

Preamble :

- ***Compulsory Linguistic Requirements at UPV***

Required level of French: at least **level B1** as defined by the Common European Framework of Reference for Languages (CEFR) – http://www.coe.int/t/dg4/linguistic/source/framework_fr.pdf
A level B2 is strongly recommended, particularly for those taking Master level courses.

The students should send the following by email (attached document) **with the Application Form:**

- The Level certificate of French that you can find attached (“Attestation de Langue Française B1”), filled and signed by a French teacher of your university.

Or

- The results of a recognized French certification, such as the TCF (Test de Connaissance du Français: <http://ciep.fr/tcf/>)

- ***Conditions of access to courses year 2018-19 and information :***

1/ Access for the courses: Access from « Licence 1st year – Licence 2nd year – Licence 3rd year to Master degree (with the agreement of the head of the Master).

Attention, access is not allowed:

- All training modules (with « stage »),
- Licences et Masters “professionnels”,
- Formation de préparation aux concours.

2/ Translation at Université Paul-Valéry Montpellier 3: only from French to an other language / and from the other language to French.

1. Incoming student nomination

After the selection of your students, please send us the following data by email:

erasmus-in@univ-montp3.fr

1	Full name
2	Date of birth
3	Official student email address of the home university is advised
4	Length of stay (full year, 1 st or 2 nd semester) and number of months. Please respect the number of students and of periods indicated in the agreement.
5	Degree taken by the student at home university
6	Subject area code of the Erasmus exchange ATTENTION : Modern languages (222 / 223) : specify the language(s)
7	Disability Information : specify (to improve the reception of the student)

Deadline:

- **15th April** for the 1st semester (arrival in September)
- **30th September** for the 2nd semester (arrival in January)

We shall acknowledge receipt of the nominations. This acknowledgment does not constitute acceptance of the students. The students will receive an email detailing the registration procedure. **The students will only be accepted once the required condition (French B1 level) is met.**

2. Registration procedure: Compulsory Application Form

Erasmus students must **register online** on our university website: <http://www.univ-montp3.fr/riinscriptions/move/moveonline/incoming/welcome.php>

The Registration deadline is:

- **15th May** for the 1st semester (arrival in September)
- **15^h October** for the 2nd semester (arrival in January)

The **Application Form** should be completed on-line, then printed, signed by the students and the Erasmus Coordinator, stamped and sent with their B1 certificate to the following address:

Université Paul Valéry – Montpellier
Direction des Relations Internationales et de la Francophonie (DRIF)
Bureau Erasmus I 03 – Etudiants ‘IN’
Route de Mende
34199 Montpellier Cedex 5 - France

On reception of the documents, **acceptation** will be notified by postal mail.

The students will receive **an email asking them to provide:**

- documents to prepare enrollment at Université Paul Valéry
- a Learning Agreement (Before the mobility).

The reception deadline is:

- **15th June** for the 1st semester (arrival in September)
- **30th October** for the 2nd semester (arrival in January)

3. Academic year

Our academic year is divided into two semesters. The academic calendar will be on our web site in June: <http://www.univ-montp3.fr/>

1st semester: Winter: from the beginning of September to the end of December

2nd Semester: Spring: from the beginning of January to the end of May

Arrival time: No later than 2 weeks after the beginning of classes for each semester (**otherwise exams registration will be technically impossible**).

4. Transcript of Records

The transcript of Records will be issued no later than **5 weeks after the assessment period** has finished at our university.

Calendrier Procédure :

Action by the home university		Deadline
Nomination for the University	erasmus-in@univ-montp3.fr	1 st sem : 15 April 2 nd sem : 30 September
Action by students		
Enrollment on line + French B1:certificate = <i>Acceptation from UPVM</i>	https://paulvalery.moveon4.de/loc/allogin/5661532d83fb96715bc6feff/eng	1 st sem : 15 May 2 nd sem : 15 October
Email asking to provide : - documents to prepare enrollment at Université Paul Valéry - a Learning Agreement (Before the mobility).	Address : Université Paul Valéry – Montpellier DRIF Bureau Erasmus I 03 – Etudiants ‘IN’ Route de Mende 34199 Montpellier Cedex 5 - France	Réception documents : 1 ^{er} sem : 15 June 2 nd sem : 30 October
Application form for accomodation: = <i>Confirmation from UPVM at the accepted students</i>	http://relations-internationales.upv.univ-montp3.fr/files/2012/09/logement-pdf.pdf Email	1 ^{er} sem : 15 June 2 nd sem : 15 October 1 ^{er} sem : Between 15th and 30th June 2 nd sem : Between le 1st and 15th November.

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