FACT SHEET FOR STUDENTS EXCHANGE PROGRAMS

FOR CIVIS INCOMING STUDENTS 2024-2025
Institution: Aix-Marseille Université (AMU) - F MARSEIL84
President: Pr Eric BERTON

Institutional website:  
AMU’s presentation video:

International Relations Office Director (DRI): Mrs Christine Logier
Students Mobility Director: Mrs Marie Tredy
Contact list:

Information about CIVIS:  
Information about exchange students:

---

### General Information

#### University Nomination Deadlines

- **FULL YEAR (FY) or FALL semester (S1):**
  - 1st April 2024
- **SPRING semester (S2):**
  - 1st October 2024

#### Student Application Deadlines

- **FULL YEAR (FY) or FALL semester (S1):**
  - 21st April 2024
- **SPRING (S2) semester:**
  - 21st October 2024

### Application Process

1. **Step 1 NOMINATION**
   Exchange students are nominated through the International Office of their home university. Once their nomination has been confirmed by AMU, online application has to be submitted.

2. **Step 2 ONLINE APPLICATION**
   Students must complete the online application through AMU’s mobility portal. The documents listed on the next page have to be submitted.

3. **Step 3 ADMISSION**
   After the application has been examined and accepted, students will receive an admission letter as well as “the welcome package” with all useful informations.
LIST OF DOCUMENTS NEEDED TO SUBMIT APPLICATION

- Curriculum Vitae
- Academic transcript of records
- Language proficiency certificate: it is not mandatory but highly recommended depending on the faculty
- Cover letter mandatory for some faculties only
- Learning agreement (courses preselected at AMU by nominated students)
- Copy of passport
- Reference Letter for some faculties only (Pharmacy, Institute of Public Management and Territorial Governance, Pytheas Institute, Faculty of Medical and Paramedical Sciences)

LANGUAGE REQUIREMENTS

Language level depends on the relevant faculty requirements.

Some specificities may apply depending on the departmental recommendations. For more information please contact your CIVIS or institutional Erasmus+ coordinator at your home university.

CONTACTS...

...for nomination

The nomination form should be sent by mail to the institutional mobility coordinators:

civis-incomingmobility@univ-amu.fr

Mobility acceptance will be given by each School/Faculty in accordance with their hosting capacity

... for all other questions

You can contact the International Relations Offices within the Schools and Faculties.
ACADEMIC INFORMATION

ACADEMIC CALENDAR

- Examinations
- End of December / January
- Spring semester
- Beginning of January / February
- Welcome activities
- End of May / June
- Welcome week
- Last week of August
- Fall semester
- Recommended arrival date
- Beginning of September
- Examinations

* Depending on the programme / faculty the calendar may vary

GRADES AND REQUIREMENTS

| -ECTS grades — 20 points scale —— Definition —— |
|---|---|---|
| A | 16–20 | Excellent |
| B | 13–16 | Good |
| C | 10–13 | Average |
| D | 8–10 | Below average |
| E | 6–8 | Insufficient |
| F | 0–6 | Fail |

This reference table is provided for information only, please note that some variations may apply depending on the host faculty.

COURSE LOAD PER SEMESTER

- 24 ECTS credits minimum authorized
- 30 ECTS credits recommended
- 34 ECTS credits maximum authorized

In the event of a number of credits lower than 24 ECTS is authorized by the sending university, please contact us so that we can verify this possibility with the AMU faculties directly.
FLE-AMU FRENCH CLASSES OPEN TO EXCHANGE STUDENTS

30 hours of French courses, spread over 10 weeks (one semester) and subject to availability.

Depending on the host faculty, students may qualify for 3 or 6 ECTS. To doso, students are required to include "FLE-AMU" courses in their Learning Agreement and to follow 9 additional hours of online self learning.

NB. complete beginners are not accepted and a minimum A1 level is required.
COVID-19 now seems far away from our lives. We still recommend students to check conditions for entering France before departure as they may vary according to their country of origin and their vaccination status.

Students must check with the appropriate French Embassy or Consulate in their home country for information about how to apply for a student visa.

Non EU students need to register to the free of charge French Health Plan after arrival in France.

EU students should ask for the European health insurance card (CEAM)

All students also have to subscribe to a housing insurance and a personal liability insurance. It is recommended to check the housing insurance contract. Sometimes the liability insurance is already included.

The closest airport to Aix-en-Provence and Marseille is MARSEILLE-PROVENCE AIRPORT located approximately 20 miles away from Aix-en-Provence or Marseille.

There are two different train stations “gares” associated with Aix-en-Provence:

- the Gare SNCF Aix Centre-Ville is located downtown Aix
- AIX TGV is the high speed train station located about 15 minutes by bus outside of Aix-en-Provence.

Only one train station is associated to Marseille: Gare SNCF Marseille St Charles

Accommodation in Hall of Residence: 
≈ 255 €/month

Accommodation off-campus: 
≈ 500 €/month

Food expenses: 
≈ 300 €/month

Campus cafeteria: 
≈ 3 € per meal
ON-CAMPUS HOUSING

Halls of residence in Aix-en-Provence or in Marseille: single room (10 m²) with bed, desk, chair, fridge, washbasin, shower and private toilet. Shared kitchen facilities in each building. To book their room students will be required to:

**Before their arrival**
- Fill in the MoveOn and MesServicesEtudiants forms
- Confirm their booking through a 100€ down payment
- Upload their proof of identity and housing insurance including personal liability and VISALE when needed
- Sign and upload their housing contract

**Upon their arrival**
- Pay their room for the whole semester at the frontdesk of the residence
- Pay a security deposit (refunded at check out)

*NB. Cash payment is not accepted. Students should confirm with their bank that they can make international payments with their card.*

SURROUNDINGS

- **Aix-en-Provence:** A vibrant historic City and arts center
- **Marseille:** A major sea harbor near the French Riviera, at the foot of the Parc national des Calanques

STUDENT RESSOURCES & SERVICES

LIVINFRANCE

The online platform LivinFrance helps international students prepare their departure before they even arrive in France

BUDDY SYSTEM

International students can take part in the Buddy program and have a student tutor. A local student (a Buddy) will help integration at the university
The Welcome Desk for international students is open from the last week of August until the end of September on site and by appointment. This event offers international students the opportunity to meet our different local partners and get valuable assistance in completing all the administrative procedures they need to deal with:

- Visa
- Health insurance system
- Complementary insurances
- Bank account
- Housing and accommodation
- Student membership transport passes

It will also help them to get in touch with the different internal or local services of AMU.

**INTERNATIONAL WELCOME WEEK**

During the first semester, students have the opportunity to register for cultural and social activities and be immersed in their future campus and local life during the integration week. **It is highly recommended to arrive one week before the beginning of the fall semester and take part in the International Welcome Week.**

In the second semester, new exchange students can register for the Integration Day to get to know each other and discover their new environment.

All the activities are free of charge.