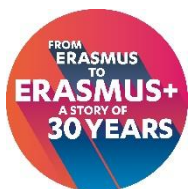




UNIVERSITÉ
CATHOLIQUE
DE LILLE 1875

APPLICATION PROCEDURE FOR INTERNATIONAL STUDENTS

APPLYING TO ERASMUS+ INTERNATIONAL CREDIT MOBILITY



2018-2019



Acronyms used in the document :

UCL : Université Catholique de Lille

ICM : International Credit Mobility

DRIC : Direction of International Relations and Communication

I. GENERAL INFORMATION

Location	Lille, France
Major Study Areas	Université Catholique de Lille (UCL) includes 5 Faculties and 20 Schools and Colleges : <ul style="list-style-type: none">○ Law, Economics, Management○ Arts and Humanities, Theology, Ethics○ Health Sciences, Social Work○ Science and Engineering
Number of students	29,000 full time students, of whom 6,000 are international students from 120 different countries.
University website	Home page in English
Direction for International Relations and Communication (DRIC)	<ul style="list-style-type: none">• Audrey Vanpeperstraete - Deputy Director audrey.vanpeperstraete@univ-catholille.fr erasmus@univ-catholille.fr In the case of an emergency, +33(0)359.566.998 Or Anne-Marie Michel – Director – anne-marie.michel@univ-catholille.fr and +33(0)359.566.997
	Mailing Address : Université Catholique de Lille Direction Relations Internationales et de la Communication 60 Bd Vauban CS 40109 59016 Lille CEDEX France

STUDENTS WITH SPECIAL NEEDS

Students with special needs are welcome to apply to the Erasmus+ ICM project of UCL.
All departments of UCL have some resource people who can accompany students with special needs.
Partner universities are welcome to contact the DRIC for more information.

II. ACADEMIC INFORMATION

<p>Academic calendars and date of arrival in Lille</p>	<p>The academic calendar is divided into 2 semesters</p> <ul style="list-style-type: none"> - Semester 1 or Fall Semester: it starts from end of August or early September and ends in December or January depending of the host faculty or school. - Semester 2 or Spring Semester: it starts from early January to May or June depending of the host faculty or school. <p>For Spring Semester, semester will probably start on 7 January 2019 (to be confirmed).</p>
<p>Language of instruction:</p>	<p>Students are invited to choose mainly courses in English. They can attend some courses in French on request, provided their level meets the requirement (they will need to provide a recommendation letter from their French teacher or French level Certificate).</p>
<p>Academic Level</p>	<p>Graduate students are the main target of the Erasmus+ ICM project of UCL. Some undergraduate students can be welcomed at UCL providing pre-approval and amendment of the Erasmus+ agreement.</p>
<p>Courses taught in English</p>	<p>B2 level in English.</p> <p>Students should provide an official test from their home university.</p> <p>Link to the Council of Europe Equivalence levels: link</p>
<p>Course Registration Information</p>	<p>A list of courses will be elaborated with the hosting departments after the student's approval.</p> <p><u>Please note that we cannot guarantee that the courses you choose in advance will be available at the time of enrolment.</u></p> <p>The confirmation of the chosen courses and the registration for the courses are finalized upon arrival in France with the Departmental Coordinator in the host school/faculty.</p>
<p>Full-time Academic Course Load</p>	<p>In the European Credit Transfer System (ECTS), the normal workload for a full-time student is usually about 30 credits per semester. However, please refer to your home university's policy.</p> <p>Courses taken at UCL will automatically transfer in the student's home university.</p>
<p>Grading System</p>	<p>The French grading scale is from 0 to 20.</p> <p>UCL is a multidisciplinary university offering a wide range of study areas. To take into account the specificity of these different study areas, our departments have set up a grading scale that meets their own academic requirements and specificity.</p> <p>You will find models of our Grading Scales on this link.</p> <p>In case you need further information, please consult our Departmental Coordinators (listed on page 5).</p>
<p>Transcripts</p>	<p>Transcripts are mailed by the DRIC of UCL 6 to 8 weeks after the end of the semester.</p>
<p>Course Information</p>	<p>The list of our courses taught in English is attached to this email. Please note that this list may vary.</p> <p>For information, on the next page is the list of areas of study offered by our Faculties/Schools and contact details of the departmental coordinators. Please refer to the Erasmus+ agreement as sometimes, agreements are specific to some departments.</p>

