



MOBILITY GUIDE

INCOMING STUDENTS - ERASMUS+ PROGRAMME



**DIRECTION DES
RELATIONS INTERNATIONALES
ET DE LA FRANCOPHONIE**



Erasmus+

UNIVERSITÉ PAUL-VALÉRY MONTPELLIER 3
DIRECTION DES RELATIONS INTERNATIONALES ET DE LA FRANCOPHONIE (DRIF)

SERVICE MOBILITÉ INTERNATIONALE ENCADRÉE - BUREAU 03
ROUTE DE MENDE, 34199 MONTPELLIER CEDEX 5
FRANCE

Erasmus+ Incoming student Welcome Guide

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Welcome to Montpellier!



Montpellier is (by train) :

- 1h30 away from Marseille
- 1h45 away from Lyon
- 2h away from Toulouse
- 3h15 away from Paris



Montpellier is the 7th largest city in France with 282 000 inhabitants. One in four inhabitants is a student !

Montpellier is an ideal place to stay, with breathtaking sights on the seaside, the scrubland (« garrigue »), the Camargue, the Gorges de l'Hérault, the Pic Saint Loup, etc.

The Tourist Office provides thorough information about the City of Montpellier and its region :

<https://www.montpellier-tourisme.fr/>

Download a City Map and/or brochures to find out everything you can discover on the city and its region

<https://www.montpellier-tourisme.fr/Preparer-Reserver/Infos-de-l-OT/Nos-brochures>

Welcome at Université Paul-Valéry Montpellier 3!

Our campus is classified and certified as heritage of the XXth century, thus you will enjoy wandering around the campus and discover the Mediterranean vegetation and green spaces that compose it between courses.

You will get to know your faculty, your institute and your department, but also find out about the possibilities to open yourself up to new cultural, sports and civic practices. More than 300 types of events are organized every year on campus and you will be most welcome to join in.

Our university is also a place of inventiveness and culture, its major role in culture is recognized and structured around the University Cultural Center (CCU) which brings together 3 central equipments you will be able to benefit from : the **Théâtre de la Vignette**, that carries the label « *subsidised theatre of national interest* », the **Musée des Moulages (Casts Museum)** and the **symphony orchestra** !



Click to watch the
Université Paul-Valéry
Montpellier
3 presentation video!

1- Contacts and practical information

Université Paul-Valéry Montpellier III

Direction des Relations Internationales et de la Francophonie – DRIF
Bâtiment IONESCO – bureau 03
34199 MONTPELLIER Cedex 5
FRANCE



Université Paul-Valéry Montpellier 3's Erasmus Code : **FMONTPEL03**

The « Route de Mende » campus is accessible by taking the Line 1 of the tramway: Saint Eloi station (see « getting around » section)

a. Contacts within the Direction des Relations Internationales et de la Francophonie

Incoming Students Officer and Erasmus+ Institutional Management : Lionel CABOS

@ lionel.cabos@univ-montp3.fr

+33 (0)4 67 14 55 61



Erasmus+ Incoming Students Officer : Caroline KOUYOUMDJIAN

@ erasmus-in@univ-montp3.fr

+33 (0)4 67 14 20 65



The Erasmus+ Office is open from Monday to Friday, from 2PM until 5PM (university holidays excluded)

Erasmus+ Departmental Coordinators

Here at UPVM3, an **Erasmus+ Coordinator** will support you regarding all education and pedagogical aspects of your mobility, and will be responsible for signing your Learning Agreement for the « Host Institution » section.

To view the list of the Erasmus+ Departmental Coordinators

Follow this link

b. The university calendar

Approximate duration of the semesters	Autumn Term (semester 1)	Spring Term (semester 2)
	Beginning of September until end of December	Mid-January until beginning of June



