

## INSTITUTIONAL FACT SHEET FOR PARTNER UNIVERSITIES 2024/2025

### INTERNATIONAL COOPERATION AGREEMENTS

#### Non degree-seeking students / Credit mobility

*Last update: January 10<sup>th</sup> 2024*

### 1. Institutional details

<b>Name of the Institution</b>	Université Paul-Valéry Montpellier 3 (UPVM)
Institution website	<a href="http://www.univ-montp3.fr/">www.univ-montp3.fr/</a>
International Office website (studying at UPVM)	<a href="https://www.univ-montp3.fr/fr/venir-sur-programme-ou-accord/accords-de-coop%C3%A9ration">https://www.univ-montp3.fr/fr/venir-sur-programme-ou-accord/accords-de-coop%C3%A9ration</a>
Online course catalogue	<a href="http://www.univ-montp3.fr/fr/formation-lp/offre-de-formation/toute-l-offre-de-formation">www.univ-montp3.fr/fr/formation-lp/offre-de-formation/toute-l-offre-de-formation</a>
Address	Université Paul-Valéry Montpellier 3 <b>Direction des Relations Internationales et de la Francophonie – DRIF</b> Bâtiment I – IONESCO Route de Mende 34199 MONTPELLIER Cedex 5 FRANCE

### 2. Main contacts

	<b>Pr. Antoine COPPOLANI</b>
<b>Responsibility</b>	<b>Vice-President for International Relations, Francophonie, and relations with local authorities</b> <a href="mailto:vp-international@univ-montp3.fr">vp-international@univ-montp3.fr</a>

	<b>Geographical Zone Coordinators</b>
<b>Contact details</b>	<a href="https://www.univ-montp3.fr/fr/node/105591">https://www.univ-montp3.fr/fr/node/105591</a>

<b>Contact person</b>	<b>Christophe RÉMOND</b>
<b>Responsibility</b>	<b>Head of the Direction des Relations Internationales et de la Francophonie</b> DRIF – Bâtiment I – IONESCO Bureau 05

<b>Contact person</b>	<b>Rahmane AMARA</b>
<b>Responsibility</b>	<b>Head of the Service Mobilité Internationale Encadrée (Programme Mobility Office)</b> DRIF – Bâtiment I – IONESCO Bureau 04 <a href="mailto:rahmane.amara@univ-montp3.fr">rahmane.amara@univ-montp3.fr</a> +33 467 14 26 84

<b>Contact person</b>	Each international cooperation agreement is managed by one faculty member (academic staff) coordinator.
<b>Responsibility</b>	<b>Academic coordinators</b>
<b>Contact details</b>	The list of our ongoing cooperation agreements and corresponding coordinator is available on the following webpage: <a href="https://www.univ-montp3.fr/fr/venir-sur-programme-ou-accord/accords-de-coop%C3%A9ration">https://www.univ-montp3.fr/fr/venir-sur-programme-ou-accord/accords-de-coop%C3%A9ration</a>

<b>Contact person</b>	<b>Nicole DENAYROLLES Delphine MARTY léhoushanah SCHERER</b>
<b>Responsibility</b>	<b>International Cooperation Agreements</b> DRIF – Villa Lebecq
<b>Contact details</b>	Phone: +33 467 14 54 38 (Nicole DENAYROLLES) +33 467 14 58 09 (Delphine MARTY) +33 467 14 55 71 (léhoushanah SCHERER) E-mail : <a href="mailto:cooperation-internationale@univ-montp3.fr">cooperation-internationale@univ-montp3.fr</a>

<b>Contact person</b>	<b>Lionel CABOS / Célia EL ATTAR</b>
<b>Responsibility</b>	<b>Contact person for incoming exchange students (non-EU partners)</b> DRIF – Bâtiment I – IONESCO Bureau 03
<b>Contact details</b>	Phone : +33 467 14 20 95 E-mail : <a href="mailto:incomingstudent@univ-montp3.fr">incomingstudent@univ-montp3.fr</a>

