Guide for students incoming 2022-2023

For Master level
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XII. Housing
XIII. Your arrival to the Graduate School and Research of Economics and Management
I. The International Relations team of the Graduate School of Economics and Management

eur-elmi.international@univ-cotedazur.fr

- **Guilhem Lecouteux**: Vice-Dean, International Affairs Advisor
- **Imène Ben Amor**: Responsible of International Relations Office
- **Jules Azinheirinha**: In charge of Incoming students
- **Carolina Clavijo-Perea**: In charge of Outgoing students

Horaires d’accueil des étudiants / Student opening times (office 254-256)

<table>
<thead>
<tr>
<th>Lundi / Monday</th>
<th>Mardi / Tuesday</th>
<th>Mercredi / Wednesday</th>
<th>Jeudi / Thursday</th>
<th>Vendredi / Friday</th>
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<tbody>
<tr>
<td>9h30 – 16h</td>
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II. Université Côte d’Azur (UCA)

*Université Côte d’Azur* is a multi-disciplinary University well know at the international level. It counts about 20% of international students and 6 Campuses in a foreign country.

It replaces the *Université Nice Sophia Antipolis* since 1st January 2020.

It has establishments throughout the Alpes Maritimes:
- Nice
- Sophia Antipolis (Polytech, 25 km from Nice)
- Cannes
- Menton
- Grasse
- Marseille

It is:

- 8 Postgraduate Schools of Research (EUR)
- 1 Universitary Institute of Technology (IUT)
- 1 Faculty of Medicine
- 1 Institute of Business Administration (IAE)
- 1 Higher National Institute of Teaching and Education (INSPE)
There are about 3000 students (included 25% of international students) at the Graduate School of Economics and Management.

Adress : Campus de St Jean d’Angely 1, 5 Rue du 22ème BCA, 06300 Nice
IV. Steps of your application

1. Nomination
   • Your home university will send your nomination to your International Relations Office.

Documents to prepare
   • You will receive an e-mail from the International Relations Office to explain you how to proceed for the application.

Arrival at Nice
   • Contact us to get an appointment for your administrative and pedagogical registrations.

Academic residences (private or public) are independent from the University (see diapositive about housing)
V. Documents to provide

- Copy of «Lettre de nomination officielle sur un programme d’échange» from your home university
- Copy of the 2022-2023 student card or school certificate and a copy of 2022-2023 one from the home university as soon as you get it
- «Fiche d’Identification de l’Etudiant Entrant» completed
- Application form «inscription administrative» completed
- Copy of passport or identity card VALID or identity card VALID for UE citizens
- Transcript of Records
- Certification of level B2:
  - In French if you take courses in French
  - In English if you take courses in English
  - In French and English if you take courses in French and in English
- Proof of Health insurance VALID during the period of mobility:
  - European Health Insurance Card for UE/EEE or a proof of health insurance if you do not come from UE
  - Form SE 401 – Q106 for Quebecers
  - Students from another country (Ex. Turkey) have to register to the French Health insurance as soon as they arrive in Nice.
- Learning Agreement BEFORE the Mobility signed and stamped by your home university
VI. Learning Agreement Before the mobility

Be careful to respect the semester of your mobility:
- Semestre 1: courses named «Semestre 1 or 3»
- Semestre 2: courses named «Semestre 2 or 4»

Be careful to write the code on your LA:
- You can find the code of the course on the catalogue (see next page)

Be careful: most of the master’courses are in full continuous control
- You will have to be assiduous for interrogations, homeworks, group work etc.

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality*</th>
<th>Sex [M/F]</th>
<th>Study cycle*</th>
<th>Field of education*</th>
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| Sending Institution |             |               |               |              |           |              |                   |
|                     |             |               |               |              |           |              |                   |

| Receiving Institution |             |               |               |              |           |              |                   |
|                      |             |               |               |              |           |              |                   |

### Before the mobility

<table>
<thead>
<tr>
<th>Component code [if any]</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
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<tbody>
<tr>
<td>IM/EBF2</td>
<td>Behavioural Finance</td>
<td>S1</td>
<td>3</td>
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</table>
VII. List of courses

- The catalogue of courses is available on our website:
  https://elmi.univ-cotedazur.eu/international/incoming-student/mobility-program

List of master's courses

Summary document
Master CESUN
Master CODEEN
Master CORS
Master DI
Master EE
Master EMEO
Master EMICD
Master EMRH
Master SD
Master SMI
Mineures
Research projects

Click on the desired master
VIII. Validation of your application:

Your application is validated once your file is complete, you will receive an email of confirmation with the letter of acceptance.

The documents below are **VERY** important for **non UE Citizens** in order to make the request of **VISA D (Visa for students)** to the French Ambassady of your home country.

### Letter of acceptance for UE students

<table>
<thead>
<tr>
<th>University</th>
<th>ERASMUS+</th>
<th>Language</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>UNEDCUNI</td>
<td>ERASMUS+</td>
<td>ENGLISH</td>
<td>International Relations Office, <a href="mailto:erasmus@univ-cotedazur.fr">erasmus@univ-cotedazur.fr</a></td>
</tr>
</tbody>
</table>

### Letter of acceptance for outside UE students

Let us inform you that the letter of acceptance is addressed to you personally.

**Objet : LETTRE D’ACCEPTATION HORS EUROPE**

À [nom de l'étudiant(e)],

Nous avons le plaisir de vous informer que l’étudiant(e) [nom de l’étudiant(e)] est accepté(e) dans notre établissement pour l’année universitaire 2020/2021 dans le cadre du programme d’échange « Accords Bilatéraux » entre l’Université [nom de l'université] et Université Côte d’Azur.

