

UNIVERSITÉ
CÔTE D'AZUR



ÉCOLE UNIVERSITAIRE DE RECHERCHE
ÉCONOMIE ET MANAGEMENT



Guide for students incoming 2024-2025

For Master level



SUMMARY

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I. The International Relations team

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
- **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 2 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

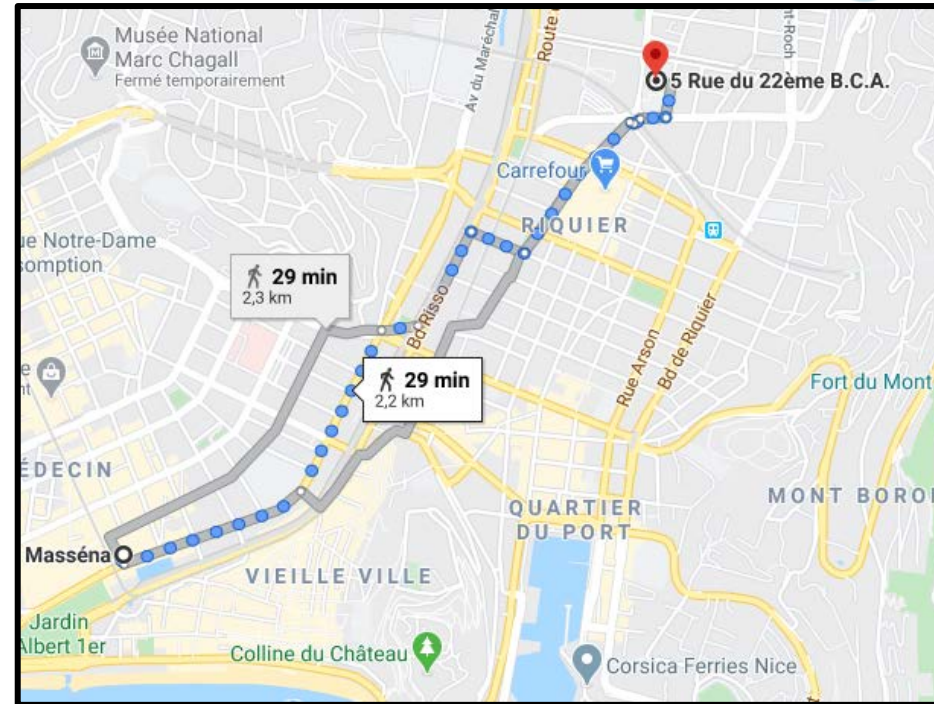
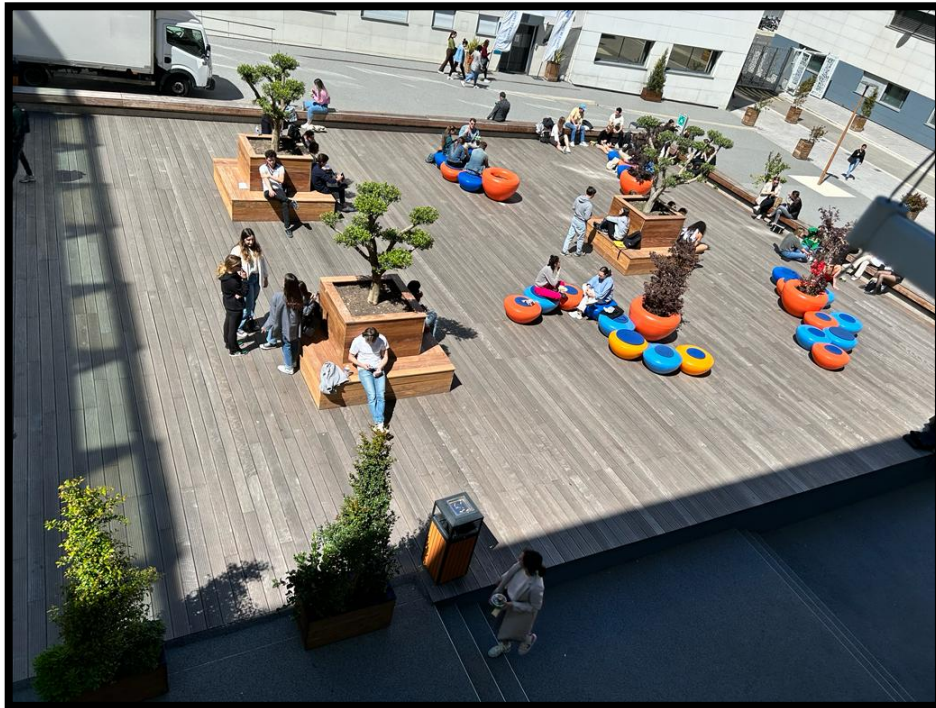
It is :

- 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**.

