

for Incoming selected students & Partner Universities

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Application process

General information	Students planning to study at UPEMLV need to contact their home institution coordinator in order to discuss their candidacy. UPEMLV accept only selected incoming students respecting the bilateral agreements signed by our two institutions.
Nomination	<p>To nominate your students, please send with the following information an email to international@univ-mlv.fr:</p> <ul style="list-style-type: none"> • First name, FAMILY NAME • Gender • Date of birth • Field of study + ERASMUS Area Code (*) • Period of stay • Email Address • Level (undergraduate or postgraduate) • Home university + ERASMUS Code (*) <p><u>Deadlines:</u> May 15 (Winter term) / November 1 (Summer term)</p> <p><i>(*) Only European students are concerned (Erasmus Mobility)</i></p>
Application form	<p>The UPEMLV will send by email to each nominated students the application form which must be completed and sent by post.</p> <p>Fax and E-mail will not be accepted. Further documents are required:</p> <ul style="list-style-type: none"> • Europass language passport (*) • Language certificate level B2 - only non-ERASMUS students • 4 Passport or ID card photocopies • 3 Photos • Letter of motivation • Resume • Letter of recommendation in French or English - only for Modern Letters, Politics sciences, Cinema/Sound, and Tourism • Learning agreement duly completed, signed and stamped by the coordinators of your home institution (*) • Provisional list of courses – only non-ERASMUS students <p><u>Deadlines:</u> June 1 (Winter term) / November 15 (Summer term)</p> <p>In order to get their student card, incoming students must present at their arrival the following documents:</p> <ul style="list-style-type: none"> • A proof of enrolment at their home university the year of mobility. Without it, incoming students must pay the enrolment fees (180€) • A copy of the European student health insurance – only ERASMUS students. Non-European students must pay the french insurance (200€). <p>The payment of the medical control is obligatory (approx.5€). Payments must be by cash or credit card.</p> <p><i>(*) Only European students are concerned (Erasmus Mobility)</i></p>
Admission	The UPEMLV sends by email to each registered students their acceptance letter in June (Winter term) / in November (Summer term).

General Information

Academic calendar	<p>Winter term : end of September to end of January</p> <p>Summer term: end of January to end of June</p> <p>Each department organizes its own calendar. Period mentioned can vary.</p>												
Examination periods	<p>Winter term : December/ January</p> <p>Summer term : May/ June</p> <p>Each department organizes its own calendar. Period mentioned can vary.</p>												
Programme Courses open to exchange students	<p>http://www.univ-mlv.fr/formations/loffre-de-formations-upemlv/</p> <p>Only the following courses : “Les formations Licence ” and “Les formations Master”</p>												
ECTS system	<p>30 credits per semester are required for UPEMLV students in order to valid their student stay.</p>												
Grading system	<table> <tr> <td>18/20 and More</td><td>Excellent</td></tr> <tr> <td>16/20</td><td>Very good</td></tr> <tr> <td>14/20</td><td>Good</td></tr> <tr> <td>12/20</td><td>Satisfactory</td></tr> <tr> <td>10/20</td><td>Sufficient</td></tr> <tr> <td>Under 10/20</td><td>Failure</td></tr> </table>	18/20 and More	Excellent	16/20	Very good	14/20	Good	12/20	Satisfactory	10/20	Sufficient	Under 10/20	Failure
18/20 and More	Excellent												
16/20	Very good												
14/20	Good												
12/20	Satisfactory												
10/20	Sufficient												
Under 10/20	Failure												
Language of teaching	<p>French, except :</p> <p>“English studies” : http://www.univ-mlv.fr/formations/loffre-de- formations-upemlv/les-licences-generales/domaine-arts-lettres- langues/mention-langues-et-cultures-etrangeres/licence-anglais/</p> <p>“Development Expertise and International Projects Management” (Master Degree): <a href="http://www.univ-mlv.fr/formations/loffre-de-
formations-upemlv/les-masters/domaine-droit-economie-
gestion/mention-expertise-economique/master-expertise-du-
developpement-et-management-des-projets-internationaux/">http://www.univ-mlv.fr/formations/loffre-de- formations-upemlv/les-masters/domaine-droit-economie- gestion/mention-expertise-economique/master-expertise-du- developpement-et-management-des-projets-internationaux/</p>												
French courses	<p>During the academic year, at different levels (language tests are organized in October), free French courses are delivered 3 hours per week.</p>												

Preparing the student stay

Accommodation	<p>Our service is not responsible for accommodation services, but we have an agreement with the CROUS, a public institution, which allows us 70 rooms:</p> <p>The application form should be issued and sent with other forms mentioned above. We recommend to all interested students to send the form duly completed, as soon as possible. Indeed, we cannot lodge all students applying. "First come, first served!"</p> <p><u>Fees:</u></p> <ul style="list-style-type: none"> • 300 € - 400 €/month, depending on the room and the residence • Deposit: 233€ • Rent paid in advance: 3/6 months, depending on the period of stay <p><u>Insurance:</u></p> <p>Students have to pay a house insurance (40 € to 80 €). Usually, the Civil responsibility insurance necessary to get the UPEMLV student card is included.</p> <p><u>Financial aid:</u></p> <p>Student can receive a financial aid from the government called CAF. The application form is given at the arrival. Student must fill it out and deposit it to the CROUS (other justifications might be requested).</p>
French Autumn Course	<p>Every academic year, at the beginning of September, the UPEMLV organizes 2 weeks of intensive french courses. Called UFAC, this program is a great opportunity for incoming students to improve their french level and to prepare them to follow the academic courses. Besides, this is an opportunity to meet other students sharing the same experience on the occasion of the activities scheduled.</p> <p><u>Fees:</u></p> <ul style="list-style-type: none"> • €150 • lunch included, except on week-end • only cultural activities scheduled included
Visa & residence permit	<p>Students from outside EU countries must apply for a visa. A letter of admission from our service is requested.</p> <p>If the stay is longer than 3 months, a residence permit is needed.</p> <p>To apply for it: OFII (Office Français de l'Immigration et d'Intégration)</p>