



GUIDELINES FOR PARTNER UNIVERSITIES AND INTERNATIONAL EXCHANGE STUDENTS

WELCOME TO THE UNIVERSITY FRANCOIS-RABELAIS OF TOURS, FRANCE!

The University François-Rabelais of Tours is located in the lively and beautiful city of Tours (one hour from Paris), a city where history, culture, sports activities and a thriving business community ensure you will experience the best of French art de vivre. As Tours is surrounded by the Loire Valley – listed as a world heritage site by UNESCO – you will have the opportunities to discover beautiful countryside and gastronomical treasures.

Home to great writers such as Rabelais, Ronsard and Balzac, the Touraine area has a rich and ancient cultural heritage. From the Middle Ages to the Renaissance, various Kings and Queens of France encouraged artistic and intellectual creation, thus making the Loire Valley the cradle of French culture. Tours has also the reputation for being one of the towns in France where the purest and most unblemished French is spoken.

For further information regarding the University of Tours, watch our video on:

<http://international.univ-tours.fr/a-european-university/>

GENERAL INFORMATION

Address	Université François-Rabelais de Tours (UFRT) 60, rue du Plat d'Étain – B.P. 12050 37020 Tours Cedex 1 – France MAPS
Website	http://www.univ-tours.fr/
Faculties	UFRT has 7 teaching and research Faculties, offering more than 300 programs of study at the undergraduate and graduate levels, 2 Institutes of Technology (IUT), 1 Polytechnic Engineering School (EPU), as well as a University Centre of French as a Foreign Language (CUEFEE).
Research Centres	UFRT totals 34 research units, including 15 joint research units in partnership with the CNRS, the INSERM, the INRA and the CEA.
Languages of Instruction	French/English

INTERNATIONAL RELATIONS OFFICE

Address: **Direction des Relations Internationales**
60, rue du Plat d'Étain – B.P. 12050
37020 Tours Cedex 1 – France

Phone: + 33(0)2 47 36 66 04
Fax : + 33(0)2 47 36 67 06

International Portal : international.univ-tours.fr
E-mail : internat@univ-tours.fr

KEY STAFF

Director – International Relations Office	Sylvie Crochet (Ms.) sylvie.crochet@univ-tours.fr
International Programs (Dual Degrees, Calls for proposal)	Graziella Beynet (Ms.) graziella.beynet@univ-tours.fr
International Cooperations	Germain Rousseau (Mr.) cooperation@univ-tours.fr
Incoming Exchange Students	Frédéric Soreau (Mr.) incoming.mobility@univ-tours.fr
Undergraduate Registration Process for Individual Students, Campus France Contact	Christelle Gaudron (Ms.) internat@univ-tours.fr
Incoming Researchers	Ludovic Michel (Mr.) – Germain Rousseau (Mr.) mobilitycentre@univ-tours.fr
Outgoing Exchange Students and Staff - Europe	Solène Loiseau (Ms.) - Claire Durand (Ms.) erasmus@univ-tours.fr
Outgoing Exchange Students - International	Benjamin Depauw (Mr.) mobsortante@univ-tours.fr
French Culture and Language Supports Program	Aurore Leroy (Ms.) aurore.leroy@univ-tours.fr
Head of the CUEFEE	Alain Koenig (Mr.) cuefee@univ-tours.fr

ACADEMIC EXCHANGE PROGRAM

Academic Year 2016/2017:

Term Dates	Autumn Semester: 4 months (September to December) Spring Semester: 5 months (January to May)
Expected arrival dates for exchange students	Autumn Semester: Before September 1 st 2016 Spring Semester: Before January 13 th 2017
Welcome Program	Autumn Semester: First week of September 2016
Classes begin/end:	Autumn Semester: September 7 th to December 16 th 2016 Spring Semester: January 16 th to May 26 th 2017
Exam Periods	Autumn Semester: mid-December 2016 Spring Semester: Second week of May to last week of May 2017 Repeat session : June 2017
Holidays	<i>Summer:</i> approximately two months (Jul-Aug) <i>Autumn:</i> one week (Oct-Nov) <i>Christmas:</i> 2 weeks (Dec-Jan) <i>Winter :</i> 1 week (Feb) <i>Spring:</i> 2 weeks (Apr-May)
Application Deadline	 Online applications for the <u>Autumn semester or the Academic Year:</u> May 25th  Online applications for the <u>Spring semester:</u> November 20th

