

UNIVERSITÉ

ÉCOLE UNIVERSITAIRE DE RECHERCHE  
**ÉCONOMIE ET MANAGEMENT**



# Guide for students incoming 2023-2024

For Master level



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## I. The International Relations team

[eur-elmi.international@univ-cotedazur.fr](mailto:eur-elmi.international@univ-cotedazur.fr)

- **Guilhem Lecouteux:** Vice-Dean, International Affairs Advisor
- **Imène Ben Amor:** Responsible of International Relations Service
- **Jules Azinheirinha:** In charge of Incoming students
- **Anthony Ghoutez:** In charge of Outgoing students
- **Xhensila Tafaj:** In charge of International Relations
- **Stella Naizot :** In charge of international development

### Horaires d'accueil des étudiants / Student opening times (office 254-256)

Lundi / Monday	Mardi / Tuesday	Mercredi / Wednesday	Jeudi / Thursday	Vendredi / Friday
9h30 – 16h	9h30 – 16h	9h30 – 16h	9h30 – 16h	9h30 – 16h

## II. Université Côte d'Azur

**Université Côte d'Azur** is a multi-disciplinary University well known at the international level. It counts about 20% of international students and 6 Campuses in a foreign country.

It replaces the *Université Nice Sophia Antipolis* since 1st January 2020.

It has establishments throughout the Alpes Maritimes:

- Nice
- Sophia Antipolis (Polytech, 25 km from Nice)
- Cannes
- Menton
- Grasse
- Marseille

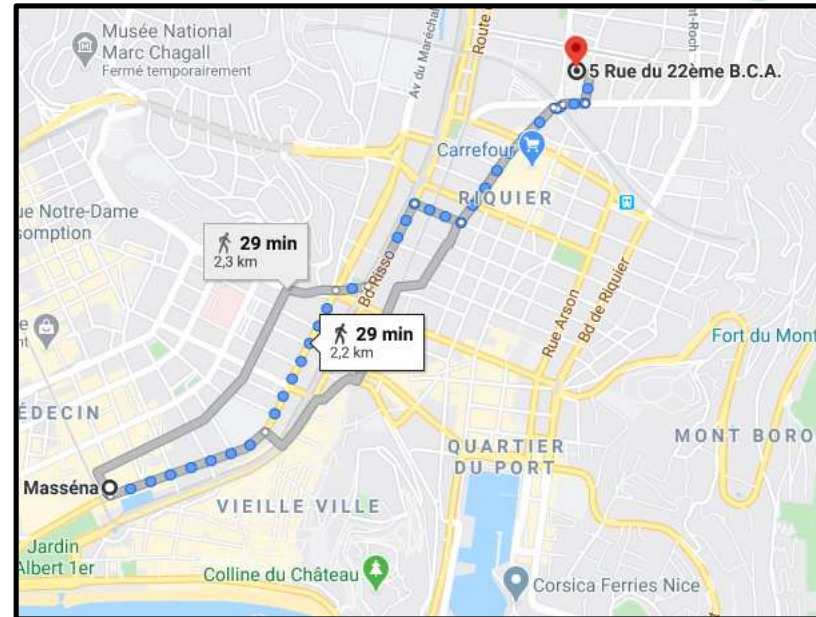
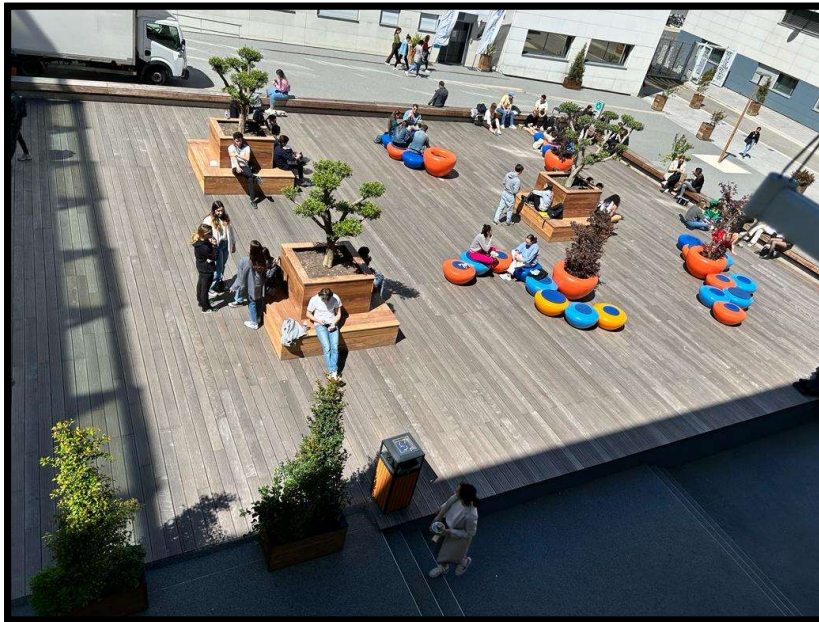
### It is :