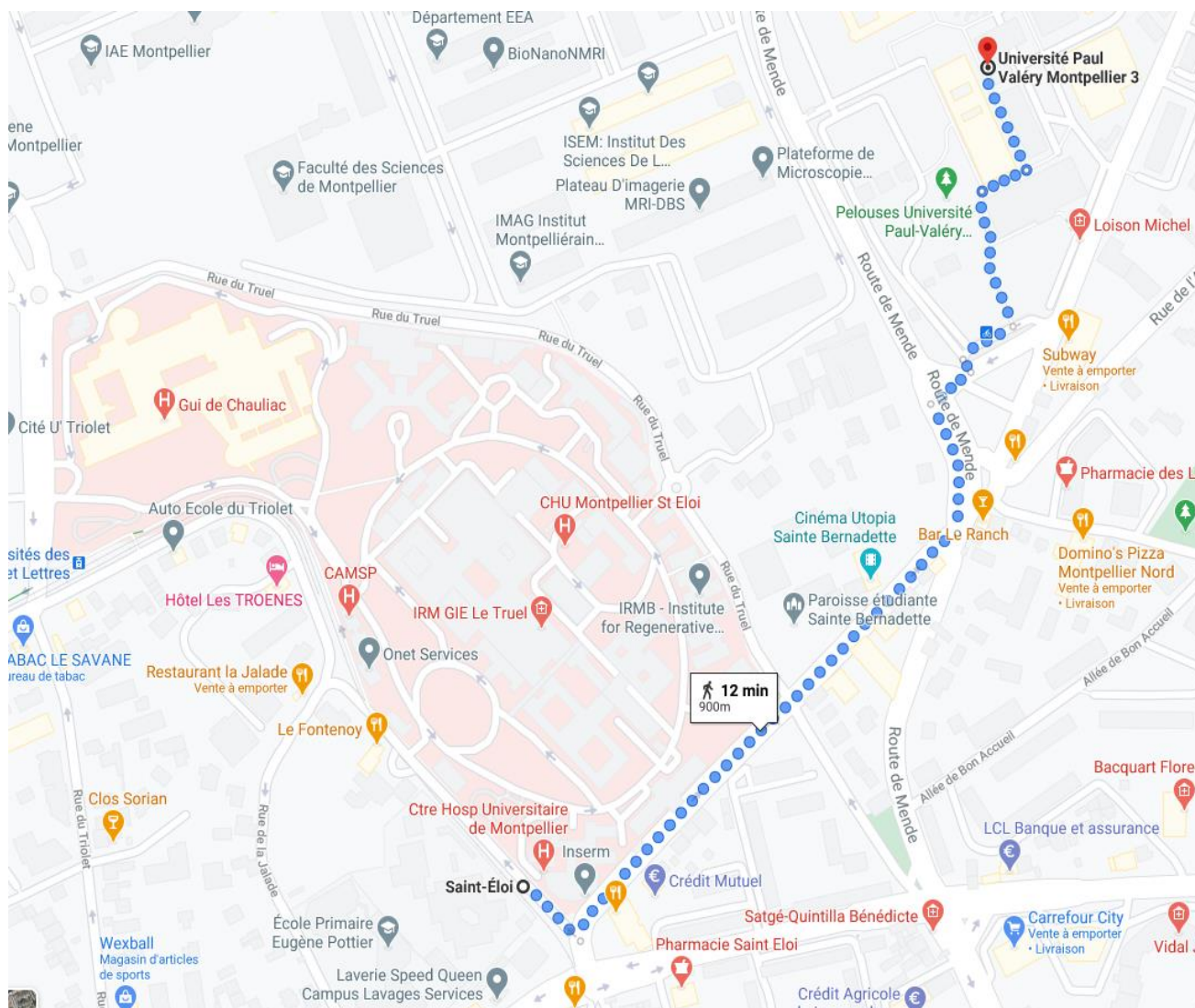
The dates communicated by the Erasmus+ Office are the dates of reference for your mobility since they are more precise and are adapted to your status as an international exchange student.

To view the university calendar :

Follow this link

c. Finding the campus

The easiest way to get to our campus located Route de Mende (main campus) is to take the Tramway line 1 and stop at the **Saint-Éloi station**, then walk to the campus.



d. Campus map

To view the campus map:

Follow this link

Here are the buildings housing the DRIF team :



Most courses take place on the « route de Mende » campus.