Faculties/Schools open to Erasmus+ International Credit Mobility students	Area of study offered to exchange students	Contact Detail of Departmental Coordinators
FD – Faculty of Law – Faculté de Droit http://www.faculte-libre-de-droit-lille.fr/	Law (Private, Business, Social Law), Political Science, European and International Law, Human Rights	isabelle.minez@univ-catholille.fr
FGES – Faculty of Management, Economics & Sciences Faculté de Gestion, Economie & Sciences http://www.fges.fr/	Economics, Finance, Management, Business, Accountancy, Auditing, Entrepreneurship, IT, Biology, Biotechnology, Ecology, Biochemistry, Biophysics, Mathematics, Physics, Chemistry	celine.blondeau@univ-catholille.fr
FLSH - Faculty of Arts & Humanities Faculté des Lettres & Sciences Humaines www.flsh.fr	Arts, Literature, Modern Languages, History, Geography, Political Science, Media & Communication, Psychology	suzanne.bray@univ-catholille.fr
ISTC – College of Communication http://www.istc.fr/	Communication , Marketing and Public relations	julie.bergues@istc.fr
ESPOL – European School of Political and Social Sciences http://espol-lille.eu/en/	Political Sciences, Social Sciences, European Studies, International Relations	elise.millois@univ-catholille.fr
IESEG School of Management http://www.ieseg.fr/en/	Marketing, Finance, Human Resource Management, Management of Information Systems, Operations Management, Audit Control, Entrepreneurship & Innovation, International Negotiation and Sales Management, International Business Economics	p.ameye@ieseg.fr
ESTICE International Business School http://www.estice.fr/?lang=en	International Business and Languages (English, Spanish, German, Russian, Chinese, Portuguese), Intercultural Communication	adrian.altafaj@univ-catholille.fr
HEI Engineering school http://en.hei.fr/	Architectural, Civil and Building Engineering, Chemical, Mechanical Electricity and Automatics, Biomedical, Textile, Computer Sciences, Energy, Habitat and Environment, Engineering Management, Banking finance and insurance, Smart cities	anne.lacour@yncrea.fr
ISA Institute of Life Sciences School of Agriculture and Bio-engineering http://www.isa-lille.com/	Agriculture, Food Sciences, Environmental Sciences, Landscape Management, Agribusiness and Management	vira.wannepain@yncrea.fr
ISEN Engineering school http://www.isen-lille.fr/	Electronic Embedded Systems, Software Development, Big Data, Cyber security, Connected Objects, Mobile Robotics, Bio-Nanotechnologies	evelyne.litton@yncrea.fr

III. NOMINATION AND APPLICATION PROCEDURE

<p>Nomination deadlines for Second/Spring Semester 18-19</p>	<p>October 15th</p>
<p>Nomination procedure</p>	<p>The home university sends an e-mail to nominate the student(s) to erasmus@univ-catholille.fr with the following information: Name – Surname – Gender – E-mail address - Major – Period of study exchange at Université Catholique de Lille (Spring Semester).</p>
<p>Application Deadlines</p>	<p>October 30th</p>
<p>Application Procedure</p> <p><i>Kindly note that the application is entirely on-line</i></p>	<p>Step 1: The home university selects the student(s).</p> <p>Step 2: The home university forwards the following link for application to the selected students https://uclille.moveonfr.com/locallogin/5a82ad0eef189db157000005/eng (the form will be open in early March).</p> <p>Step 3: The student creates his/her account, completes the Student Exchange Application and uploads the requested documents no later than October 30th.</p> <p>Step 4: Once the application is completed, the student receives an e-mail confirming the reception of the application form and can save it in pdf format.</p> <p>Step 5: By October 15, the home university nominates student(s) to erasmus@univ-catholille.fr.</p> <p>Step 6: DRIC sends the complete application to the appropriate academic department(s) for approval. Skype interviews may take place when necessary.</p> <p>Step 7: In May the UCL ICM Steering Committee approves the list of selected students and confirms the allocation of the Erasmus+ grant or not.</p> <p>Step 8: In June, DRIC sends the original acceptance letter to the home university and confirms housing/arrival/insurance details (see below).</p> <p>Step 9: The student will be contacted directly by the host faculty/school to provide additional documents to finalize the application (this may be online again).</p> <p>Step 10: the student prepares his/her learning agreement with the Departmental Coordinator and receives more details on housing and arrival details.</p> <p>Please note:</p> <ul style="list-style-type: none"> - <i>If a student cancels his/her exchange application after nomination, it is the home university's responsibility to inform UCL by sending an e-mail to audrey.vanpeperstraete@univ-catholille.fr in the best timely manner.</i> - <i>We can't accept exchange students less than 18 years old</i>

Supporting documents required to upload on line

- Copy of passport
- Curriculum Vitae in English
- Motivation letter in English detailing the student's expectations for his/her study period in Lille through the Erasmus+ program.
- Current transcripts. Students with a GPA lower than 2.75 must obtain UCL's permission in advance to participate in the student exchange program. Official and non official transcripts are accepted.
- Proof of English level: certificate or test from home university
- For students wishing to attend courses taught in French only:
A letter of recommendation from their French teacher confirming the student's level.

