UNIVERSITY OF TOURS
EXCHANGE FACT SHEET 2022-2023



GUIDELINES FOR PARTNER UNIVERSITIES AND INTERNATIONAL EXCHANGE STUDENTS

WELCOME TO THE UNIVERSITY OF TOURS, FRANCE!

The University 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:
https://international.univ-tours.fr/english-version/ut-at-a-glance/about-ut

GENERAL INFORMATION

Address	**université de Tours (UT)** 60, rue du Plat d'Etain – B.P. 12050 37020 Tours Cedex 1 – France *MAPS*
Website	*https://international.univ-tours.fr/*
Faculties	UT 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).
Research Centres	UT totals 36 research units, including 15 joint research units in partnership with the CNRS, the INSERM, the INRA and the CEA.
Languages of Instruction	French/English

Resources to download : useful documents aimed at international partners

INTERNATIONAL RELATIONS OFFICE

Address : **Direction des Relations Internationales**
60, rue du Plat d'Etain – B.P. 12050
37020 Tours Cedex 1 – France

Phone : + 33(0)2 47 36 66 04

International Portal : ***international.univ-tours.fr***
E-mail : ***international@univ-tours.fr***

KEY STAFF

Director – International Relations Office **Erasmus+ Coordinator**	Graziella Beynet (Ms.) - graziella.beynet@univ-tours.fr
Global Education **European Cooperation**	Mélissa Bougrier (Ms.) - melissa.bougrier@univ-tours.fr
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Undergraduate Registration Process for Individual Students, Campus France Contact	Eun Jin Lee (Ms.) - eunjin.lee@univ-tours.fr
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Incoming Researchers **EURAXESS Service Centre**	Clément Pinturier (Mr.) – Germain Rousseau (Mr.) mobilitycentre@univ-tours.fr
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Outgoing Exchange **Students - Outside Europe**	mobsortante@univ-tours.fr
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Reception, Communication, **Assistance on transversal actions**	Isabelle Métais (Ms.) - international@univ-tours.fr
Head of the CUEFEE	Christian Gaujac (Mr.) - cuefee@univ-tours.fr

ACADEMIC EXCHANGE PROGRAM

Academic Year 2022/2023 *(day/month/year)* :

Term Dates	**Autumn Semester - 1st semester :** 4 months (September to December) **Spring Semester - 2d semester in France :** 5 months (January to May)
Expected arrival dates for exchange students	**Autumn Semester**: Between 29/08/2022 and 09/09/2022 **Spring Semester**: Between 05/01/2023 and 13/01/2023
Welcome Program	**Autumn Semester**: First week of September 2022
Classes begin/end:	**Autumn Semester**: 01/09/2022 --> 09/12/2022 **Spring Semester**: 09/01/2023 --> Mid May 2023
Exam Periods	**Autumn Semester:** 12/12/2022 --> 16/12/2022 **Spring Semester:** Mid May 2023 **Repeat session:** June 2023 (if applicable)
Holidays	*Summer*: approximately two months (Jul-Aug) *Autumn:* one week (Oct-Nov) *Christmas:* 2 weeks (Dec-Jan) Winter: 1 week (Feb) *Spring*: 2 weeks (Apr-May)
Application Period and Deadline	**Nomination period - Autumn Semester** (or full academic year): 28/03/2022 --> 03/06/2022 *(deadline)* **Nomination period - Spring Semester**: 07/10/2022 --> 18/11/2022 (deadline) **Pre registration period (Semester 1 or full academic year)**: 07/04/22 --> 10/06/22 **Pre registration period (Semester 2)**: 10/10/22 --> 25/11/22 *The pre registration instructions will be sent out to the students once we receive the official nomination email.*

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 UT and asked to nominate their students online. Students are then required to complete their online application before the indicated deadline and provide the required supporting documents.

Please follow the admission procedure on:
https://international.univ-tours.fr/english-version/admission-process-for-exchange-students

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.

Create your account and start your application. Then, we will guide you in this process.

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 by email to us 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: **June 10th** Applications for the Spring semester: **November 25th**

If needed, please contact our Inbound Team to get an accommodation application: **incoming.mobility@univ-tours.fr**

NB: The accommodation request form must be sent in together to **incoming.mobility@univ-tours.fr** with the registration form signed by the home university. 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:

- 1 signed application form
- 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).
- 1 ID picture with your name written on the back
- An envelope with your name and home address on it (A4 size) - only for Non-European students

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, we will provide students all the information needed regarding registration at UT. We will provide students also a letter of acceptation 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 our Inboud Team (cf. page 2). Please refer to this map.

We 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
- Visa assistance
- 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 of Tours 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.

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 USEFULINFORMATION

Visa/Immigration requirements:

Some useful links
Do you need a Visa? https://france-visas.gouv.fr/web/france-visas/etudiants
If so, how to get one? Visa Procedure
To get information about the French education system, regulations, visas, etc.: 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 : https://international.univ-tours.fr/english-version/admission-process-for-exchange-students/9-integration**

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	**Tuition:** none if exchange student	**Housing:** Residence halls: 220€ to 405€/month Off campus apartment: 400€ to 750€/month
	Meals: 3€25 in a university restaurant	**Transportation:** Bus monthly subscription : 27€60
	Books, Supplies: This depends on the chosen classes	**Insurance:** accommodation: around 40/50€ (based on a residence hall)/year
estimated amount in 2022	**General expenses** (accommodation + meals + leisure) should be around 700€-800€/month	
Optional fees	**French courses for exchange students at CUEFEE**: Free of charge in 22-23, unless otherwise agreed *(see specific program guidelines)*	

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 UT 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 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
- ***Euraxess Service Centre*** at : 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. UT, 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

Faculty exchange: One-to-one faculty exchange for a full semester or academic year may be arranged. UT will consider each request on an individual basis.

SEE YOU SOON IN TOURS AND LOIRE VALLEY!!