Some courses at Masters' level can take place on the « Saint Charles » campus.

e. Emergency contacts

On campus, if you witness an emergency:



- Call 04 67 14 23 67 between 7AM and 8PM

- Call 04 67 14 24 75 after 8PM

French emergency phone numbers:



Name	Phone number
European emergency number	112
Fire department	18
Medical emergencies / SAMU	15
Police	17
Anti-poison center	04 67 91 75 25 25 ou 04 61 49 33 33 ou 15
SOS Médecins (emergency doctors)	04 67 72 22 15
On-duty pharmacies	32 37

To find a doctor (except emergencies), you may use this link: <http://ameli-direct.ameli.fr/>

2- The different steps of your Erasmus+ stay

a. Before arrival

1. Has your Erasmus+ mobility been confirmed by your home university ?

-  Make sure your university has nominated you for a semester or for a full-year of studies at **Université Paul-Valéry Montpellier 3**.
-  Respect their application procedures and deadlines

2. Our Erasmus+ Office receives your official nomination

☐ You will receive an **email** explaining the procedure you will have to follow for your registration in our university.



You will need to **register on the MoveOn platform**, via a link previously sent to you by email (you can apply for an accommodation in a university hall of residence at that moment).

Date limite candidature <i>Application deadline</i>	Année et semestre 1 <i>Year and Autumn Term</i>	Semestre 2 <i>Spring Term</i>
	15 mai <i>May 15th</i>	15 octobre <i>October 15th</i>

☐ Put together your **Learning Agreement**, which lists the courses you will be following at UPVM3 during your stay.

Our university does not have a Course Catalog listing all the courses given in the university at once, hence we invite you to [read our course guide](#)



French language courses (paying courses) are offered by the IEFÉ [here](#). These courses entitles you, if possible, to validate a French proficiency level recognised in Europe.

Choose at least 75% of your courses within the Departement in which you have been nominated.

You may now use the [ONLINE LEARNING AGREEMENT \(OLA\)](#) platform to fill in, sign and have your Learning Agreement signed online.


[Read our OLA user guide](#)


3. Have you taken into account all the formalities related to your stay ? Registration in your home university, repatriation insurance, visa application if necessary, etc.

4. **Bring identity photos (printed format, passport type)** that you will need in Montpellier: Student Card, transport card, registering in associations, etc.

b. Arrival at Université Paul-Valéry Montpellier 3

☐ Welcome information meeting :

If you have been nominated for Semester 1 or full-year  Meeting in September

If you have been nominated for Semester 2  Meeting in January

The dates of these meetings will be communicated by email.

☐ You have obtained a university accommodation ? Let the Erasmus+ Office know that you have arrived !

☐ Administrative registration: [Download the registration file by following this link](#)

If your Administrative registration file is complete :

Collect your student card (please provide a photo upon arrival) and your registration certificate during the Welcome Week (one week before courses begin).

Once your administrative registration is complete, you will be able to access your Espace Numérique de Travail/Digital Workspace (ENT) along with all the university's online services (see Digital Tools section of this guide).

If your Administrative registration file is incomplete:

Send all missing documents to the Erasmus+ Office as quickly as possible.

Reminder of the documents to be provided:

- Copy of passport or ID card valid for the duration of your stay
- B1 French proficiency certificate, stamped and signed by your home university ([template downloadable here](#)) or an official certificate dating from less than 3 years
- Official transcript of records of the previous year
- Learning Agreement (LA) signed by the three parties: The LA will be signed by your Academic Coordinator (see p.4 of this guide). **You must imperatively indicate a list of courses with their corresponding code.** Without this information, your Academic Coordinator may refuse to sign your LA before your arrival in our university.
- European Health Insurance Card valid for the duration of your stay
- Repatriation insurance certificate (**strongly recommended**)



The French B1 language certificate (minimum) is COMPULSORY, we will not be able to proceed to your administrative registration without this document.

☐ Certificate of Attendance

To be signed and stamped by the Erasmus+ Office and to send back to your home university.

This document is mandatory to proceed to the payment of your Erasmus+ grant by your home university.

☞ We provide a template of this document: [Follow this link to download it](#)

☐ Learning Agreement

Contact your UPVM3 pedagogical coordinator who will sign your Learning Agreement (link to Erasmus+ Departmental Coordinator available at the beginning of this guide).