<b>Contact person</b>	<b>Sabryna RODRIGUES</b>
<b>Responsibility</b>	<b>Contact person for outgoing exchange students (non-EU partners)</b> DRIF – Bâtiment I – IONESCO Bureau 02
<b>Contact details</b>	Phone : +33 467 14 21 03 E-mail : <a href="mailto:proganglo-bci-quebec@univ-montp3.fr">proganglo-bci-quebec@univ-montp3.fr</a> <a href="mailto:outgoingstudents@univ-montp3.fr">outgoingstudents@univ-montp3.fr</a>

### 3. Practical information

Updated practical information is uploaded on a regular basis on the following webpage : <https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/useful-information>

#### a- Information for students with special needs

UPV's disabilities and special needs service offers assistance to students who are entitled to specific arrangements in their home university. The arrangements can include extra-time for exams, timetable adjustments, etc. that will allow the students concerned to complete their exchange in the best possible conditions (see : <https://www.univ-montp3.fr/fr/organisation/directions-et-services/direction-des-%C3%A9tudes-et-de-la-scolarit%C3%A9handi-%C3%A9tudes>)

If a student requires assistance, it is essential that this information is made available to us, more specifically so we can do everything what is necessary to provide him/her with an adapted accommodation. Students that are concerned must contact: [lionel.cabos@univ-montp3.fr](mailto:lionel.cabos@univ-montp3.fr)

#### b- Calendar

**Nomination and application deadlines:**

	<b>Autumn Term</b>	<b>Spring Term</b>
<b>Nomination from university</b>	April 30 <sup>th</sup>	September 30 <sup>th</sup>
<b>Application from student</b>	May 15 <sup>th</sup>	October 15 <sup>th</sup>
<b>Nominations to be sent to :</b>	<a href="mailto:incomingstudent@univ-montp3.fr">incomingstudent@univ-montp3.fr</a>	

Information on how to apply at UPVM will be sent directly to students upon reception of the nominations.

Please, find below the list of information required for each student upon nomination:

- Surname, first name, date and place of birth, gender
- Valid email address (**no @hotmail address**)
- Study period: Semester 1 (Winter Term) / Semester 2 (Spring Term) / Full-Year
- Main field of study at the home institution
- Field of study applied for at UPVM
- Number of academic years before the mobility

### **Requirements for the extension of a student's mobility:**

If a student from a partner institution wishes to extend the duration of his/her mobility from a semester to a full-year stay, please take the information below into account:

- The student must:
  - first have the approval of the home institution;
  - then of the UPVM coordinating professor;
- Our office will provide the student an **Attestation de prolongation de séjour / Certificate of extension** and will have to have it signed by the Home Institution, the UPVM coordinating professor, and the student him/herself;
- **Deadline for providing the document for an extension of the mobility at [incomingstudent@univ-montp3.fr](mailto:incomingstudent@univ-montp3.fr) : October 31<sup>st</sup> from Term 1 to Term 2 / March 31<sup>st</sup> from Term 2 to the following academic year**

### **Academic calendar:**

Our academic calendar is divided in 2 semesters, the ongoing calendar is available [through this link](#), but the general calendar is the following:

- 1<sup>st</sup> semester (Winter Term): from **beginning of September** until **mid-December**
  - 2<sup>nd</sup> session exams\*: from **mid-January** until **end of January**
- 2<sup>nd</sup> semester (Spring Term): from **mid-January** until **mid-May**
  - 2<sup>nd</sup> session exams\*: from **end of May** until **mid-June**

*\*2<sup>nd</sup> session exams are optional*

Physical presence at the beginning of the semester is mandatory in order to register in groups and bring modifications to the Learning Agreement if necessary.

