day for exchange students	Thursday 7 th September 2017 at 10 am	
University discovery workshops and tour	Thursday 7 th September 2017 at 1 pm	
Administrative enrolment and selection of courses	From 8 th September 2017	

January 2018 starters : Semester 2

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 + and Switzerland (except Turkey)
Nomination of selected students by email to : incomingstudents@u-bordeaux-montaigne.fr or corinne.valety@u-bordeaux-montaigne.fr 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	From 1st October to 31st October 2017	From 1st October to 15th November 2017
Application procedure for students on the Bordeaux Montaigne website : https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng		
Delivery of «paper documents», printed and signed versions of files obtained online to include : <ul style="list-style-type: none"> • 1 ID photo • 1 photocopy of ID (passport or identity card) • The « learning agreement » (for Erasmus students only) (which will be <u>signed only after</u> arrival of the student) • 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" ○ Other countries : students will have to pay "la sécurité sociale étudiante" (tarif 2016/17 : 215 euros) (Δ caution : enrolment will not be carried out without these documents) to the following address : Direction des Relations Internationales Pôle mobilité étudiants entrants Université Bordeaux Montaigne Domaine Universitaire 33607-PESSAC Cedex FRANCE		
Sending of the acceptance letter		
non-european countries : to the University	November 2017	
european countries : to the student by email		December 2017
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	End of December 2017 – beginning of January 2018	
Orientation day for exchange students	Tuesday 16th January 2018 at 10 am	
University discovery tour	Tuesday 16th January 2018 at 1pm	
Administrative enrolment and selection of courses	From 17th January 2018	