☞ We provide a template of this document: [Follow this link to download it](#)

☐ **Timetable:** Contact the secretariats of the UFR (Faculties, Departments) regarding the schedules and classrooms location to sort out your timetable.

c. When courses begin

☐ Ask each of your professors to sign your **Passeport International** during the first week of courses and hand it in to the Erasmus+ Office of UPVM3.

(This document is in your welcome pack, contact the Erasmus+ Office if you do not have it)

☐ **Pedagogical Registration (IP) – registering to exams:** The Erasmus+ Office will send you an Excel file that you will have to fill in with the codes and names of all of your courses. Thanks to this IP, you will be registered for exams and have access to the Moodle pedagogical platform.



If you wish to change one or more courses:

1. Inform your UPVM3 departmental coordinator as soon as possible, as well as your coordinator in your home university.
2. Inform the Erasmus+ Office as soon as possible so that they can change your pedagogical registration.

**After the 2nd week of courses, you will not be able to proceed to your IP anymore.
This means that you will not be able to view your marks via the ENT.**

d. Participation in exams

1. Exams during the semester:

- ☐ Please contact the relevant professor to know the dates of these exams and your marks

2. Exams at the end of the semester / final exams:

- ☐ Contact your professor to know the dates of the exams
- ☐ Take all the exams you have registered for with your student card
- ☐ Inform the Erasmus+ Office if you are taking 2nd assessment exams

View your final exams' marks of your ENT

Follow this link

e. Leaving from Université Paul-Valéry Montpellier 3

- ☐ Ask the Erasmus+ Office to sign you **Certificate of Attendance** and send it to your home university.
 - ☐ View your marks on your ENT access ([read our guide](#)): If you agree with these marks, ask for your **Transcript of Records** to the Erasmus+ Office.
- This transcript of records is sent by email, your home university in copy.

Accédez à plus de tutoriels sur la plateforme Moodle

Follow this link

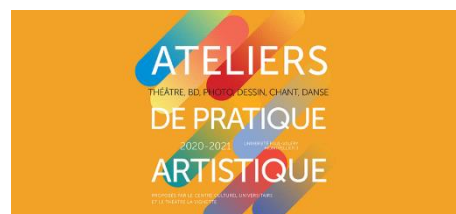
Read our [ENT User Guide](#)

b. Campus Life

i. The University Cultural Center (CCU)

- The **University Cultural Center (CCU)** gathers, among other things, the *Théâtre la Vignette*, the *Casts Museum* and the Symphony Orchestra.
- More than **100 events are offered per year** to all the students and staff members of the university and to the public!

For more information on their agenda <http://ccu.univ-montp3.fr/>



ii. The University Sports Service (SUAPS)

The SUAPS gives you the possibility of practicing a sport during your stay in Montpellier, either sports as a leisure activity, either sports as a marked course (2ECTS/credits).

You must contact them as early as possible, from the moment you arrive, and meet them on campus to sign up as groups fill up very quickly.

To view the list of sports and learn more on the registration process:

<https://www.univ-montp3.fr/fr/sports-et-pratiques-physiques>



To register, you will need to provide the following documents:

- Student card (given once your registration is complete)
- Medical certificate, **dating from less than 3 months**, that clearly mentions that you are fit for sports (in French or English)
- SUAPS registration form
- Is you sign up for a sports for leisure (non-marked): paying activity: contact them for information

iii. The IZLY Student Card

Your student card is also a means of payment (IZLY card) that will allow you to pay for your meals at the University Restaurant (Resto U) and in the campus cafeterias.

To find out more about the functionalities of the card and activate your account, follow this link: <https://www.izly.fr/#howitworks>

Location of all the « Resto U » and cafeterias in Montpellier:

Click on the map



iv. Miscellaneous

➡ Photocopies:

You can make photocopies on any copy machine on campus, to do so you will have to use your IZLY student card (at a cost of about 0,60€ per copy). The most accessible copy machine is the one located in the University Library.

Off campus, there are many shops that offer photocopying services. To locate these shops, we invite you to do a quick internet research.

➡ Identity photos:

For different procedures, you will need to provide identity photos. If you did not bring photos with you, they can be done here.

On campus, you will find a photo booth within the University Library.