- 8 Postgraduate Schools of Research (EUR)
- 1 University Institute of Technology (IUT)
- 1 Faculty of Medicine
- 1 Institute of Business Administration (IAE)
- 1 Higher National Institute of Teaching and Education (INSPE)

### III. EUR ELMI – Portail Economie Gestion

There are about 3000 students (included 25% of international students) at the EUR ELMI – Portail Economie Gestion.

Address : Campus de St Jean d'Angely 1, 5 Rue du 22<sup>ème</sup> BCA, 06300 Nice



## IV. Steps of your application

1. Nomination

- Your home university will send your nomination to your International Relations Service.

Documents to prepare

- You will receive an e-mail from the International Relations Service to explain you how to proceed for the application.

Arrival at Nice

- Contact us to get an appointment for your administrative and pedagogical registrations.

**Academic residences (private or public) are independent from the University (see diapositive about housing)**



## V. Documents to provide

- Copy of « **Lettre de nomination officielle sur un programme d'échange** » from your home university
- Copy of the 2023-2024 **student card or school certificate** from the home university as soon as you get it
- « **Fiche d'Identification de l'Etudiant Entrant** » completed (sent by email by the International Relation Service of the Graduate School of Economics and Management)
- Application form « **inscription administrative** » completed ((sent by email by the International Relation Service of the Graduate School of Economics and Management)
- Copy of **passport or identity card VALID or identity card VALID for UE citizens**
- **Transcript of Records**
- Certification of level **B2** :
  - In French if you take courses in French
  - In English if you take courses in English
  - In French and English if you take courses in French and in English
- **Proof of Health insurance VALID** during the period of mobility :
  - **European Health Insurance Card for UE/EEE or a proof of health insurance if you do not come from UE**
  - **Form SE 401 – Q106 for Quebecers**
  - **Students from another country (Ex. Turkey) have to register to the French Health insurance as soon as they arrive in Nice.**
- **Learning Agreement BEFORE the Mobility signed and stamped by your home university**



## VI. Learning Agreement Before the mobility

Be careful to respect the semester of your mobility :

- Semestre 1:  
courses named « **Semestre 1 or 3** »
- Semestre 2:  
courses named « **Semestre 2 or 4** »

Be careful to write the code on your LA :

- You can find the code of the course on the catalogue (see next page)

Be careful : most of the master'courses are in full continuous control

- You will have to be assiduous for interrogations, homeworks, group work etc.



### Higher Education Learning Agreement for Studies

Academic Year 2022/2023

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution							
Receiving Institution							

#### Before the mobility

Study Programme at the Receiving Institution			
Planned period of the mobility: from [month/year] to [month/year]			
Tab. Before the mobility	Component <sup>5</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>3</sup> )	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	IMEIBF2	Behavioural finance	3



## VII. List of courses

The catalogue of courses is available on our website : <https://elmi.univ-cotedazur.fr/international/programme-de-mobilite>  
**Careful ! Some Masters are annualised. If you are here for only one semester, you must pick a Master « semestrialisé » « See the Document récapitulatif ». Furthermore, you can only chose courses from one Master. For instance, if you take courses from CESUN, you won't be able to take courses from EE ! However, you can complete with the courses Mineures.**

Catalogue des cours en Master

- Document récapitulatif
- Master CESUN
- Master CODEEN
- Master CORS
- Master DI
- Master EE
- Master EMEO
- Master EMICD
- Master EMRH
- Master SD
- Master SMI
- Mineures
- Projets de recherche

Cliquez sur le master souhaité

## VIII. Validation of your application:

Your application is validated once your file is complete, you will receive an email of confirmation with the letter of acceptance.