Adress : Campus de St Jean d'Angely 1, 5 Rue du 22^{ème} 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 the 2024-2025 **student card or school certificate** from the home university
- « **Fiche d'Identification de l'Etudiant Entrant** »
- Application form « **inscription administrative** »
- Copy of **passport (mandatory for non UE citizens and residence permit of the sending country) or identity card VALID for UE citizens**
- 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** for the whole 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 t**
- **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's 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 ¹	Sex [M/F]	Study cycle ²	Field of education ³
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 ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	IMEIBF2	Behavioural finance	S1	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. Finally, due to limited places in each Master, the rule of the first arrived applies.

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

					
Letter of Acceptance Erasmus + 2020-2021 from Graduate School and Research of Economics and Management- F NICE 42					
<small>In the framework of Erasmus + Mobility for academic year 2020/2021, ELMI, Graduate School and Research of Economics and Management of the Université Côte d'Azur (F NICE 42) will accept the following student:</small>					
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 de Nice - Graduate School of Economics and Management (ELMI) Service des Relations Internationales, Université Côte d'Azur, Campus St Jean d'Angely 1, 5 rue du 23 ^{ème} BCA, 06357 Nice Cedex 4 (France)	F NICE 42	International Relations Office: eur-elmi.international@univ-cotedazur.fr			
SENDING University	ERASMUS + CODE	Contact Details			
Universitè de Craiova	RO CRAIOVA 01	Erasmus Coordinator :			

Letter of acceptance for outside UE students

Service des Relations Internationales,
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 ^{er} semestre	1 ^{er} septembre 2020
Fin du 1 ^{er} semestre :	
Début des cours du 2 ^{ème} semestre	21 janvier 2021
Fin du 2 nd 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

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
- 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

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 2024-2025 - *Provisional* – First semester

Septembre		Octobre		Novembre		Décembre		Janvier			
1 D		1 M		1 V		1 D		1 M			
2 L		2 M		2 S		2 L		2 J			
3 M	Sem. 1 Enseignement	3 J	Sem. 5 Enseignement	3 D		3 M	Sem. 13 Enseignement	3 V	Pause pédagogique		
4 M		4 V		4 L	4 M	4 S					
5 J		5 S		5 M	5 J	5 D					
6 V		6 D		6 M	6 V	6 L					
7 S		7 L	Sem. 9 Enseignement	7 J		7 S		7 M	Sem. 1 Enseignement		
8 D		8 M		8 V	8 D		8 M				
9 L	Sem. 2 Enseignement	9 M		Sem. 6 Enseignement	9 S		9 L	Sem. 14 Enseignement		9 J	Fin max examens sem. 1
10 M		10 J			10 D	10 M	10 V				
11 M		11 V	11 L		11 M	11 S					
12 J		12 S	12 M		12 J	12 D					
13 V		13 D	Sem. 10 Enseignement	13 M		13 V	Sem. 15 Enseignement	13 L	Semaine banalisée projets/tutorats		
14 S		14 L		14 J	14 S	14 M					
15 D		15 M		15 V	15 D			15 M			
16 L	Sem. 3 Enseignement	16 M		Sem. 7 Enseignement	16 S			16 L		Sem. 11 Enseignement	16 J
17 M		17 J	17 D		17 M	17 V					
18 M		18 V	18 L		18 M	18 S					
19 J		19 S	19 M		19 J	19 D					
20 V		20 D	Sem. 11 Enseignement	20 M		20 V	Sem. 12 Enseignement	20 L	Sem. 3 Enseignement		
21 S		21 L		21 J	21 S	21 M					
22 D	Sem. 4 Enseignement	22 M		Sem. 8 Enseignement	22 V			22 D		Pause pédagogique	22 M
23 L		23 M			23 S	23 L		23 V			
24 M		24 J	24 D		24 M	24 S					
25 M		25 V	25 L		25 M	25 S					
26 J	JAE	26 S		26 M		26 J		26 D			
27 V		27 D	Sem. 12 Enseignement	27 M		27 V	Pause pédagogique	27 L			
28 S		28 L		28 J	28 S	28 M					
29 D		29 M		29 V	29 D	29 M					
30 L		30 M		30 S	30 L	30 J					
		31 J		31 M		31 V		31 V			