Off campus, many shops (including a large number that also offer photocopy services) can take these photos. We invite you to do a quick internet research to locate these shops.

c. **Health services**

i. **University Medical Service (SUMPPS)**

UPVM3 has a University Medical Service which will be happy to welcome you, listen, give information and provide nursing services.

This service will also be able to provide you with a medical certificate to sign up for university sports

Follow this link

ii. **Student Disability Service (SAE-SH)**

The SAE-SH is in charge of making arrangements regarding courses and/or exams for disabled students:

Follow this link

Our office is also available to assist you in the procedures in relation with the SAE-SH, do not hesitate to contact us if necessary.

4- Settling in Montpellier

a. **Arriving in Montpellier**

i. **By plane – Aéroport Montpellier Méditerranée**

If you reach Montpellier by plane, you will land in Montpellier Méditerranée Airport (<https://www.montpellier.aeroport.fr/>), located 25 minutes away from downtown Montpellier.

A shuttle bus runs every 30 minutes in front of the airport from 8 AM to 8 PM, and every hours from 5 AM to 8 AM and from 8:30 PM to 12:30 PM.

Ticket prices:

- Single ticket: 1,60 €
- Single ticket + Tramway: 2,60 €

As the shuttle does not drop you off in the city center, we advise you to buy a Single ticket + Tramway ticket to get to your university hall of residence or other accommodation (check the distance between the “Place de l’Europe” station and your final destination).

PLEASE NOTE: The shuttle bus’ timetables are adapted according to the seasons, but you will find all important information on the Montpellier Méditerranée Airport’s website.

Follow this link

ii. By train – Gare Saint-Roch

If you arrive by train at Saint-Roch train station, you will be right in the city center of Montpellier and will have access to all the city's Tramway lines, ideal for reaching your final destination!

You can refer to the section of the guide dedicated to "Getting around Montpellier" to help you find your way.

iii. By train – Gare TGV Sud de France

The TGV Sud de France train station is located outside the City of Montpellier. Hence, you will need to take a shuttle bus that will drop you off at Odysseum Tramway station, where you will have to take line 1 and reach the other Tramway lines of the transport network to get to your final destination.

You can refer to the section of the guide dedicated to "Getting around Montpellier" to help you find your way.

iv. By bus – Sabines bus station

If you arrive in Montpellier by bus, you will arrive (unless indicated otherwise by the carrier) at Sabines Tramway station.

Once you are there, you can take Tramway line 2 towards Jacou to get to Montpellier's city center.

You can refer to the section of the guide dedicated to "Getting around Montpellier" to help you find your way.

b. Getting around Montpellier and its surroundings

i. The Montpellier Urban Area Transportation service (TAM)

The TAM is the company managing all public transportation in Montpellier.

➡ Yearly flat rate:

If you are staying in Montpellier for a full-year **and that you are between 18 and 25 years old**, you can subscribe to a Youth Mobility Contract, valid for 12 months for 196 €, to which you may add an extension to use the self-service bicycle system Vélomagg for 10 €.

<http://commercial.tam-voyages.com/contrat-mobilite-jeune.html>

➡ Ticket prices: You can also buy tickets as your needs arise, at vending machines at each station or in various tobacco shops:

- One-way ticket: 1,60 €
- 10 trips ticket: 10 €

Caution: the vending machines do not give change, make sure to have the exact amount with you if you wish to buy a ticket upon arrival.

