

UNIVERSITE BORDEAUX MONTAIGNE

CALENDAR FOR INCOMING STUDENTS – 2025/2026

ERASMUS ID Code	F BORDEAU03
International Office address	Université Bordeaux Montaigne Domaine universitaire Direction des relations internationales 33607 Pessac Cedex - France

Contact us:

- Sophie LESPES, Head of student mobility office

sophie.lespes@u-bordeaux-montaigne.fr

- Mathis THIRAUT and Corinne VALETY, international officers

incomingstudents@u-bordeaux-montaigne.fr

- David CAZENAVE, international officer, university housing

david.cazenave@u-bordeaux-montaigne.fr

Website: <https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program.html>

- Ines FRIGHETTO, International welcome desk officer (support on any question related to daily life) and Noa DE RYCKE, International welcome desk assistant:

intl-welcome-desk@u-bordeaux-montaigne.fr

TEACHING AND ASSESSMENT

- **SEMESTER 1:** 8 September 2025 – 19 December 2025; transcripts of records: by March 2026
- **SEMESTER 2:** 12 January 2026 – 30 April 2026; transcripts of records: by July 2026

Please note that full-year students will receive the transcripts of records by July 2026.

Examinations take place throughout the semester as part of continuous assessment

The French intensive courses ("*Cours du jour*") and courses taken at IUT are not subjected to the same timetable and assessments, for more information, please consult the relevant web site.

DEFLE : <http://defle.u-bordeaux-montaigne.fr/fr/informations-pratiques/calendriers/calendrier-cours-du-jour.html> ; IUT : <http://www.iut.u-bordeaux-montaigne.fr>

COURSES

- Exchange students should mainly choose their courses within the agreed field of study, only "Licence" and "Master" (at least 50%) https://www.u-bordeaux-montaigne.fr/fr/international/mobilite-internationale/vous-etes-etudiant/etudiant_etranger_en_mobilite_sur_programme/organiser-votre-sejour.html
- A few programs are not opened to incoming students or have special requirements. Please follow the instructions carefully.
- **A minimum level of B1 in French** for ERASMUS+ students is compulsory (no certification required)
- **A B2 level in French is requested** for non-ERASMUS+ students for undergraduate programs ("Licence"), and a **C1 level in French is requested** for Master programs.

ACCOMMODATION – 1st Semester and full academic year

CROUS: (student residences)

Step 1 : Students must register on : <https://www.messervices.etudiant.gouv.fr/envole/enregistrement>

Step 2 : Students must confirm their request (1st semester and full academic year **before 9 June 2025**- to david.cazenave@u-bordeaux-montaigne.fr

Caution: we are offering a very few numbers of accommodations. We strongly advise students to look for private accommodation before their arrival. Many tips on this link: <https://etu.u-bordeaux-montaigne.fr/fr/vie-de-campus/vie-pratique/logement.html>

1ST SEMESTER AND FULL ACADEMIC YEAR

Nominations for the second semester begins in October 2025. You will receive information next October.

Procedure	Non-European Programs Partner universities whose country is under the "Etudes en France" procedure (http://www.campusfrance.org/en/page/a-country-using-cef-procedure)	Erasmus +, UK, Switzerland and double-degree programs
Nomination of selected students by partner universities: https://montaigne.moveonfr.com/form/67bca1a105bd5e686508f33e/eng	1 March 2025 – 31 March 2025	1 March 2025 – 15 May 2025
Online application procedure for students: Once the nominations have been processed by Student Mobility Office, students receive an email with the login details that are required for the online application Please, upload the following documents: • 1 ID photo • 1 photocopy of ID (passport or identity card) Proof of French language proficiency (only non-European Program) • a certificate of health insurance for the entire period of the exchange: ○ European health insurance card/GHIC ○ Québec *: "formulaire SE 401-Q-106" NON -EU students will be required to register for the French Health Insurance upon arrival (for free on the following website: https://etudiant-etranger.ameli.fr (*Δ caution : enrolment will not be carried out without these documents)	Until 15 April 2025	Until 31 May 2025
DEFLE STUDENTS For the students nominated at the DEFLE department for the whole year, and wishing to join regular classes during the 2nd semester: the B2 Level in French language will be requested. This transfer should be submitted for approval by the student to the DEFLE department.	Apply for joining "regular" courses: before 28 November 2025	
SENDING THE ACCEPTANCE LETTER	April to May 2025	July 2025
Contact with students through email to make an appointment for enrolment at Bordeaux Montaigne	Beginning of September 2025	
Orientation day for exchange students	4 September 2025	
Courses enrollment workshop	5 September 2025	
Administrative enrolment and selection of courses	8 September 2025 – 30 September 2025	
Delayed arrival	18 September 2025	
Request for extension of stay	17 November 2025	