The documents below are **VERY** important for **non UE Citizens** in order to make the request of **VISA D (Visa for students )** to the French Embassy of your home country

### Letter of acceptance for UE students

Surname + Name	Date	Sex	Nationality	Email	Period Months
	05/01/2000	F	REPUBLICA MOLDOVA		6 months winter semester: 1st september 2020-15th january 2021

RECEIVING University	ERASMUS + CODE	Contact Details
Université Côte d'Azur - Graduate School of Economics and Management (ELMI) Service des Relations Internationales, Université Côte d'Azur, Campus St Jean d'Angely 1, 3 rue du 22 <sup>ème</sup> BCA, 06357 Nice Cedex 4 (France)	F NICE 42	International Relations Office: <a href="mailto:eur-elmi.international@univ-cotedazur.fr">eur-elmi.international@univ-cotedazur.fr</a>

SENDING University	ERASMUS + CODE	Contact Details
Universit� de Craiova	RO CRAIOVA 01	Erasmus Coordinator :

### Letter of acceptance for outside UE students

Service des Relations Internationales,  
[eur-elmi.international@univ-cotedazur.fr](mailto:eur-elmi.international@univ-cotedazur.fr)

Objet : LETTRE D'ACCEPTATION HORS EUROPE

A Nice, le

Nous avons le plaisir de vous informer que l'étudiant (e) ..., N° passeport : ..... est admis(e) dans notre établissement pour l'année universitaire 2020/2021 dans le cadre du programme d'échange « Accord Bilatéral » entre l'Université .... et Université Côte d'Azur.

A titre indicatif, voici les dates de l'année universitaire 2020/2021 :

Début des cours du 1 <sup>er</sup> semestre	1 <sup>er</sup> septembre 2020
Fin du 1 <sup>er</sup> semestre :	
Début des cours du 2 <sup>ème</sup> semestre	21 janvier 2021
Fin du 2 <sup>nd</sup> semestre :	30 juin 2021

Vous pourrez avoir accès à la liste des cours et autres informations concernant la Graduate School and Research of Economics and Management sur notre site internet <https://elmi.univ-cotedazur.fr>

Si toutefois vous aviez besoin de renseignements supplémentaires, n'hésitez pas à nous contacter par mail : [eur-elmi.international@univ-cotedazur.fr](mailto:eur-elmi.international@univ-cotedazur.fr)

Veuillez agréer, Cher(e) étudiant(e), l'expression de nos salutations les meilleures.

## IX. Online Form Moveon

- As part of the digitization of our processes, we thank you in advance for connecting to your new portal, the link of which you will find below.
- English version : <https://univcotedazur.moveonfr.com/form/64a67e597b489cb9d6021ffc/eng>
- French version : <https://univcotedazur.moveonfr.com/form/64a67e597b489cb9d6021ffc/fra>
- First, we ask you to complete the form entitled: "Declaration of incoming student mobility". Inside it, we ask you to confirm the elements of your mobility as initially planned.
- We will then give you access to the "Before" and « During » forms that you will also have to fill.
- The "After" follow-up form, as its name suggests, must be completed after your mobility.
- **All these steps are mandatory.**

## X. Common Partners with the Institut d'Administration des Entreprises (IAE)

**Attention: The EUR ELMI and the IAE are 2 different faculties. The documents and the academic calendars are different.**

- If you take a majority of courses or all the courses with the EUR ELMI → coordinator: Service des Relations Internationales de l'EUR ELMI [eur-elmi.international@univ-cotedazur.fr](mailto:eur-elmi.international@univ-cotedazur.fr)
- If you take a majority of courses or all the courses with the IAE → coordinator: Service des Relations Internationales IAE [iae.international@univ-cotedazur.fr](mailto:iae.international@univ-cotedazur.fr)

**For any question concerning the IAE courses, you must contact directly the international office of the IAE:**

IAE Pôle Internationale,

Campus Saint Jean d'Angély 2,

24, Avenue des Diables Bleus,

06357 Nice Cedex 4

(France)