IV. ACCOMMODATION INFORMATION

To help students, DIRC of UCL will arrange accommodation for the Erasmus+ International Credit Mobility. Students will be staying in single rooms in student dorms but within easy access to the University and will receive more information after the selection process is finalized.

V. INSURANCE

<p>French Health Insurance Mandatory</p> <p>Free of charge</p>	<p>Even if students come to France with their own health insurance, the French Government requires non European Union students (EU) spending more than 3 months in France to register to the French health insurance, called “Sécurité Sociale”. It’s now free of charge.</p> <p><u>WHAT YOU NEED TO DO:</u></p> <ul style="list-style-type: none">. Before you arrive in France: get a complete copy of your <u>birth certificate</u> (including filiation), you can generally get it from the consulate. This does not need to be translate into French.. Once you have arrived in France: Collect your <u>certificate of registration</u> (or « attestation de scolarité ») from your academic department (host faculty/host school). <u>Open a French bank account</u> to receive an IBAN number. <u>Connect to etudiant.etranger.ameli.fr</u> and <u>upload</u> :<ul style="list-style-type: none">▪ Your certificate of registration from your academic department▪ Your birth certificate▪ Copy of your passport▪ Copy of (depending on your situation) your visa CESEDA validated by OFFI or your Visa with the mention “dispense temporaire de carte de sejour »▪ IBANYou will then be able to download a <u>certificate</u> (« attestation provisoire de carte vitale ») that will enable you to be refunded your health expenses <p>Important:</p> <ul style="list-style-type: none">. French Health Insurance “Sécurité Sociale” refunds about 70 % of medical costs.. French Health Insurance “Sécurité Sociale” (French health insurance) doesn’t cover you if you travel outside France, in case of repatriation or for civil liability.
<p>Health insurance Optional</p>	<p>Students have the option of getting complementary financial cover to obtain better refunds. This cover is distinct from the affiliation to French Health Insurance “Sécurité Sociale”. There are several complementary student insurance companies.</p> <p>Most of the students from UCL take out the SMENO: See “Foreign Students”</p> <p>The costs vary depending on the insurance company and the option chosen.</p>

Complementary insurances	<p>To comply with Erasmus+ requirements, MIC students has to take with an extra insurance for housing and civil liability.</p> <p>In France, it is mandatory to have housing insurance that will cover unexpected damages to your room.</p> <p>Civil liability insurance is also mandatory, that will cover any damage that would happen to other people's belongings or bodies from your responsibility.</p> <p>Having analyzed various companies, we would recommend:</p> <p>ADH that you can purchase online which makes it really easy + their website is in English. Price (from 29,70€ to 45,40€ for one year) is also very cost-effective. Make sure you take either policy 2, 3 or 5 so that Civil Liability is included. Do not take policy 1 nor 4 because you would not get covered for Civil Liability. More information on this link.</p> <p>Smeno is also a cost-effective choice (47€/year which also covers civil liability). Registration can be made directly in one of their offices (one is located on campus). More information on this link</p> <p>These insurances can be purchased on arrival.</p>
---------------------------------	--

VI. ERASMUS+ GRANT AND ESTIMATED COST OF LIVING

Erasmus + grant

Incoming Erasmus+ MIC students will receive the Erasmus+ grant from UCL Direction of International Relation and Communication.

According to Erasmus+ rules, the grant will be composed of 2 parts:

A subsidy for travel costs calculated on the distance from the country of origin to Lille + a monthly amount depending on the duration of the stay.

Subsidy for Travel Costs		Grant for Living Costs	
Bosnia	275€ / people	Bosnia	850€ / month
Serbia	275€ / people	Serbia	850€ / month
Georgia	530€ / people	Georgia	850€ / month
Japan	1 100€ / people	Japan	850€ / month
Lebanon	530€ / people	Lebanon	850€ / month

Here is the procedure:

After selection and before arrival, students receive by email their Erasmus+ mobility contract (directly or through the home university).

