

Information Sheet for Exchange Programme

Coming to Université de Franche-Comté

General Information	
Name of University	Université de Franche-Comté
Student Exchange Office	Direction des relations internationales
Mailing Address	4, place Saint-Jacques – 25000 Besançon, France
Email Address	dri@univ-fcomte.fr
TEL	33 (0) 3 81665063
FAX	33 (0) 3 81665036
Webpage	http://www.univ-fcomte.fr/
Contact Person	Ms. Margareta Kastberg, Vice-president of International relations Ms. Sandrine Gruz Ms. Michelle Parrenin Ms. Frederique Girod M. Malek Boussoualim M. Cédric Castor
Other Notes	
Programme Information	
Academic Calendar	1 st Semester: September to December 2 nd Semester: January to May For more information; http://www.univ-fcomte.fr/ Accueil > Pratique > Calendrier universitaire
Application Deadlines	For 1 st Semester: 31 May For 2 nd Semester: 31 October
Necessary Documents for Application	-Application form of exchange students within the framework of an agreement -Required documents : <ul style="list-style-type: none"> • Certificate of registration at Toyohashi University of Technology. • Copy of the passport. • Copy of previous diploma. • Copy of the latest transcript of records. • Cover letter. • Letter of recommendation.

	All documents will be sent by email before the deadline to the following address : dri@univ-fcomte.fr
Language / GPA Requirement	Test of knowledge in French (B2) or a letter of a French teacher giving evidence of an equivalent level.
Language of Instruction	French
Available Courses for Exchange Students	All courses are open to exchange students. Consult the catalog : http://formations.univ-fcomte.fr/ws
Numbers of Credits per Course	A Teaching Unit (Unité d'Enseignement) is worth 6 credits ECTS. One semester is equal to 30 credits ECTS. The whole academic year is equal to 60 credits ECTS.
Grading System	Scores are given on a scale of 20. The minimum score to pass the exam is 10.
Other Notes	
Facilities and Services	
Accommodation for Exchange Students	Exchange students are accommodated in single rooms in halls of residence on the campus. They must complete a form and send the document by 10 June at the following address: malek.boussoualim@univ-fcomte.fr
Campus Facilities	All facilities : http://www.univ-fcomte.fr/pages/fr/menu1/vie-etudiante/vie-pratique---accueil-16441.html
Other Services	The ESN association (student association for international student) helps international students to integrate quickly into the University of Franche-Comté and organize many tours of the area and intercultural activities : www.erasmus-besancon.com The ESN association also offers a buddy program to international students : parrainage@erasmus-besancon.com
Arrival and Orientation Programme	
Suggested Date of Arrival	1 st week of each semester begins, before the orientation
Airport Pick-up	No airport pick-up. http://www.univ-fcomte.fr/pages/fr/menu1/accueil---venir-etudier-a-l-ufc-6-14426.html La mobilité des étudiants / Venir étudier à l'UFC / Avant de partir / Venir en Franche-Comté
Orientation Programme	During the 1 st week of each semester
Other Notes	
Visa and Insurance	
Visa Requirements & Procedures	To apply for a student visa (required for a stay longer than 3 months), contact Campus France in Japan and follow the online procedure : www.campusfrance.org/
Health Insurance	When registering at the University of Franche-Comté, all exchange students (under 28 years) pay the student social security (207 € for the academic year 2012-2013 : Insurance which covers 70% of all medical expenses.) and Preventive Medicine (5 €).

Expenses	
Accommodation	It depends on the comfort of the room: from 157 € to 360 €/month. http://www.crous-besancon.fr/page.php?url=menuprincipal/logement/types_logements
Meals	A full meal for € 3.10 at the restaurant U.
Local Transportation	Special student rate: € 27.10 monthly Campus. Will travel first to the last day of the month.
Academic Expenses (textbook, stationeries, etc)	Exchange students are exempt from tuition fees.
Personal Expenses	French law requires that a foreign student in France show that he has sufficient means of subsistence to follow his studies without working, a monthly minimum of 615 €. Monthly expenses of a student: http://www.cnous.fr/ etudier_75.htm
Other Expenses	http://www.campusfrance.org/fr/rubrique/vivre-en-france

Any Comments	
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