Guide for students incoming 2023-2024
For Master level
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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 Service
- **Jules Azinheirinha**: In charge of Incoming students
- **Carolina Clavijo-Perea**: In charge of Outgoing students
- **Xhensila Tafaj**: In charge of conventions and partnerships

**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>
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II. Université Côte d’Azur (UCA)

Université Côte d’Azur is a multi-disciplinary University well known 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 University 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.

Address: 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 Service.

Documents to prepare
   • You will receive an e-mail from the International Relations Service 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 2023-2024 student card or school certificate from the home university as soon as you get it
• « Fiche d’Identification de l’Etudiant Entrant » completed (sent by email by the International Relation Service of the Graduate School of Economics and Management)
• Application form « inscription administrative » completed ((sent by email by the International Relation Service of the Graduate School of Economics and Management)
• 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.
VII. List of courses

The catalogue of courses is available on our website: https://elmi.univ-cotedazur.fr/international/programme-de-mobilite

**Careful!** Some Masters are annualised. If you are here for only one semester, you must pick a Master « semestrialisé » See the Document récapitulatif. Furthermore, you can only chose courses from one Master. For instance, if you take courses from CESUN, you won’t be able to take courses from EE! However, you can complete with the courses Mineures.

Catalogue des cours en Master

Document récapitulatif
Master CESUN
Master CODEEN
Master CORS
Master DI
Master EE
Master EMEO
Master EMICD
Master EMRH
Master SD
Master SMI
Mineures
Projets de recherche

Cliquez sur le master souhaité
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 Embassy of your home country.

**Letter of acceptance for UE students**

Letter of acceptance for outside UE students

Service des Relations Internationales,

srf.ril.international@univ-cotedazur.fr

Objet : LETTRE D’ACCEPTATION EUROS

A [nom, prénom]


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 :
- Début des cours du 2ème semestre : 21 janvier 2021
- Fin du 2ème semestre : 20 juin 2021

Vous pouvez avoir accès à la liste des cours et autres informations concernant le Graduate School of Economics and Management sur notre site internet [link].

Si vous avez besoin de renseignements supplémentaires, n’hésitez pas à nous contacter par mail : srf.ril.international@univ-cotedazur.fr

Veuillez agréer, Cheri(e) [étudiant(e)], l’expression de nos salutations les meilleures.
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
X. Academic calendar 2023-2024 - Provisional – First semester

- Opening of the International Relations Service: 24 August
- Start of the courses for the 1st semester: 4 September
- Start of the courses for the 2nd semester: 8 January
- Period of exams:
  - Exams for the 1st semester: 8 January – 13 January
  - Exams for the 2nd semester: 2 May – 7 May
  - No second session for the TD, CC and CCI
### XI. Academic Calendar 2023-2024 - Provisional – Second Semester

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#### Period of exams:
- **Opening of the International Relations Service:** 24 August
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XII. Housing

Public Academic residences are administered by CROUS (Centre Régional des Œuvres Universitaires et Scolaires) de Nice-Toulon, NOT by UNIVERSITY. However, we will help you with the process of application for a room.

If you wish to apply for an university room of the CROUS, you have to apply for a Dossier Social étudiant on the following link: https://www.messervices.etudiant.gouv.fr/envole/enregistrement

Once your file created, a provisional INE (National Student Identifier) will be given to you. Next, you will have to send us the following information:
Name, First Name, Provisional INE, Birthdate, Nationality, Email address, Date of arrival, Date of departure, Name of home university, Country of home university

Please send this information by email to eur-elmi.international@univ-cotedazur.fr before June 12 at the latest. We will then communicate your information to the CROUS, and we will keep you informed as soon as we have an answer regarding the allocation of rooms.

Beware! Application to an university room does not guarantee to get one. Please keep on looking for an accommodation on your side.

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 rare (from 550€/month, depending on the type of accommodation sought).
Studapart

- [https://univ-cotedazur.studapart.com/fr/register/student](https://univ-cotedazur.studapart.com/fr/register/student)
- On this website partner with our university, you will find ads for studios, rooms in shared accommodations, homestays...
- The accommodation is booked online, online assistance 6/7 days, English version available.
- 250 euros booking fee.
Some of the private residences near the campus

<table>
<thead>
<tr>
<th>1. City résidence Nice</th>
<th>3 impasse Guidotti, 06300 Nice</th>
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<tbody>
<tr>
<td>2. Le Vélasquez</td>
<td>5 rue de Fontan, 06300 Nice</td>
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<tr>
<td>3. Studéa Riquier</td>
<td>3 chemin Sorgentino, 06300 Nice</td>
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<tr>
<td>4. Alliance Française Nice Côte d'Azur</td>
<td>1 rue de Paris, 06000 Nice</td>
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</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%20jeunesse%20nice) (To find a youth hostel in Nice)
XII. French courses

- The Direction of international development and Europe offers French courses for exchange students.
- These courses are optional and do not earn ECTS credits. It doesn’t have to appear on your Learning Agreement.
- If you wish to register, you have to indicate your current level, with a certification if possible.
- You will also have to tell us by email to eur-ELMI.International@univ-cotedazur.fr if you want to attend these courses or not.
XII. Your arrival to the Graduate School and of Economics and Management

A) Administrative registration

1. You must go to the International Relations Service (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