

**INSTITUTIONAL FACT SHEET - Université François Rabelais - Tours**  
**Annex to the Erasmus + inter-institutional agreement**

<b>Name of the Institution</b>	<b>Université François-Rabelais</b>	
Website of Institution	<a href="http://international.univ-tours.fr">http://international.univ-tours.fr</a>	
	Erasmus code: F TOURS01	ECHE Number:
<b>Name of International Office</b>	<b>Direction des Relations Internationales</b>	
Address	60 rue du plat d'étain - BP 12050 - F-37020 TOURS CEDEX 1	
Website for exchange students	<a href="http://international.univ-tours.fr/exchanges">http://international.univ-tours.fr/exchanges</a>	
<b>Contacts</b>		
Head of International Office (Name & Position)	Mrs Sylvie CROCHET Head of the International Relations Office	
Telephone / Fax	(0033) (0) 247 366 709	(0033) (0) 247 366 706
Email	<a href="mailto:sylvie.crochet@univ-tours.fr">sylvie.crochet@univ-tours.fr</a>	
Contact for incoming students (Name & Position)	M. Frédéric SOREAU Coordinator for incoming exchange students	
Telephone / Fax	(0033) (0) 247 366 717	(0033) (0) 247 366 706
Email	<a href="mailto:incoming.mobility@univ-tours.fr">incoming.mobility@univ-tours.fr</a>	
Contact for outgoing students - Europe (Name & Position)	Mrs Solène LOISEAU / Ms Annabelle NOUR Coordinators for outgoing Erasmus students	
Telephone / Fax	(0033) (0) 247 366 728/703	(0033) (0) 247 366 706
Email	<a href="mailto:erasmus@univ-tours.fr">erasmus@univ-tours.fr</a>	

<b>Student Mobility Language Requirement</b>	
The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period :	
Language requirements	With most of our partners we have agreed that the language proficiency will be certified by each home university confirming the level is adequate and students will not be required to submit an official language test result for the exchange programme : <b>B2</b> of the European Common Frame of Reference meaning - level 3 TCF B2 (399 points minimum) is wanted.

<b>Calendar</b>		
1. Applications/information on nominated students must reach us by :	Sem.1 / Whole year: May 15th	Sem.2: November 15th
2. The receiving institution will send its decision within 3 weeks		
3. A transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving institution.		

<b>Information</b>	
1. Grading system of the institutions :	30 ECTS credits per semester is required
2. Visa requirements :	The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources :
	Contact person : Frédéric Soreau
	Website for information : <a href="http://www.campusfrance.org/fr/rubrique/preparer-son-sejour">http://www.campusfrance.org/fr/rubrique/preparer-son-sejour</a>
3. Insurance :	The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources :
Health insurance	Students should get a health insurance prior to their arrival. This insurance must be valid for the whole period of their stay. For European students, the European Health Insurance Card is advised ( <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> ). Otherwise students can also get a private insurance in their home country. In case the student doesn't have an insurance upon her/his arrival, it will be required that she/he register to the student "social security" (211€ for the academic year 2013-2014).
4. Housing:	Contact person for residence hall only : Frédéric Soreau
	Details for the residence halls : <a href="http://www.crous-orleans-tours.fr/logement/resid.php?crous=tours">http://www.crous-orleans-tours.fr/logement/resid.php?crous=tours</a>
Application procedure for housing	The accommodation form must be sent <b>at the same time</b> as the application form. Once their application is accepted, students will get an official confirmation by email directly from the residence hall.
Housing application deadline	Sem.1: May 15th
	Sem.2: November 15th
Housing Insurance	It is mandatory for the student to take out a home insurance policy. This can be done upon the student's arrival. There are numerous places where to get this insurance policy (Insurance companies, banks, students organizations such as LMDE or SMECO...). The student needs to make sure to get a civil liability (most of the time it is included with the home insurance policy). This civil liability enables the student to compensate damages caused to another person or caused by people or objects dependent on you.

Additional Information		
Application procedures	Please refer to: <a href="http://international.univ-tours.fr/profils-en/admissions-262309.kjsp?RH=1325532101299&amp;RF=1325532132049">http://international.univ-tours.fr/profils-en/admissions-262309.kjsp?RH=1325532101299&amp;RF=1325532132049</a>	
Availability of application forms (ex: website)		
Supporting documents required for application		
Semester start and end dates (including examination dates)	Semester 1	Sept 1st - January 15th
	Semester 2	January 15th - May 30th
Expected arrival dates for exchange students	Semester 1	Before Sept 1st
	Semester 2	Before January 10th
Orientation dates	1st week of September	
Is arrival pick-up service provided to exchange students? If yes, how do they apply?	No (The train station is in the city center)	
Courses available to exchange students	Most of the classes are available to exchange students. Here you can find a list of popular classes among international students: <a href="http://international.univ-tours.fr/most-popular-courses">http://international.univ-tours.fr/most-popular-courses</a>  Also, there are French classes for foreign students (CUEFEE). Please, check our website: <a href="http://international.univ-tours.fr/profils-en/learning-french-275937.kjsp?RH=INTER-FR-PROFILS">http://international.univ-tours.fr/profils-en/learning-french-275937.kjsp?RH=INTER-FR-PROFILS</a>	
Restricted courses (not open to exchange students)	UFRT has some closed programs in which no exchange student will be able to take courses. These closed programs include specific Masters in english.	

Fees and other:		
Do students need to pay any other fees (ex: administration fee to your office...)	CUEFEE (French courses for exchange students): 50€ per semester	
Estimated semester costs	<b>Tuition:</b> none if exchange student	<b>Housing:</b> 210€ to 390€ in residence halls/month
	<b>Meals:</b> 3€10 in a university restaurant	<b>Transportation:</b> Bus monthly subscription : 27€50
	<b>Books, Supplies:</b> This depends on the chosen classes	<b>Other:</b> general expenses (accommodation+meals+leisure) should be around 700€/month
	<b>Insurance:</b> accommodation: around 40/50€ (based on a residence hall)/year	