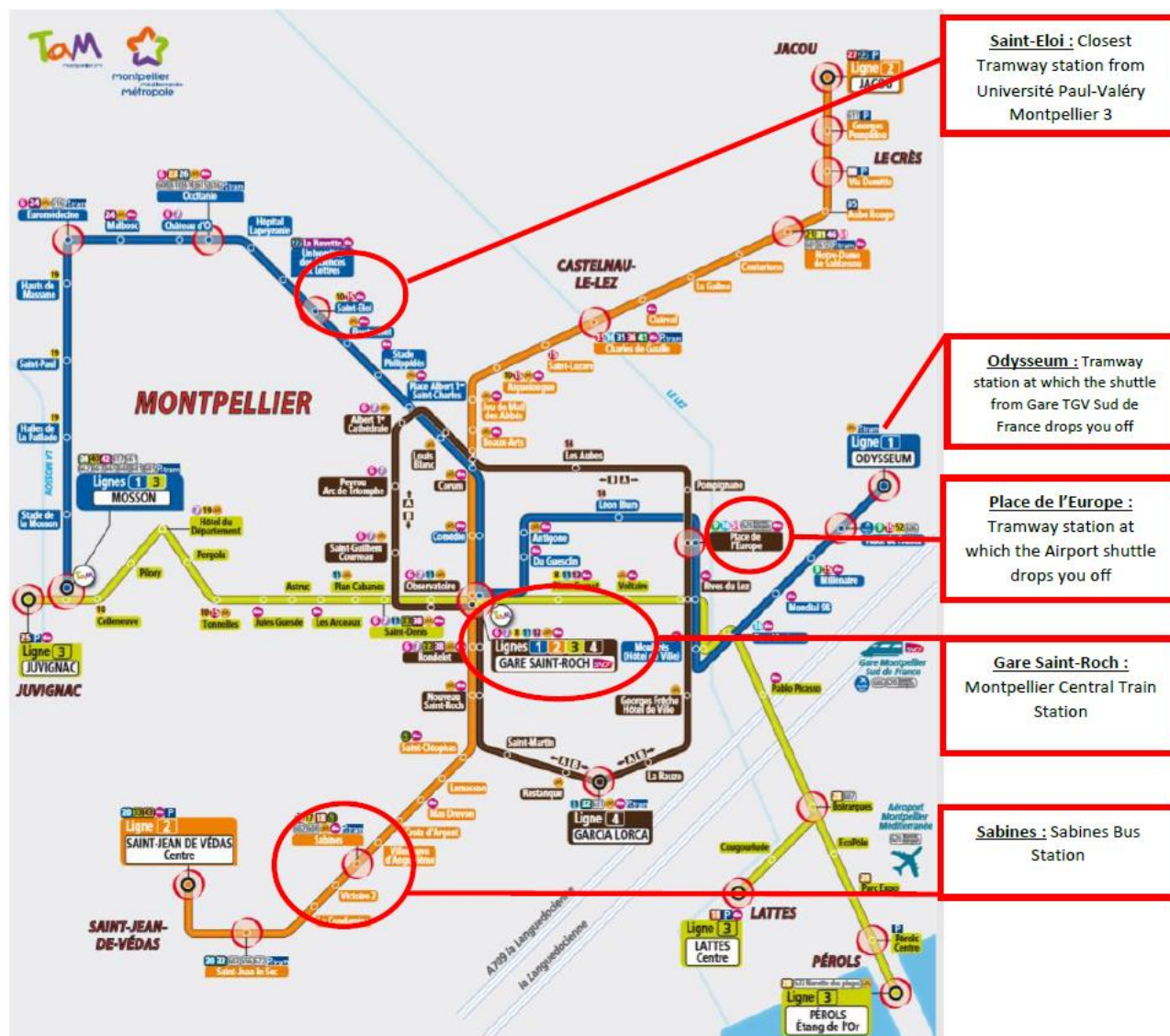
➡ The M'Ticket app:

With the TAM's free M'Ticket app, you can buy your tickets online, but also access the fleet of self-service bicycles Vélo magg available throughout the City of Montpellier and its surroundings.

Scan the QR code below to download the app!



On the next page, you will find a map of the current 4 Tramway lines in Montpellier with some of the main stops that will help you find your way.



CAUTION : As in all large European cities, you must be careful when travelling and getting around the city, especially upon arrival, and be sure to watch your belongings closely. Pay particular attention when at Tramway stations and inside the Tramway, and unattended luggage can be seized by the Police as part of the fight against terrorism policy.

ii. Getting around by train

The SNCF (French Railroad National Company) is the French public railway company, and its trains can take you both to other towns in the Occitanie Region and to other cities in France.

To find out about possible destinations and timetables : <https://www.oui.sncf/>

c. Need a visa?

The International Student-Researcher Welcome Service (SAIEC) supports you in the administrative procedures to obtain or renew your visa, in partnership with the **Préfecture de l'Hérault** (residence permits requests, submission of OFII request forms).

<https://languedoc-roussillon-universites.fr/saiec>

At first, you must contact the French Embassy in your country of origin for any visa request prior to your arrival. The office in charge of welcoming you will be able to provide any certificate necessary to the procedures.