### **c- Course catalogue**

Through the following link, you will find further information on how to find courses before arriving in Montpellier:

[https://www.univ-montp3.fr/sites/default/files/guide\\_academic-pedagogical\\_guide\\_22\\_23\\_3.pdf](https://www.univ-montp3.fr/sites/default/files/guide_academic-pedagogical_guide_22_23_3.pdf)

**A fully signed Learning Agreement before arrival is required to ensure that your students will be able to follow the proposed course programme during their mobility.**

**A template is available through this link : [https://www.univ-montp3.fr/sites/default/files/conventions\\_learning\\_agreement\\_entrants\\_2.docx](https://www.univ-montp3.fr/sites/default/files/conventions_learning_agreement_entrants_2.docx)**

**Some courses have a restricted access (C1 proficiency required, restricted to students for which our agreement is with a specific Department, etc.), updates on these courses are available in the academic guide provided to students.**

#### d- Language requirements

Standard language requirement to study at **UPVM according to the CEFR** (Common European Framework of Reference for languages):

- **Undergraduate level: B1 level in French**
- **Postgraduate level: B2 level in French**

The certificate must be provided during the student's online registration; without this certificate, administrative registration will not be completed and we will not be able to enroll the student in courses.

*Please refer to the international cooperation agreement signed between our institutions for eventual exemptions.*

**IMPORTANT: To prove that they meet language proficiency requirements, students have 2 options:**

- **Provide a recent certificate stamped and signed by the home institution;**
- **OR provide an official certificate from a language center, in which case the certificate should be date from less than 3 years before the planned arrival date.**

**PLEASE NOTE THAT:**

- **Without a French language proficiency certificate, administrative registration will not be completed and we will not be able to enroll the student in courses;**
- **Students with a French “Baccalauréat”, other French higher education degree, or have French as a mother tongue are exempted.**

#### e- Grading system

Université Paul-Valéry Montpellier 3 (20/20)	ECTS Grade	Criteria	Results	Assessment
0 to 6,9/20	F	Inaccurate, very little knowledge, very poor spelling and presentation.	Fail	Fail
7 to 9,9/20	FX	Incomplete, inaccurate, disorganized, limited understanding. Lack of analytical skills.	Fail	Fail
10 to 10,9/20	E	Correct general knowledge and expression, basic understanding of issues.	Pass	Sufficient
11 to 11,9/20	D	Sound understanding, correct knowledge but limited analysis.	Pass	Satisfactory
12 to 13,9/20	C	Good understanding, appropriate analysis, generally coherent and well-written.	Pass	Good
14 to 15,9/20	B	Thorough understanding, insightful analysis, clear and focused work.	Pass	Very good
16 to 20/20	A	Thorough understanding, insightful analysis, well-written, wide reading.	Pass	Excellent

**CAUTION: Exchange students are expected to respect our Studies and Examinations Regulation and Policy available here: <https://www.univ-montp3.fr/fr/r%C3%A8glement-des-%C3%A9tudes>**

- **Marks must not be negotiated;**
- **Lectures (Cours Magistraux / CM) and Tutorials (Travaux Dirigés / TD) are dependent one from another, it is forbidden to take one without the other;**
- **Once our Transcript of Records has been edited, our Office will not bring modifications contrary to the institution’s regulation.**

**f- Visa application: exchange student**

\* Any student (non-EU), candidate for study mobility in France, with the framework of an international cooperation agreement, must follow the dematerialized visa application procedure (VLS-TS) CEF (Center of Studies in France / Campus France):

<https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html>

Once the application has been processed by Campus France and accepted by Paul Valéry University, the student will be able to print directly the acceptance letter from this platform.

At the student request and after receipt by email of the complete application file, Paul Valéry University will edit a letter of acceptance to the concerned student.

*\* List of countries with CEF / CampusFrance:*

*Algeria, Argentina, Azerbaijan, Bahrain, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Chad, Chile, China, Colombia, Comoros, Congo, Democratic Republic of Congo, Djibouti, Dominican Republic, Ecuador, Egypt, Ethiopia, Gabon, Georgia, Ghana, Guinea, Haiti, Hong-Kong, India, Indonesia, Iran, Israel, Ivory Coast, Japan, Jordan, Kenya, Kuwait, Lebanon, Madagascar, Malaysia, Mali, Mauritania, Mauritius, Mexico, Morocco, Nepal, Niger, Nigeria, Pakistan, Peru, Qatar, Russia, Saudi Arabia, Senegal, Singapore, South Africa, South Korea, Taiwan, Thailand, Togo, Tunisia, Turkey, Ukraine, United Arab Emirates, United Kingdom, United States, Vietnam*

Our institution will provide assistance, when required, in securing visas to students. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Incoming Students Officer – International Cooperation Agreements
<b>Contact details</b>	Phone: +33 (0)4 67 14 20 95 Email: <a href="mailto:incomingstudent@univ-montp3.fr">incomingstudent@univ-montp3.fr</a>
<b>Website</b>	<a href="https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2">https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2</a>

Our university will provide all the certificates required to apply for a visa, but the information available on the websites of the Embassies and of the French Ministry of Foreign Affairs must be prioritized.