INFORMATION SHEET

For incoming selected students & partner universities

UNIVERSITY INFORMATION

Name of the University	Université Bordeaux Montaigne (UBM)
ERASMUS Code	F BORDEAU03
PIC Code	996836312
Head of Institution	Pr. Alexandre Péraud
Website	https://www.u-bordeaux-montaigne.fr/en/index.html
Academic calendar	https://www.u-bordeaux-montaigne.fr/en/university/academic-calendar.html
Course overview	https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program/organize-your-stay.html

INTERNATIONAL OFFICE INFORMATION

General information

Name of the Office	Direction des Relations Internationales (DRI)
Address	Direction des Relations Internationales - Université Bordeaux Montaigne Domaine Universitaire Esplanade des Antilles 33607 PESSAC CEDEX FRANCE
Website	https://www.u-bordeaux-montaigne.fr/en/study/application.html

Staff information

Director of International Relations	Deborah DIDIO deborah.didio@u-bordeaux-montaigne.fr +33 (0)5 57 12 20 98
Vice-President for International Relations	Anne-Laure METZGER anne-laure.metzger@u-bordeaux-montaigne.fr
STUDENT MOBILITY OFFICE	
Head of Student Mobility Office	Sophie LESPES sophie.lespes@u-bordeaux-montaigne.fr +33 (0)5 57 12 44 34
Incoming students Officers	Corinne VALETY Mathis THIRAUULT +33 (0)5 57 12 47 60 +33 (0)5 57 12 47 47 incomingstudents@u-bordeaux-montaigne.fr
Outgoing students Officers	Christelle DUCLAU Laure TISNE +33 (0)5 57 12 46 74 +33 (0)5 57 12 60 21 outgoingstudents@u-bordeaux-montaigne.fr
Student mobility Officer	David CAZENAVE david.cazenave@u-bordeaux-montaigne.fr +33 (0)5 57 12 21 06

INTERNATIONAL WELCOME DESK	
International Welcome Desk Officer	Ines FRIGHETTO +33 (0)5 57 12 61 75 intl-welcome-desk@u-bordeaux-montaigne.fr
INTERNATIONAL COOPERATION TEAM	
cooperation-internationale@u-bordeaux-montaigne.fr	
Head of International Cooperation Office and Cooperation Officer (Africa)	Delphine MICHEL delphine.michel@u-bordeaux-montaigne.fr +33 (0)5 57 12 21 77
International Cooperation Officer (Europe)	Anna Karin BOBERG anna-karin.boberg@u-bordeaux-montaigne.fr +33 (0)5 57 12 45 39
International Cooperation Officer (Oriental Europe, Asia, Oceania, North America)	Johanna ARTICO johanna.artico@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 51
Project Engineer / International Cooperation Officer (South America)	Mathilde BADETS mathilde.badets@u-bordeaux-montaigne.fr +33 (0)5 57 12 15 10
Project Engineer / International Cooperation Officer	Sabrina SEMIAO Sabrina.Semiao@u-bordeaux-montaigne.fr
PROJECT MANAGEMENT AND STAFF MOBILITY TEAM	
staff-mobility@u-bordeaux-montaigne.fr	
Head of Financial and Administrative Office	Cyril BOSQUET cyril.bosquet@u-bordeaux-montaigne.fr +33 (0)5 57 12 46 18
Incoming Staff Mobility Officer	Helen ZIMMERMANN helen.zimmermann@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 21
Outgoing Staff Mobility Officer	Catherine GIMENEZ catherine.gimenez@u-bordeaux-montaigne.fr +33 (0)5 57 12 60 22
Financial and Administrative Officer	Elsa VAMANE elsa.vamane@u-bordeaux-montaigne.fr +33 (0)5 57 12 62 74
OFFICE FOR REFUGEES AND EXILED STUDENTS & RESEARCHERS	
Office for Refugees and Exiled students & researchers	Camille NAU +33 (0)5 57 12 60 03 etudiants-en-exil@u-bordeaux-montaigne.fr

