



### **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**

<b>Address</b>	<b>Université François-Rabelais de Tours (UFRT)</b> 60, rue du Plat d'Étain – B.P. 12050 37020 Tours Cedex 1 – France <a href="#">MAPS</a>
<b>Website</b>	<a href="http://www.univ-tours.fr/">http://www.univ-tours.fr/</a>
<b>Faculties</b>	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).
<b>Research Centres</b>	UFRT totals 35 research units, including 15 joint research units in partnership with the CNRS, the INSERM, the INRA and the CEA.
<b>Languages of Instruction</b>	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](http://international.univ-tours.fr)  
**E-mail :** [internat@univ-tours.fr](mailto:internat@univ-tours.fr)

### KEY STAFF

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

# ACADEMIC EXCHANGE PROGRAM

## Academic Year 2017/2018:

<b>Term Dates</b>	<b>Autumn Semester:</b> 4 months (September to December) <b>Spring Semester:</b> 5 months (January to May)
<b>Expected arrival dates for exchange students</b>	<b>Autumn Semester:</b> Before September 1 <sup>st</sup> 2017 <b>Spring Semester:</b> Before January 8 <sup>th</sup> 2018
<b>Welcome Program</b>	<b>Autumn Semester:</b> First week of September 2017
<b>Classes begin/end:</b>	<b>Autumn Semester:</b> September 11 <sup>th</sup> to December 15 <sup>th</sup> 2017 <b>Spring Semester:</b> January 15 <sup>th</sup> to May 25 <sup>th</sup> 2018
<b>Exam Periods</b>	<b>Autumn Semester:</b> mid-December 2017 <b>Spring Semester:</b> Second week of May to last week of May 2018 <b>Repeat session :</b> June 2018
<b>Holidays</b>	<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)
<b>Application Deadline</b>	 Online applications for the <u>Autumn semester or the Academic Year:</u> <b>May 26<sup>th</sup></b>  Online applications for the <u>Spring semester:</u> <b>November 24<sup>th</sup></b>

## 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) :**

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

 **Create your account and 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: [Residence halls](#)

#### Application Deadline – Residence halls

- Applications for the Autumn semester or the Academic Year: **May 26<sup>th</sup>**
- Applications for the Spring semester: **November 24<sup>th</sup>**

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

### Apply for private accommodation

University of Tours has its own free and online platform to assist exchange students to find a private rental. Hundreds of accommodations from private owners, real estate agencies, or rooms in private residence are available close to the university on : [Housing platform for private rental](#)

**NB:** 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)

⇒ 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](http://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/](http://www.campusfrance.org/fr/)

### Campus facilities:

- **CROUS - RU** (University Restaurants)
- Libraries
- **Students' associations**  
[Erasmus Student Network Tours](#)
- 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](http://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	<b>Tuition:</b> none if exchange student	<b>Housing:</b> Residence halls: 220€ to 405€/month Off campus apartment: 400€ to 750€/month
	<b>Meals:</b> 3€15 in a university restaurant	<b>Transportation:</b> Bus monthly subscription : 27€60
	<b>Books, Supplies:</b> This depends on the chosen classes	<b>Insurance:</b> accommodation: around 40/50€ (based on a residence hall)/year
	<b>General expenses</b> (accommodation + meals + leisure) should be around 700€/month	
Optional fees	<b>French courses for exchange students at CUEFEE:</b> 50€/semester (if applicable)	

## 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](mailto:red@univ-tours.fr)
- **Euraxess Services Centre** at : [mobilitycentre@univ-tours.fr](mailto:mobilitycentre@univ-tours.fr)



**LE STUDIUM Smart Loire Valley Programme:** LE STUDIUM Loire Valley Institute for Advanced Studies offers several types of temporary long stay research positions (Fellowships, Professorships) as well as additional facilities (international research consortia) intended to attract into Region "Centre-Val de Loire" experienced and outstanding foreign researchers. UFRT, as a member of Le Studium, is involved in this regional initiative in order to contribute to scientific excellence in the Loire Valley, UNESCO World Heritage Site.

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

**LE STUDIUM®**  
Loire Valley  
Institute for Advanced Studies

**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!!