- Opening of the International Relations Service: 26 August
- Start of the courses for the 1st semester: 2 September
- Start of the courses for the 2nd semester: 6 January

➤ Period of exams :

- Exams for the 1st semester : 6 January – 11 January
- Exams for the 2nd semester : 12 May – 17 May
- **No second session for the Master level**

XII. Academic Calendar 2024-2025 - *Provisional* – Semester

Janvier		Février		Mars		Avril		Mai		Juin		
1 M		1 S		1 S		1 M		1 J		1 D		
2 J	Pause pédagogique	2 D		2 D		2 M	Sem. 11 Enseignement	2 V	Sem. 15 Enseignement	2 L	Délib. M1 Sem.2	
3 V		3 L	Période jury S1	Sem. 4 Enseignement	3 L	3 J		3 S		3 M		
4 S		4 M			4 M	4 V		4 D		4 M		
5 D		5 M	5 M	5 S	5 L	5 J		5 L		5 J		
6 L	Sem. 1 Enseignement	6 J	Sem. 5 Enseignement	6 J	Sem. 7 Enseignement	6 D	Sem. 16 Enseignement	6 M	6 V	6 V		
7 M		7 V		7 V		7 L		7 M	7 S	7 S		
8 M	Fin max examens sem. 1	8 S	Sem. 8 Enseignement	8 S	Sem. 9 Enseignement	8 M	Sem. 12 Enseignement	8 J	8 D	8 D		
9 J		9 D		9 D		9 M		9 M	9 V	9 L	9 L	
10 V	Semaine banalisée projets/tutorats	10 L	Période jury S1	10 L	Sem. 10 Enseignement	10 J	Sem. 13 Enseignement	10 S	Sem. 17 Enseignement	10 M		
11 S		11 M		11 M		11 V		11 V		11 D	11 M	
12 D		12 M	12 M	12 S	12 S	12 L		12 L		12 J		
13 L		13 J	13 J	13 D	13 D	13 M		13 M		13 V		
14 M	Sem. 2 Enseignement	14 V	Pause pédagogique	14 V	Sem. 11 Enseignement	14 L	Sem. 14 Enseignement	14 M	Fin max examens Sem. 2	14 S		
15 M		15 S		15 S		15 M		15 M		15 J	15 J	15 D
16 J	Sem. 3 Enseignement	16 D	Festivités printanières	16 D	Sem. 12 Enseignement	16 M	Sem. 15 Enseignement	16 V	23/05 : limite remise des notes UE mineures partagées	16 L		
17 V		17 L		17 L		17 J		17 S		17 S	17 M	
18 S		18 M		18 M		18 V		18 D		18 M	18 M	18 M
19 D		19 M		19 M		19 S		19 L		19 L	19 J	19 J
20 L	Sem. 4 Enseignement	20 J	Sem. 6 Enseignement	20 J	Sem. 9 Enseignement	20 D	Sem. 12 Enseignement	20 M	Sem. 16 Enseignement	20 V		
21 M		21 V		21 V		21 M		21 M		21 M	21 S	21 S
22 M	Sem. 5 Enseignement	22 S	Sem. 8 Enseignement	22 S	Sem. 11 Enseignement	22 J	Sem. 14 Enseignement	22 J	Sem. 17 Enseignement	22 D		
23 J		23 D		23 D		23 M		23 M		23 V	23 L	23 L
24 V	Sem. 6 Enseignement	24 L	Sem. 10 Enseignement	24 L	Sem. 13 Enseignement	24 J	Sem. 16 Enseignement	24 S	Sem. 19 Enseignement	24 M		
25 S		25 M		25 M		25 V		25 D		25 D	25 M	
26 D		26 M		26 M		26 L		26 L		26 L	26 J	26 J
27 L		27 J		27 J		27 D		27 D		27 M	27 V	27 V
28 M	Sem. 7 Enseignement	28 V	Sem. 11 Enseignement	28 V	Sem. 14 Enseignement	28 L	Sem. 17 Enseignement	28 M	Sem. 20 Enseignement	28 S		
29 M		29 S		29 S		29 M		29 M		29 J	29 D	29 D
30 J	Sem. 8 Enseignement	30 D	Sem. 12 Enseignement	30 D	Sem. 15 Enseignement	30 M	Sem. 18 Enseignement	30 V	Sem. 21 Enseignement	30 L		
31 V		31 L		31 L		31 M		31 S		31 S	31 L	31 L

➤ Period of exams :

- Opening of the International Relations Service: 26 August
- Start of the courses for the 1st semester: 2 September
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- Exams for the 1st semester : 6 January – 11 January
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XIII. Housing

A/CROUS – Public Academic residences

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).