**IN FRONT OF EUR ELMI**

# XI. Academic calendar 2023-2024 - Provisional – First semester

Août		Septembre			Octobre			Novembre			Décembre			Janvier			
1 M		1 V 35	Enseignement			1 D		1 M	Pause pédagogique			1 V 48	Enseignement				
2 M		2 S				2 L		2 J				2 S					
3 J	Pause pédagogique		3 D				3 M		3 V 44	Pause pédagogique			3 D				
4 V 31		4 L				4 M	Sem. 6 Enseignement			4 S				4 J	Pause pédagogique		
5 S		5 M				5 J				5 D				5 V 1			
6 D		6 M	Sem. 2 Enseignement			6 V 40				6 L				6 S			
7 L		7 J				7 S				7 M	Sem. 14 Enseignement			7 D			
8 M		8 V 36				8 D				8 M	Sem. 10 Enseignement			8 L	Période d'examenq		
9 M	Pause pédagogique		9 S				9 L				9 S				9 M	OU	
10 J		10 D				10 M				10 V 45				10 D	M1 Sem. 1		
11 V 32		11 L				11 M	Sem. 7 Enseignement			11 S				11 L	si M1 en		
12 S		12 M				12 J				12 D				12 M	contrôle		
13 D		13 M	Sem. 3 Enseignement			13 V 41				13 L				13 M	terminal		
14 L		14 J				14 S				14 M	Sem. 15 Enseignement			14 D			
15 M		15 V 37				15 D				15 M	Sem. 11 Enseignement			15 V 50			
16 M		16 S				16 L				16 J				16 S	Semaine banalisée		
17 J	Pause pédagogique		17 D				17 M				17 V 46				17 D	projets/tutorats	
18 V 33		18 L				18 M	Sem. 8 Enseignement			18 S				18 L			
19 S		19 M				19 J				19 D				19 M			
20 D		20 M	Sem. 4 Enseignement			20 V 42				20 L				20 M			
21 L		21 J				21 S				21 M	Sem. 12 Enseignement			21 J			
22 M		22 V 38				22 D				22 M				22 V 51			
23 M		23 S				23 L				23 J				23 S			
24 J		24 D				24 M	Sem. 9 Enseignement			24 V 47				24 D	26/01 : limite remise des notes UE mineures partagées		
25 V 34		25 L				25 M				25 S				25 L	Sem. 2 Enseignement		
26 S		26 M				26 J				26 D				26 M			
27 D		27 M	Sem. 5 Enseignement			27 V 43				27 L				27 M			
28 L		28 J *				28 S				28 M	Pause pédagogique			28 J			
29 M		29 V 39				29 D				29 M				29 V 52			
30 M		30 S				30 L	Pause pédagogique			30 J	Sem. 13			30 S			
31 J	Sem. 1		31 M				31 M				31 D				31 M	Sem. 3 Enseignement	

Jeudis matins : réservés aux UE mineures

- Opening of the International Relations Service: 24 August
- Start of the courses for the 1st semester: 4 September
- Start of the courses for the 2<sup>nd</sup> semester: 8 January
- Period of exams :
  - Exams for the 1st semester : 8 January – 13 January
  - Exams for the 2<sup>nd</sup> semester : 2 May – 7 May
  - **No second session for the TD, CC and CCI**

## XII. Academic Calendar 2023-2024 - *Provisional* – Secunder Semester

Janvier			Février			Mars			Avril			Mai			Juin			Juillet		
1 L			1 J			1 V			1 L			1 M			1 S	22		1 L		
2 M			2 V	5	Sem. 3 Enseignement	2 S	9	Pause pédagogique	2 M			2 J		Période d'examens Sem. 2	2 D			2 M		
3 M			3 S			3 D			3 M			3 V			3 L			3 M		
4 J			4 D			4 L			4 J		Sem. 11 Enseignement	4 S	18		4 M			4 J		
5 V	1		5 L			5 M			5 V			5 D			5 M			5 V		Fin des enseignements*
6 S			6 M			6 M			6 S	14		6 L		Epreuves Comp. Période d'examens	6 J			6 S	27	
7 D			7 M		Période jury S1	7 J			7 D			7 M			7 V			7 D		
8 L			8 J			8 V			8 L			8 M			8 S	23		8 L		
9 M			9 V	6		9 S	10		9 M			9 J			9 D			9 M		
10 M			10 S			10 D			10 M		Sem. 12 Enseignement	10 V			10 L		10/06 : date limite de jury S2 + annuel de	10 M		Période jury Session 2 + annuel
11 J			11 D			11 L			11 J			11 S	19	Trans. Période d'examens	11 M			11 J		
12 V	2		12 L			12 M			12 V			12 D			12 M			12 V		
13 S			13 M			13 M			13 S	15		13 L			13 J			13 S	28	
14 D			14 M		Période jury S1	14 J			14 D			14 M			14 V		Période d'examens Session 2	14 D		
15 L			15 J			15 V	*		15 L			15 M		Epreuves Comp. Trans. Période d'examens Sem. 2	15 S	24		15 L		
16 M			16 V	7		16 S	11		16 M			16 J			16 D			16 M		
17 M			17 S			17 D			17 M			17 V			17 L			17 M		Pause pédagogique
18 J			18 D			18 L			18 J		Sem. 13 Enseignement	18 S	20		18 M		Epreuves Comp. Trans. Période d'examens Session 2	18 J		
19 V	3		19 L			19 M			19 V			19 D			19 M			19 V		
20 S			20 M			20 M			20 S	16		20 L			20 J			20 S	29	
21 D			21 M		Sem. 6 Enseignement	21 J			21 D			21 M			21 V			21 D		
22 L			22 J			22 V			22 L			22 M			22 S	25		22 L		
23 M			23 V	8		23 S	12		23 M			23 J			23 D			23 M		
24 M			24 S			24 D			24 M		Période d'examens Sem.2	24 V			24 L			24 M		Pause pédagogique
25 J			25 D			25 L			25 J			25 S	21		25 M			25 J		
26 V	4		26 L			26 M			26 V			26 D			26 M			26 V		
27 S			27 M		Pause pédagogique	27 M			27 S	17		27 L			27 J			27 S	30	
28 D			28 M			28 J			28 D			28 M			28 V			28 D		
29 L			29 J			29 V			29 L			29 M			29 S	26		29 L		
30 M			30 S			30 S	13		30 M			30 J			30 D			30 M		
31 M			31 D			31 D			31 V			31 V			31 M			31 M		