A titre indicatif, voici les dates de l’année universitaire 2020/2021 :

- Début des cours du 1er semestre : 1er septembre 2020
- Fin du 1er semestre : [date]
- Début des cours du 2ème semestre : 21 janvier 2021
- Fin du 2ème semestre : 20 juin 2021

Voici les documents suivants :

- Envoi du contrat d'échange (format PDF) par voie mail.
- Envoi du Contrat de stage (format PDF) par voie mail.
- Envoi du Contrat de stage (format PDF) par voie mail.

Si vous avez des questions ou des problèmes concernant votre contrat d’échange, n'hésitez pas à nous contacter par mail : erasmus.INTERNATIONAL@UNEDCUNI.FR

Veuillez agréer, Cher(e) étudiant(e), l’expression de nos salutations les meilleures.

[Logo of the University of Côte d’Azur]
IX. Common Partners with the Institut d’Administration des Entreprises (IAE)

Attention: The Graduate School and Research of Economics and Management and the IAE are 2 different faculties. The documents and the academic calendars are different.

- If you take a majority of courses or all the courses with the Graduate School and Research of Economics and Management → coordinator: Service des Relations Internationales de la Graduate School and Research of Economics and Management eur-elmi.international@univ-cotedazur.fr
- If you take a majority of courses or all the courses with the IAE → coordinator: Service des Relations Internationales IAE iae.international@univ-cotedazur.fr

For any question concerning the IAE courses, you must contact directly the international office of the IAE:

IAE Pôle Internationale,
Campus Saint Jean d'Angély 2,
24, Avenue des Diables Bleus,
06357 Nice Cedex 4
(France)

IN FRONT OF THE GRADUATE SCHOOL AND RESEARCH OF ECONOMICS AND MANAGEMENT
Opening of the university: 29th of August 2022

Start of courses for the 1st semester: 1st of September 2022

Start of courses for the 2nd semester: 4th of January 2023

Period of exams:
- Exams for the 1st semester: from the 4th of January 2023 to the 7th of January 2023
- Exams for the 2nd semester: from the 24th of April 2023 to the 17th of May 2023
- Second session: from the 13th of June 2023 to the 1st of July 2023

No second session for the TD, CC and CCI
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<td>10 M</td>
<td>31st</td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
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</tbody>
</table>

- **Opening of the university:** 29th of August 2022
- **Start of the courses for the 1st semester:** 1st of September 2022
- **Start of the courses for the 2nd semester:** 4th of January 2023
- **Period of exams:**
  - Exams for the 1st semester: from 4th of January 2023 to 7th of January 2023
  - Exams for the 2nd semester: from 24th of April 2023 to 17th of May 2023
  - Second session: from 13th of June 2023 to 1st of July 2023

No second session for the TD, CC and CCI
XII. Housing

- Public Academic residences are administered by CROUS (Centre Régional des Œuvres Universitaires et Scolaires) de Nice-Toulon, NOT FROM UNIVERSITY.

Informations on website of CROUS:
https://international.lescrous.fr/international/accueil-international/

Apply for housing:
https://trouverunlogement.lescrous.fr/

Contact
CROUS de Nice-Toulon
Maison de l’étudiant
Résidence Olivier Chesneau,
5, Boulevard François Mitterrand
06300 Nice
Tél. +33 4 92 15 50 88
Mail : not communicated

- It is also possible to search for an individual accommodation. You will have to do this research before your arrival in Nice. The search for accommodation is not easy : rents are high, places are rares (from 500€/month, depending on the type of accommodation sought).
Some of the private residences near the campus

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>City résidence Nice</td>
<td>3 impasse Guidotti, 06300 Nice</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Le Vélasquez</td>
<td>5 rue de Fontan, 06300 Nice</td>
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</tr>
<tr>
<td>3.</td>
<td>Studéa Riquier</td>
<td>3 chemin Sorgentino, 06300 Nice</td>
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<tr>
<td>4.</td>
<td>Alliance Française Nice Côte d’Azur</td>
<td>1 rue de Paris, 06000 Nice</td>
<td></td>
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</tbody>
</table>
Some useful links to help you with your housing search:

- [https://www.lokaviz.fr/](https://www.lokaviz.fr/) (Student accommodation in private homes)
- [https://af-nice.fr/fr/hebergement-residence/](https://af-nice.fr/fr/hebergement-residence/) (The Alliance française offers several kinds of student housing)
- [https://www.morningcroissant.fr/](https://www.morningcroissant.fr/) (Short-term housing rental)
- [https://www.appartcity.com/fr/](https://www.appartcity.com/fr/) (Short and long-term apartments rental)
- [auberge jeunesse nice - Recherche Google](https://www.google.com/search?q=auberge+jeunesse+nice) (To find a youth hostel in Nice)
XII. Your arrival to the Graduate School and of Economics and Management

A) Administrative registration

1. You must go to the International Relations Office (office 254/256 see opening times p3)
2. Bring your Certificate of Arrival only if your home university required it
3. Non UE citizens have to register to the French Health insurance as soon as they arrive in Nice if they do not have an European Health Insurance Card.

B) Pedagogical registration

GOOD TO KNOW: You can change your learning agreement if needed within 15 days from the beginning of the courses (Learning Agreement DURING the Mobility). An educational sheet will be given to you at your arrival.
For more information about our university you can visit our website
https://univ-cotedazur.eu/attending-universite-cote-dazur/attending-as-a-student

Contact service Relations Internationales
eur-elmi.international@univ-cotedazur.fr