Application procedure (exchange students only)

Students who wish to study at University of Tours as exchange students must first of all be selected by their home university. Partner universities will be contacted by UFRT and asked to nominate their students online. Students are then required to complete their online application before the indicated deadline and attach the required supporting documents.

Please follow the admission procedure on:

<http://international.univ-tours.fr/exchanges>

1. Pre-registration

 **Application portal for exchange students (in English and French) :**

<http://univ-tours.moveonnet.eu/moveonline/incoming/welcome.php? language=en>

 Before you start your application, please read carefully the information about the application process under [procedure](#)

 **Create your account and click on [my application](#) to start your application.**

 Once the information has been provided on your account, please print the provided PDF form.

⇒ For further information: [Orientation Booklet for Exchange Program Students](#)

N.B: Before sending all the documents to UFRT, please do not forget that the application form must be signed by the exchange coordinator in your home university, and by yourself.

2. Housing

Apply for accommodation in Residence Hall

Our institution offers accommodation in student halls of residence to exchange students coming from our partner institutions. Students must fill in and print the form below (please complete it on the computer before printing it): [Accommodation request form](#) ⇨ For further information: [Housing](#)

Application Deadline – Residence halls

- Applications for the Autumn semester or the Academic Year: **May 25th**
- Applications for the Spring semester: **November 20st**

If needed, please contact Frédéric Soreau to get an accommodation application: incoming.mobility@univ-tours.fr

NB: The accommodation request form must be sent in together to **Mr. Frédéric Soreau** with the signed registration forms. Failure to comply will lead to the form not being accepted

You can also apply for accommodations at private owners (We may have a few contacts that you can contact upon arrival but the list runs out fast; *if so, students must find the accommodation on their own.*

🔗 Required documents for finalizing your application:

- 2 signed application forms
- The [accommodation request form](#) if you wish to apply for a room in a student residence hall.
- A certificate of registration in your home university
- University grade transcripts and evidence of French/English language levels (if applicable).
- 2 ID pictures with your name written on the back
- An envelope with your name and home address on it (A4 size)

⇨ You will find the [complete list of needed documents here](#). Make sure you send all the pieces at the same time and **in the same envelope**.

🔗 **Postal address for application:** Please see page 2 for the International Relations Office Address

3. Final Registration

After receiving exchange student application form, Frédéric SOREAU will provide students all the information needed regarding registration at UFRT. He will provide students also a letter of acceptance to the exchange program in order to get student visa. At the same time, students will receive from the residence hall a proof of accommodation, if they apply for a room in a student residence hall.

Upon arrival in Tours, go to the International Office - 60, rue du Plat d'étain (Building A, ground floor) to meet Frédéric SOREAU (cf. page 2). Please refer to [this map](#).

● Frédéric Soreau will assist exchange students with:

- Obtaining their student ID card
- Academic registration (IRO will give students the name and phone number of the teaching staff member who will be their Departmental coordinator and who will help to establish their "Learning Agreement")
- Buddy program
- Providing documents containing the basic information students will need for a successful stay
- And other inquiries...

Additional information

Selection of Courses:

The best way to make the right choice is to go to the website of the University François-Rabelais and have a look about educational opportunities: <http://cces.univ-tours.fr/> - *Catalogue of courses often selected by Exchange Students (in French and English)*.

For instance, please discover our **International Relations Courses**.