➤ Period of exams :

- Opening of the International Relations Service: 24 August
- Start of the courses for the 1st semester: 4 September
- Start of the courses for the 2<sup>nd</sup> semester: 8 January
- Exams for the 1st semester : 8 January – 13 January
- Exams for the 2<sup>nd</sup> semester : 2 May – 7 May
- **No second session for the TD, CC and CCI**



## XIII. Housing

Public Academic residences are administered by **CROUS (Centre Régional des Œuvres Universitaires et Scolaires) de Nice-Toulon**, **NOT by UNIVERSITY**. However, we will help you with the process of application for a room.

If you wish to apply for an university room of the CROUS, you have to apply for a Dossier Social étudiant on the following link :  
<https://www.messervices.etudiant.gouv.fr/envole/enregistrement>

Once your file created, a provisional INE (National Student Identifier) will be given to you. Next, you will have to communicate this INE in the Application form.

We will then communicate your information to the CROUS, and we will keep you informed as soon as we have an answer regarding the allocation of rooms.

**Beware ! Application to an university room does not guarantee to get one. Please keep on looking for an accomodation on your side.**

It is also possible to search for an **individual accomodation**. You will have to do this research before your arrival in Nice. **The search for accomodation is not easy** : rents are high, places are rares ( **from 550€/ month**, depending on the type of accomodation sought).

# Studapart

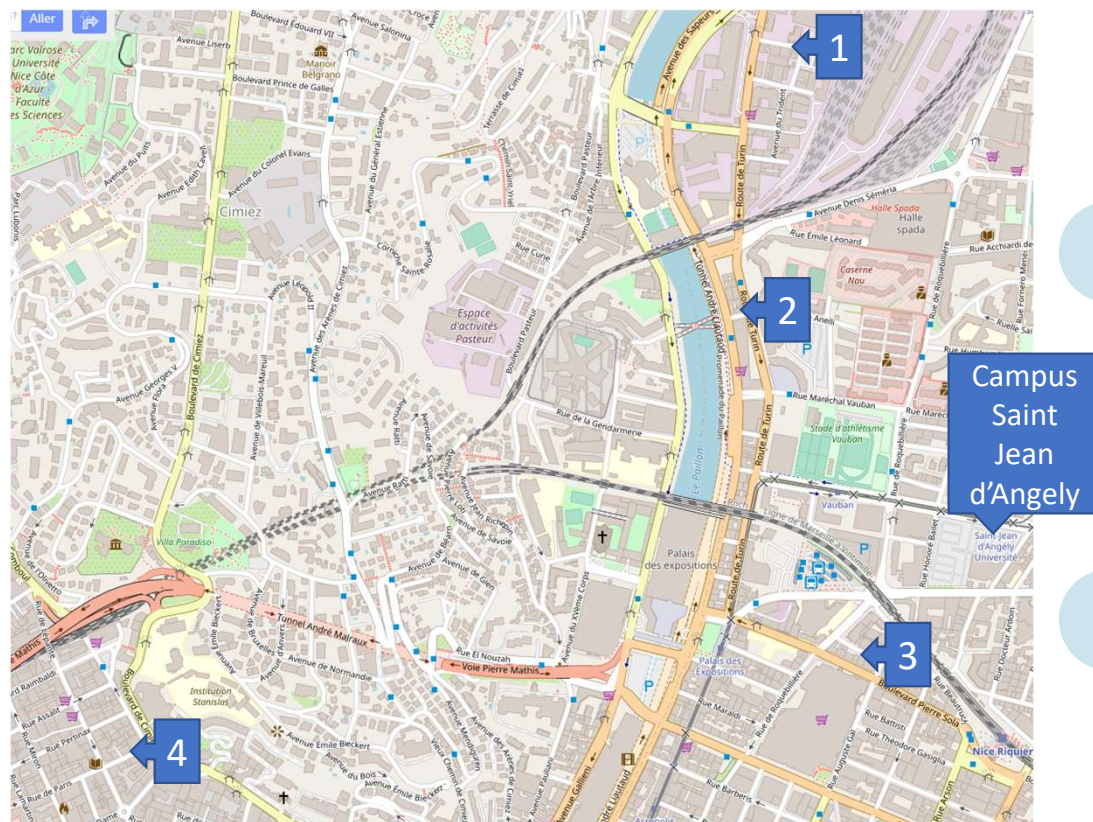
- <https://univ-cotedazur.studapart.com/fr/register/student>
- On this website partner with our university, you will find ads for studios, rooms in shared accommodations, homestays...
- The accommodation is booked online, online assistance 6/7 days, English version available.
- 250 euros booking fee.