After their arrival in Lille, students attend the Erasmus+ MIC welcome session organised by the DIRC of UCL, sign the original copy of the Erasmus+ mobility contract and provide details of their French bank account + copy of insurance certificate for housing and civil liability. The DIRC of UCL pays 2 months + the travel subsidy.

After 3 months and providing that students have attended some compulsory meetings, the DIRC of UCL pays up to 90% of the total Erasmus+ grant minus complementary insurances (see above).

At the end of the stay and before their departures, students fill in the Erasmus+ participant's report on the European Commission online platform (Mobility Tool) + the UCL evaluation questionnaire. They receive the last part of their Erasmus+ grant calculated on the exact duration of their study period at UCL.

Budget in Euros

- **Expenses by month :**

Housing	About 500€/month
Food (university restaurant AEU)	About 300 Euros/month
Transport (bus/metro)	About 30 Euros/month (rather leisure)
Phone & Internet	About 30 Euros/month
Total	About 860 Euros/month

- **Supplementary annual expenses should be added**

- . **AEU student services card** to access the University cafeteria: About 5 Euros
- . **French Health insurance** : About 217 Euros/Academic year.
- . For students having a **visa "CESEDA"**: Fiscal stamp of about 60 Euros (to buy once in France).
- . **Personal expenses**
- . **Annual expenses** deducted from the Erasmus+ grant: health/travel insurance and housing insurance

VII. VISA INFORMATION

- **For students with the nationality of the following countries** : Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo (Brazzaville), , Egypt, Gabon, Guinea, India, Ivory Coast, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapore, South Korea, Syria, Taiwan, Togo, Tunisia, Turkey, United-States and Vietnam.

An online application procedure has been set up by the French Ministry of Foreign Affairs.

This procedure is **mandatory for obtaining a STUDENT VISA**.

More information : **please contact Campus France in your home country** - <http://www.campusfrance.org/en/page/cef-procedure-view-your-file>

- **For students from any other nationalities:** Please check with the French Consulate which is the closest to your home. It will explain the process and the list of required documents to get a visa.

Check **Ambassades et consulats français à l'étranger** : this website was created by our Ministry of Foreign Affairs and gives the contacts of French embassies and consulates abroad: <http://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-ministere-de-l-europe-et-des-affaires-etrangeres-meae/ambassades-et-consulats-francais-a-l-etranger/>

For exchange students staying in France for 1 semester, please inform the agent consulate that you may travel outside France, in order to be delivered the appropriate visa.

Students need to have **received Université Catholique de Lille invitation letter** before starting the visa application (the original invitation letter is sent to the home university).

A tourist visa is not sufficient: students will face being expelled from France after 3 months and **no diploma or credit obtained will be recognised**.

Please note that students coming without student visa will not be accepted.

After arrival in France

For students with visa **CESEDA R.311-3 6° (Visa Long Séjour Valant Titre de Séjour)** : you will have to **validate it by OFII** (Office Français de l'Immigration et de l'Intégration) once in France.

Please contact the International Office of your host school or faculty. You will be helped in the process of validating your visa.

Please don't forget to bring with you the document provided by the French Consulate : "Visa de Long Séjour – Demande d'attestation OFII"

For students with visa **"carte de séjour à solliciter,"** you will have to apply for a resident permit (**carte de séjour**) once in France.

Please contact the International Office of your host school or faculty. You will be helped in applying for a 'Carte de séjour.'

For students with visa **"Dispense temporaire de carte de séjour"**, there is no administrative procedure to do.

However, **please note** that this visa doesn't allow students to extend their stay in France, to have salary work in France or to get ALS (housing subsidy).

VIII. Services and facilities available on campus

UCL International Office opening days and hours	60 boulevard Vauban, ground floor, room 24 Open from Monday to Friday (9.00 am to 12.30 pm – 2.00 pm to 5.30 pm) Closed from July 27 to August 28, 2017 / from December 22, 2017 to January 7, 2018
Services and facilities	<ul style="list-style-type: none">- Orientation- International and academic advising- University restaurant : http://www.asso-aeu.fr/en/liste-ru- University medical Centre : http://www.asso-aeu.fr/en/content/22-health- Cultural Centre : http://www.univ-catholille.fr/student-life/cultural-policy.asp- Sport facilities : http://www.asso-aeu.fr/en/list-rooms
Additional Information	Guide for international students on this link

Tourist Information :

[Lille Guide by Tourist Office](#)



This document is based on information that was available at the time of publication (August 2018). Changes may occur.