Credit System:

Undergraduate/graduate exchange students can earn 30 ECTS credits maximum per semester. For further information regarding European Credit Transfer and Accumulation System: <http://international.univ-tours.fr/academic-recognition>

Restricted Programs:

Faculties not open to exchange students: Medicine/Continuing studies and Master programs in English.

Increasing your knowledge of French:

- **At the CUEFEE** (Centre Universitaire d'Enseignement du Français pour Etudiants Etrangers/ University Centre of French as a Foreign Language): <http://international.univ-tours.fr/cuefee>
- **At the CRL** (Centre de Ressources en Langues/Language Resource Center)
An innovative language learning Center, the CRL allows every student to study at his/her own pace, according to his/her level thanks to multimedia supports.

SUPPORT SERVICES AND USEFUL INFORMATION

Visa/Immigration requirements:

● **Some useful links**

Do you need a Visa? www.diplomatie.gouv.fr/fr/venir-en-france-22365

If so, how to get one? [Visa Procedure](#)

To get information about the French education system, regulations, visas, etc.: www.campusfrance.org/fr/

Campus facilities:

- **CROUS - RU** (University Restaurants)
- Libraries
- **Students' associations**
- Buddy Program and **Mentorship**

- Cultural and **artistic activities** offered by the Office of Cultural Affairs
- The **cultural program** offered by the International Relations Office to Exchange students.
- **Sports**

⇒ For further information, please refer to : international.univ-tours.fr/exchanges

International Health Insurance (compulsory):

Students should get insurance prior to their arrival. This insurance must be valid for the whole period of their stay.

Approximate monthly costs/Expenses*:

Estimated semester costs	Tuition: none if exchange student	Housing: Residence halls: 220€ to 405€/month Off campus apartment: 400€ to 750€/month
	Meals: 3€10 in a university restaurant	Transportation: Bus monthly subscription : 27€60
	Books, Supplies: This depends on the chosen classes	Insurance: accommodation: around 40/50€ (based on a residence hall)/year
	General expenses (accommodation + meals + leisure) should be around 700€/month	
Optional fees	French courses for exchange students at CUEFEE: 50€/semester (if applicable)	

*Prices are subject to change on July 1st 2016

Working in France

Students from countries outside the European Union:

A foreign student can be hired simply by showing his/her temporary residence permit marked "Student" or by showing a receipt for its renewal (without having to request a work authorization). As studies are seen as a priority, please note that the yearly number of hours worked cannot exceed 964 hours (which means 60% of the legal duration of work per year). Otherwise, the Prefecture will withdraw the temporary residence permit.

⇒ For further information: <http://vosdroits.service-public.fr/particuliers/F2713.xhtml>

FACULTY COLLABORATION

Research collaboration: International Faculty members who are interested in conducting collaborative research projects at UFRT are invited to directly contact our researchers who are working in [their field of interest](#).

Visiting Professors: As part of its international research development policy, the University François-Rabelais of Tours intends to welcome foreign researchers in its research units. They may be welcomed as guest professors, who are recruited temporarily to fulfil teaching or research assignments. There are no nationality requirement conditions.

⇒ For further information, please contact:

- **Service de la recherche et des études doctorales** at : red@univ-tours.fr
- **Euraxess Services Centre** at : mobilitycentre@univ-tours.fr



LE STUDIUM Programmes : LE STUDIUM® Loire Valley Institute for Advanced Studies offers several types of temporary long stay research positions (fellows, chairs, professorships) as well as additional facilities (international research consortia) intended to attract into region "Centre" experienced and outstanding foreign researchers.

It operates a general programme covering all the research domains presently covered in the region and a specialized programme which, under the name "Smart Loire Valley", is part of the region "Centre" government actions to favour a specialization policy of its research and development areas in connexion with industry.

⇒ For further information and for application: <http://www.lestudium-ias.com/>



Faculty exchange: One-to-one faculty exchange for a full semester or academic year may be arranged. UFRT will consider each request on an individual basis.

SEE YOU SOON IN TOURS AND LOIRE VALLEY!!