## Some of the private residences near the campus

1. City résidence Nice	3 impasse Guidotti, 06300 Nice
2. Le Vélasquez	5 rue de Fontan, 06300 Nice
3. Studéa Riquier	3 chemin Sorgentino, 06300 Nice
4. Alliance Française Nice Côte d'Azur	1 rue de Paris, 06000 Nice



## Some useful links to help you with your housing search:

- <https://www.lokaviz.fr/> (Student accommodation in private homes)
- <https://af-nice.fr/fr/hebergement-residence/> (The Alliance française offers several kinds of student housing)
- <https://www.morningcroissant.fr/> (Short-term housing rental)
- <https://www.appartcity.com/fr/> (Short and long-term apartments rental)
- [auberge jeunesse nice - Recherche Google](#) (To find a youth hostel in Nice)



## XIV. French courses

- The Direction of international development and Europe offers French courses for exchange students.
- These courses are optional and do not earn ECTS credits. It doesn't have to appear on your Learning Agreement.
- If you wish to register, you have to indicate your current level, with a certification if possible.
- **You will have to indicate in the Application Form if you wish to follow these courses or not**



## XV. Your arrival to the Campus Saint Jean d'Angely

### A) Administrative registration

1. You must go to the International Relations Service (office 254/256 see opening times p3)
2. Bring your Certificate of Arrival only if your home university required it
3. Non UE citizens have to register to the French Health insurance as soon as they arrive in Nice if they do not have an European Health Insurance Card.



### B) Pedagogical registration

**GOOD TO KNOW:** You can change your learning agreement if needed within 15 days from the beginning of the courses (*Learning Agreement DURING the Mobility*). An educational sheet will be given to you at your arrival.

During the Mobility – Pendant la mobilité						
Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
(à approuver par mail ou à faire signer par l'étudiant et les personnes responsables dans les établissements d'envoi et d'accueil)						
Table A2 During the mobility Tableau A2 Pendant la mobilité	Component code (if any) Référence de la composant e pédagogiq ue (si existante)	Component title at the Receiving Institution (as indicated in the course catalogue) Intitulé de la composante pédagogique dans l'établissement d'accueil (tel qu'indiqué dans le catalogue de cours)	Deleted component [tick if applicable] Composante supprimée [cochez le cas échéant]	Added component [tick if applicable] Composante ajoutée [cochez le cas échéant]	Reason for change <sup>12</sup> Raison du changement	Number of ECTS credits (or equivalent) Nombre de crédits ECTS (ou de crédits équivalents)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item...	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item...	

Exceptional changes to Table B (if applicable)

<sup>12</sup> Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component

Reason for adding a component

1. Previously selected educational component is not available at the Receiving Institution
5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue
6. Extending the mobility period
3. Timetable conflict
7. Other (please specify)
4. Other (please specify)

UNIVERSITÉ

ÉCOLE UNIVERSITAIRE DE RECHERCHE

**ÉCONOMIE ET MANAGEMENT**

For more information about our university you can visit our website

<https://univ-cotedazur.eu/attending-universite-cote-dazur/attending-as-a-student>

Contact service Relations Internationales  
[eur-elmi.international@univ-cotedazur.fr](mailto:eur-elmi.international@univ-cotedazur.fr)