## INSTITUTION

<table>
<thead>
<tr>
<th>Name</th>
<th>ENSEIRB-MATMECA - BORDEAUX INP</th>
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<tbody>
<tr>
<td>Erasmus Code</td>
<td>F BORDEAUX54</td>
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<tr>
<td>PIC</td>
<td>991798035</td>
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<tr>
<td>Website</td>
<td>enseirb-matmeca.bordeaux-inp.fr</td>
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## INTERNATIONAL RELATIONS OFFICE

| Address                         | ENSEIRB-MATMECA – International Relations Office  
|                                | 1 avenue du Dr. Albert Schweitzer - B.P. 99  
|                                | 33402 Talence Cedex  
|                                | FRANCE |
| Director                       | Dr. François Rivet: dir_sri@enseirb-matmeca.fr |
| Incoming students              | Mrs. Flavie Dupouy: iro@enseirb-matmeca.fr / +33 5 56 84 23 65 |
| Outgoing students              | irs@enseirb-matmeca.fr / +33 5 56 84 23 32 |
| Website                        | https://enseirb-matmeca.bordeaux-inp.fr/fr/international-venir |

## NOMINATION AND APPLICATION PROCEDURE

<table>
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<tr>
<th>Academic Calendar 2020-2021</th>
<th>Link to academic calendar</th>
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|                              | 1<sup>st</sup> semester  
|                              | (fall & full year)  
|                              | September to January  |
|                              | 2<sup>nd</sup> semester  
|                              | (spring)  
|                              | January to June |
| Nomination deadline (by home institution) | 1 May 15 October |
| Nomination deadline (by home institution) | Nomination by home institution by email at: dir_sri@enseirb-matmeca.fr with full name, email address, field & year of study of the student. Nominated students will receive an email with information about registration and application, together with the online application link. |
| Application deadline (by student) | 15 May 30 October |
| Application deadline (by student) | Online application has to be filled via this website (available in French & English) |
| Application Documents (provided by the student) | The following documents must be uploaded when applying online:  
| Application Documents (provided by the student) | - Academic transcript of records  
| Application Documents (provided by the student) | - Resume  
| Application Documents (provided by the student) | - Cover letter  
| Application Documents (provided by the student) | - Proof of language proficiency (French B1 recommended)  
| Application Documents (provided by the student) | - Learning Agreement  
| Application Documents (provided by the student) | - Letter of Acceptance by home institution (or e-nomination)  
| Application Documents (provided by the student) | - ID or Passport |
| Acceptance | The International Relations Office will send by email a "Letter of Acceptance" to the student within 4 weeks after online application deadline. |
## ACADEMIC INFORMATION FOR STUDIES

| Courses Catalogue | http://www.enseirb-matmeca.fr/syllabus/  
Engineer in Electronics  
Engineer in Computer Sciences  
Engineer in Telecommunications  
Engineer in Mathematics and Mechanics  
Students must choose courses within the same Department & semester. |
|---|---|
| International Department Coordinator | Students can contact their International Department Coordinator to agree on the selected courses before applying online:  
- Electronics: resp_sri_elec@enseirb-matmeca.fr  
- Computer sciences: resp_sri_info@enseirb-matmeca.fr  
- Telecommunications: resp_sri_telecom@enseirb-matmeca.fr  
- Mathematics & Mechanics: resp_sri_mmk@enseirb-matmeca.fr |
| Short explanation | Maximum 30 ECTS per semester  
- “First year” = 3rd year of Bachelor = semesters 5 & 6  
- “Second year” = 1st year of Master = semesters 7 & 8  
- “Third year” = 2nd year of Master = semesters 9 & 10 |
| Language requirements | All our courses are mainly taught in French, only a few courses in 3rd year are taught in English. Recommended French level is **B1**.  
Exchange students are required to take a language test in French upon arrival.  
Free French courses (FLE – “Français Langue Etrangère”) are offered in both semesters, twice a week, for those whose level is insufficient. |

## INFORMATION FOR INTERNSHIPS

| Duration | Minimum: 1 week  
Maximum: 6 months |
|---|---|
| Application Procedure | 1. Students choose a subject they are interested in via our 4 associated laboratories IMS, Labri, IMB, I2M and send by email at dir_sri@enseirb-matmeca.fr the following information:  
- Research Center  
- Topic/subject  
- Dates & duration (our School is closed in August)  
- Resume in English  
- Copy of passport (bio page)  
2. Our International Relations Office put students in contact with our Research Centers by sending them students’ applications.  
More information  
No internships allowed with our partnering companies. |
# PRACTICAL INFORMATION FOR EXCHANGE STUDENTS

## Accommodation

Students are strongly advised to book accommodation in advance. Options:

- **Room in a CROUS dormitory in a student residence:**
  - CROUS has a very limited number of rooms. We cannot guarantee a room.
  - Students coming for 1 semester have to apply via: https://trouverunlogement.lescrous.fr/ (no deadline)
  - Students coming for at least 2 semesters have to apply for an International Student Accommodation Form (DSE) before 15 May via: https://www.messervices.etudiant.gouv.fr/envole/
  - **Room (or flat) in a student residence via private agencies:**
    - https://www.lacartedescolocs.fr/colocations/nouvelle-aquitaine/bordeaux
    - https://www.leboncoin.fr/colocations/offres/aquitaine/

For assistance with housing, please contact our Accommodation Information Department at: info_logement@enseirb-matmeca.fr

## Insurances

- **Social Security** (health insurance):
  - The student will not be required to pay social security contributions. He/She will need to register on the dedicated website for students in order to be covered for his/her medical expenses, except if he/she has a European health insurance card.
  - More information about French social security.

- **Civil Liability** (damages insurance):
  - Students are required to subscribe a Civil Liability insurance to be covered for damages when enrolling at our School. Possible to purchase it in France upon arrival (18€ per year).
  - **Contribution Vie Etudiante et de Campus (CVEC):**
    - As an international exchange student, students do not have to pay it.

## Visa

- **European students do not need a visa.**
- **Non-European students need to follow visa procedure.**

## International Students Support

Our student association “CluBee” welcomes international students to make their stay in Bordeaux enjoyable. They make sure to fully integrate incoming students: they provide administrative support and organize a trip to a European city every year. Upon request when applying, CluBee can pick up students from the airport/railway station (upon availability) to their accommodation.

clubee@enseirb-matmeca.fr