Before leaving your home country, contact your home university's Erasmus+ Office so they can help you in this process.

**Erasmus+ students are not subject to the
Contribution Vie Etudiant et de Campus (CVEC)**

d. Bank

You are not obligated to open a bank account in France, however doing so will allow you to:

- Pay by credit card during your stay (a checkbook is not recommended)
- Subscribe to a home insurance at a fair price (this insurance is compulsory for an accommodation in a university hall of residence or in the private sector)
- Subscribe to a civil liability insurance

UPVM also has a partner which only excludes banking services, you will find more information on page 19.

If you wish to open a bank account in France, you will have to provide:

- Passport (and visa if needed) valid
- Accommodation certificate
- University registration certificate

e. Accommodation

How can you find an accommodation in a university hall of residence or in the private sector?

Read through our Student Accommodation guide to help you in this process. Please read this guide carefully, especially the section regarding the CAF (Caisse d'Allocations Familiales), to whom you will be able to apply for an « *Aide Personnalisée au Logement* » (APL).

Follow this link

Your accommodation must also be insured. To help you, you can browse through the section relating to our partner HEYME, which offers this service, on page 19.

f. Associations

You want to join an association (sports, art, sustainable development, etc.)? Consult the associations' directory of the City of Montpellier: <http://assos.montpellier.fr/2898-annuaire-des-associations.htm>

Within UPVM, numerous associations offer a wide range of activities: <https://www.univ-montp3.fr/fr/maison-des-%C3%A9tudiants>

5- Social Security and private health insurance

a. Social Security

Social Security is a compulsory health insurance, free for students:

- ➡ If you are a European Union citizen, you can use your European Health Insurance Card (EHIC), but it must be valid for the duration of your stay
- ➡ If you are not a European Union citizen, you have the choice between keeping your private insurance, or you can apply for social security affiliation from the **Caisse Primaire d'Assurance Maladie** (CPAM). The affiliation is free, and you must apply to the CPAM closest to your accommodation.

Social Security provides reimbursement covering 70% of the medical expenses you engage. You must pay the fees requested at the time of any medical consultation and then receive your reimbursement from the CPAM.

For more information, you can visit the web link : <https://etudiant-etranger.ameli.fr/#/>

Or contact the CPAM by email : etudiant-etranger@ameli.fr

b. Private health insurance (complementary to the Sécurité Sociale)

Social Security covers partially your health expenses. To cover the remainder of these expenses, you can subscribe to a complementary health insurance (« mutuelle »). Some of these insurances can cover expenses that are not covered at all by the Social Security.

In order to best support you in the search for a “mutuelle” that is adapted to your needs, UPVM has set up a partnership with HEYME – group of student social security complement companies – which offers this service and allows you to benefit from a commercial advantage as a UPVM student.

For more information, you can browse through the section dedicated to this partnership on page 19.

6- UPVM Partner insurance - HEYME

In order to provide you with the best support throughout your mobility, Université Paul-Valéry Montpellier 3 has set up partnership with the HEYME group, which is a gathering of student-specific insurance companies, which offers a series of services adapted to students' needs (click on their logo to access their website):

- Home insurance
- Civil liability
- Repatriation insurance
- Complementary health ("Mutuelle")



(<https://heyme.care/fr>)

Thanks to this partnership, you can benefit from a 10% discount on their services with the code

UPVM34-10



HEYME
YOUTH INSURANCE

COMPLEMENTARY HEALTH INSURANCE

CIVIL LIABILITY INSURANCE

TRAVEL HEALTH INSURANCE

HEALTH INSURANCE FOR INTERNATIONAL STUDENTS

Until 2022 August 31st
ENJOY
-10%
WITH THE CODE:
UPVM34-10

www.heyme.care

+33 (0) 9 71 09 07 07
From Monday to Friday,
from 9:00 am to 6:00 pm

QR code and social media icons (Facebook, Instagram, Twitter, YouTube)



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Social media icons (Facebook, Instagram, Twitter, YouTube)

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**Everyone at the Direction des Relations
Internationales et de la Francophonie looks forward
to welcoming you at
Université Paul-Valéry Montpellier 3 !**