INFORMATION FOR INCOMING EXCHANGE STUDENTS

INTERNATIONAL WELCOME DESK	
The International Welcome Desk welcomes and supports all international students during their stay at Bordeaux Montaigne University. They can find guidance for insurance, opening a bank account, visa procedure and other tips to make easier their stay in Bordeaux. https://www.u-bordeaux-montaigne.fr/en/preparing-for-your-stay/international-welcome-desk.html . Contact: intl-welcome-desk@u-bordeaux-montaigne.fr	
REGULAR COURSES	
Programmes offered to exchange students	https://www.u-bordeaux-montaigne.fr/en/study/application/exchange-program/organize-your-stay.html
Courses options	All courses included in the learning agreement with your home university
Language of teaching	French

Required French level to attend lectures/seminars	B1 (Erasmus) – B2 (Non Erasmus)	
Grading system	18-20/20 16/20 14/20 12/20 10/20 Under 10/20	Excellent Very good Good Satisfactory Sufficient Failure
DEFLE COURSES (Department of French as a second language)		
defle@u-bordeaux-montaigne.fr		
Modules offer	https://defle.u-bordeaux-montaigne.fr/en/index.html	
Courses options	Courses are subjected to fees except for specific bilateral agreement.	
	Intensive day classes, evening classes, summer schools	
	An online French language placement test is required to determine the students' level before the DEFLE classes begin.	

APPLICATION PROCESS

	NON-EU STUDENTS	EU STUDENTS
Deadlines for nomination	First term: March 31 st Second term: October 31 st First term and full academic year nomination form sent every year	First term: May 15 th Second term: November 15 th First term and full academic year nomination form sent every year
Online enrolment	First term: April 15 th Second term: October 31 st Once the nominations have been processed by the Student Mobility Office, students receive an email with the login details that are required for the online application.	First term: May 31 st Second term: November 15 th
« Etudes en France » Campus France procedure	https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html	

REQUIRED DOCUMENTS

- 1 passport-size photo
- Passport or national ID card photocopy
- **EU/EEA/Switzerland/UK citizens + students of other nationalities living in the European Union:** a valid EHIC (European Health Insurance Card) or GHIC (UK citizens)
- **NON-EU Students** will be required to register for the French Health Insurance upon arrival: for free on the following website: <https://etudiant-etranger.ameli.fr>
- Learning Agreement with chosen courses (duly completed, signed by your home university, and stamped)

ACCOMMODATION

Due to its quality of life, Bordeaux is a very attractive city and students might have trouble finding an accommodation. We strongly recommend students to find an accommodation independently before their arrival in Bordeaux. Different types of housing are available and we suggest to visit this platform: <https://u-bordeaux-montaigne.studapart.com/fr/>
For further information about housing: please visit our website's [housing page](#).
Interested students can apply for a CROUS accommodation (**before 9 June 2025**). Students must complete [the CROUS application form](#) at the earliest convenience and contact Mr. David CAZENAVE, administrative officer - Student Mobility Office (International Affairs) david.cazenave@u-bordeaux-montaigne.fr.
Please note that a **very limited number of CROUS accommodations is available** for students on an exchange program.