The International Relations Office will send you a form to finalize your application.



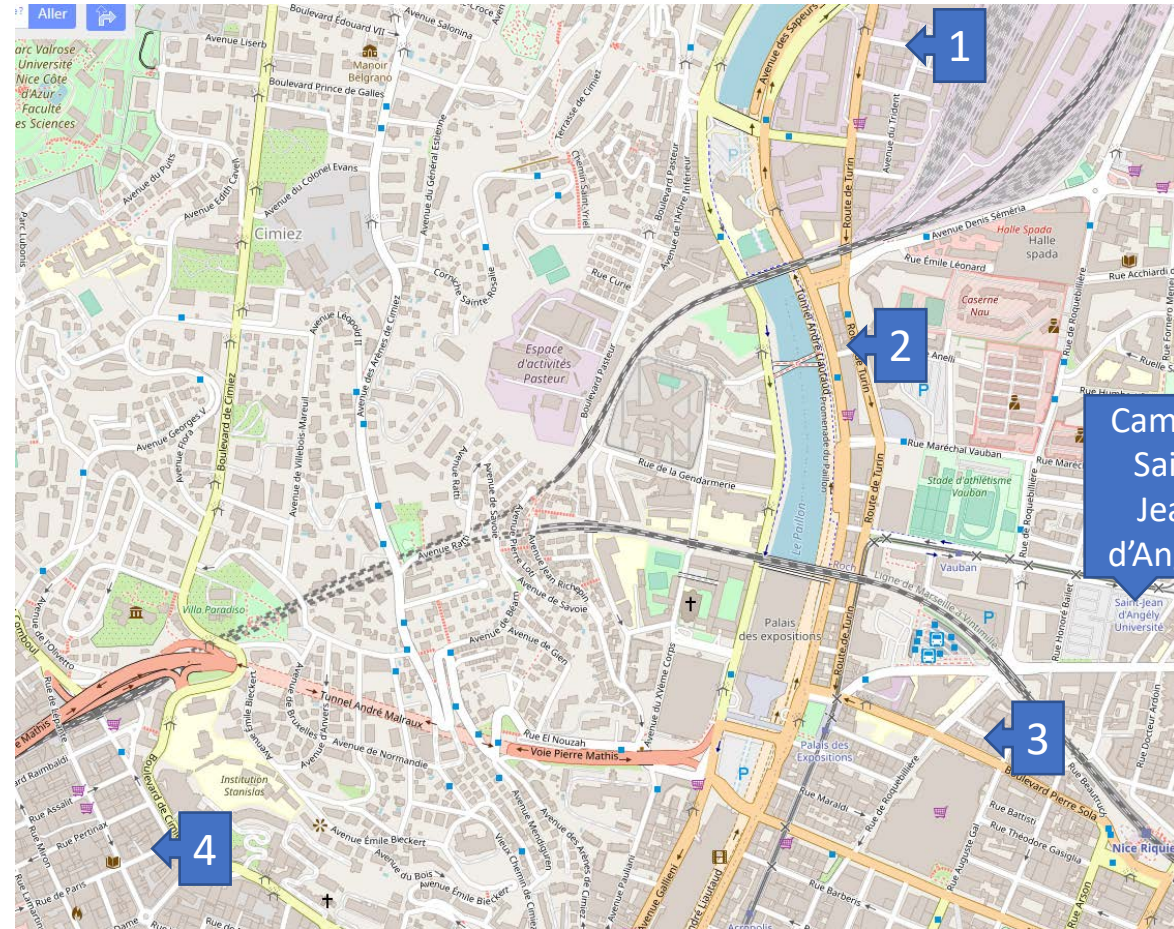
B/Other possibilities of accomodation

- <https://univ-cotedazur.studapart.com/fr/register/student>
- On this website partner with our university, you will find ads for studios, rooms in shared accomodations, 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.**



The International Relations Office will send you a form to finalize your registration application.

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) Modifications exceptionnelles apportées au tableau A (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 composante pédagogique d'accueil (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 ¹² 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)

¹² 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
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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