**As part of the local effort made by the Higher Education Institutions of Montpellier to best welcome international students and researchers, the “International Welcome Unit” (SAIEC) can support students in obtaining or renewing their visa, and also offers a Mentoring Programme to students who are already in Montpellier:**

<https://www.saiec.fr/demarches-administratives/visas-et-titres-de-sejour>

### g- Insurance

We draw attention to the fact that accepted candidates for an international mobility must have contracted universal and unlimited repatriation insurance covering the dates of their stay.

Our university has set up a partnership with a group of insurance companies offering a thorough offer of services accessible to exchange students at a preferential rate. Please refer to our Erasmus+ Incoming webpage for further information.

<b>Contact person</b>	Incoming Students Officer – International Cooperation Agreements
<b>Contact details</b>	Phone: +33 (0)4 67 14 20 95 Email: <a href="mailto:incomingstudent@univ-montp3.fr">incomingstudent@univ-montp3.fr</a>
<b>Website</b>	<a href="https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2">https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2</a>

### h- Housing

Our institution will guide incoming students in finding accommodation, and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	Incoming Students Officer – International Cooperation Agreements
<b>Contact details</b>	Phone: +33 (0)4 67 14 20 95 Email: <a href="mailto:incomingstudent@univ-montp3.fr">incomingstudent@univ-montp3.fr</a>
<b>Website</b>	<a href="https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2">https://www.univ-montp3.fr/en/international/study-montpellier-bachelors-masters-doctorate/incoming-students-exchange-2</a>

**Students will be helped through the accommodation process following the academic calendar and semester dates, which also corresponds to our partners' calendar. Students benefiting from an accommodation in a university hall of residence are required to follow our partner's procedures.**

#### i- French as a Foreign Language – courses offered

The “**Direction des Relations Internationales et de la Francophonie**”, through its **IEFE (Institute of French for Foreign Learners)**, offers different forms of courses for students throughout the year, depending on their needs:

- French course for students on international programmes:
  - o 40 hours over 10 weeks
  - o 4 ECTS (can be included in the Learning Agreement)
  - o 220 € per session
  - o Comment: registration will be available at the beginning of each semester (physical presence required)
  - o Link: <https://iefe.www.univ-montp3.fr/en/specific-courses/french-course-students-international-mobility-programmes/overview>
- Summer Courses
  - o 4 two-weeks sessions in June and July
  - o 40 hours to 160 hours
  - o 550 € per session (differs if several sessions taken)
  - o Link: <https://iefe.www.univ-montp3.fr/fr/pr%C3%A9sentation-1>
- Diploma courses:
  - o Full-semester courses (September to December and/or January to May)
  - o 200 hours par semester
  - o Available from A1 to C2 level
  - o 1.400€ per semester
  - o Link: <https://iefe.www.univ-montp3.fr/en/diploma-courses/overview>

#### j- Staff Mobility for Training – French as a Foreign Language Courses

The “**Direction des Relations Internationales et de la Francophonie**”, through its **IEFE (University institute for the Study of French as a Foreign Language)**, offer short training periods that are designed for students who wish to improve their proficiency in French Language, but that are also eligible to Erasmus+ Staff Training grants.

Two different forms of training are offered:

- Summer courses:
  - o 4 two-week sessions in June and July
  - o Fee: from 550€
  - o Link to the presentation: <https://www.univ-montp3.fr/en/summer-courses/overview>
- Training for Trainers – French as a Foreign Language
  - o Two-week session in the month of July
  - o A minimum of 10 trainees must be reached to open the session
  - o Fee: 600€ (800€ with the optional visits and excursions)
  - o Link to the presentation: <https://www.univ-montp3.fr/en/fle-teaching-training-courses/overview>