

## FACT SHEET Annex (Incoming Students)

### UFR de Langues étrangères : Modern Languages Department

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| <b>Contacts</b>                               | <ul style="list-style-type: none"> <li>• <b>International Office :</b><br/>Maud FAÏS-ROMAT<br/><a href="mailto:maud.fais-romat@univ-grenoble-alpes.fr">maud.fais-romat@univ-grenoble-alpes.fr</a><br/><a href="mailto:international.le@univ-grenoble-alpes.fr">international.le@univ-grenoble-alpes.fr</a><br/>Office F208 (Stendhal Building F, 2<sup>nd</sup> floor)<br/>+33 4 76 82 41 08</li> <li>• <b>Pedagogical Coordinator</b><br/>Filippo FONIO<br/><a href="mailto:filippo.fonio@univ-grenoble-alpes.fr">filippo.fonio@univ-grenoble-alpes.fr</a><br/>Office F312 (Stendhal Building F, 3<sup>rd</sup> floor)<br/>+33 4 76 82 80 27</li> </ul> |
| <b>Address (physical)</b>                     | (Building Stendhal F)<br>International Office – UFR de Langues étrangères<br>1491 Rue des Résidences<br>38400 Saint-Martin-d'Hères<br>France   |
| <b>Erasmus Code</b>                           | F GRENOBL 51   |
| <b>Website</b>                                | <a href="http://www.univ-grenoble-alpes.fr/ugl">UFR de Langues Étrangères</a> (FR)   |
| <b>Fields of Studies</b>                      | Social Sciences (FR), Translation studies, Civilization, Literature, Languages   |
| <b>Languages</b>                              | Arabic/Chinese/English/German/Italian/Japanese/Russian/Spanish   |
| <b>Languages Requirements</b>                 | <b>B1 minimum in French MANDATORY.</b> No official certification required, a language level attestation written by your home university must be provided.<br><b>No requirement in all the others languages</b> taught in our faculty   |
| <b>Restriction &amp; Rules</b>                | <b>51% minimum</b> of modules in our faculty for EACH semester<br>More information (Step 2) on <a href="http://www.univ-grenoble-alpes.fr/ugl">UGA website</a> (FR)  |
| <b>E-nomination Deadline (Partners)</b>       | 1 <sup>st</sup> semester : from March 15 to April 30<br>2 <sup>nd</sup> semester : from August 27 to September 30  |
| <b>E-nomination Process (Partners)</b>        | <ul style="list-style-type: none"> <li>• Sign in to our online nomination portal (link sent by email beginning of March and end of August)</li> <li>• Fill in the home university information</li> <li>• Fill in the nomination form as many times as necessary</li> </ul>   |
| <b>Online Application Deadline (Students)</b> | 1 <sup>st</sup> semester : from March 15 to May 30<br>2 <sup>nd</sup> semester : from September 15 to October 17   |
| <b>Application Process (Students)</b>         | The International Officer of our faculty send by email the online application process directly to the nominated student.<br>The required documents are: <ul style="list-style-type: none"> <li>• all academic transcripts of records</li> <li>• curriculum vitae</li> <li>• certificate on the ability of French (No official certification required, a letter from home university confirming B1 level of French must be provided).</li> <li>• cover letter</li> <li>• learning agreement signed by the 3 parts (Student, Responsible person at the sending institution and our Pedagogical Coordinator)</li> </ul>                                     |

**Postal address**

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CS 40700  
38058 Grenoble Cedex 9  
FRANCE

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| <b>Notification of Decision (Letter of Acceptance)</b>                   | 1 <sup>st</sup> semester : until June 14<br>2 <sup>nd</sup> semester : until November 15   |
| <b>Housing Application</b>   | 1 <sup>st</sup> semester : from June 4 to July 1<br>2 <sup>nd</sup> semester : from October to November 15   |
| <b>Housing Assignments</b>   | 1 <sup>st</sup> semester : end of July<br>2 <sup>nd</sup> semester : About a month prior to arrival  |
| <b>Buddy System</b>  | Once selected, all students have the possibility to join our buddy system (link for registration will be sent by email).<br>It's about connecting student-volunteers with incoming international students in order to provide the international students a helping hand before their arrival and also during their mobility.   |
| <b>Orientation Week -Mandatory-</b>                                      | 1 <sup>st</sup> semester : 1 <sup>st</sup> week of September<br>2 <sup>nd</sup> semester : 2 <sup>nd</sup> week of January<br>Exact dates and activities will be sent by email to selected students a month prior to arrival   |
| <b>Registration</b>  | 1 <sup>st</sup> semester : 1 <sup>st</sup> week of September<br>2 <sup>nd</sup> semester : 2 <sup>nd</sup> week of January<br><b>Mandatory documents for registration :</b><br>• <b>Passport or ID</b> (copy and original)<br>• <b>Registration form</b> (provided by our faculty)<br><b>IMPORTANT:</b> the affiliation to the student social security is no longer part of the registration process at the university.<br>We strongly recommend to read the <a href="#">Health web page</a> to find out more. |
| <b>Courses start date</b>  | 1 <sup>st</sup> semester : 2 <sup>nd</sup> week of September<br>2 <sup>nd</sup> semester : 3 <sup>rd</sup> week of January   |
| <b>Courses end date</b>  | 1 <sup>st</sup> semester : 3 <sup>rd</sup> week of December<br>2 <sup>nd</sup> semester : 1 <sup>st</sup> week of May  |
| <b>Exam Period</b>   | 1 <sup>st</sup> semester : 2 <sup>nd</sup> to 3 <sup>rd</sup> week of January<br>2 <sup>nd</sup> semester : 1 <sup>st</sup> to 3 <sup>rd</sup> week of May   |
| <b>Re-sit Exams</b>  | 1 <sup>st</sup> semester : 2 <sup>nd</sup> to 3 <sup>rd</sup> week of June<br>2 <sup>nd</sup> semester : 3 <sup>rd</sup> week to last week of June   |
| <b>Courses Catalogue</b>   | <a href="#">Catalogue UGA</a> (FR)<br><a href="#">Courses of the Modern Languages Department</a> (FR)<br><a href="#">Specific &amp; Preferential courses – UFR</a> (FR)  |
| <b>Types of Courses</b><br><br>(please refer to our PDF Catalogue above) | <ul style="list-style-type: none"> <li>• <i>Specific courses</i> CS designed exclusively for international students.</li> <li>• <i>Preferential courses</i> CP recommended to international students for their academic relevance, classes with French students)</li> <li>• <i>General courses</i> CG which are part of the general catalogue of the university.</li> </ul>  |
| <b>Learning Agreement</b>  | Only our <b>pedagogical coordinator</b> validate and sign it   |
| <b>Transcript of Records</b>   | One transcript per year ( <b>ONLY electronic copy</b> ).<br>FY students will receive their ToR at the end of the year<br>1 <sup>st</sup> semester : March<br>2 <sup>nd</sup> semester : June or July (depends on re-sit exams)   |
| <b>Certificates of Attendance/Departure</b>                              | We don't give any documents to incoming students, but the <b>international officer</b> will sign documents from the home university.   |

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