

# Institutional Factsheet

## 1. Institutional Information

### 1.1. Institutional details

Name of the institution	Aix-Marseille University (AMU)
Erasmus Code	F MARSEIL84
EUC	263443-LA-1-2014-1-FR-E4AKA1-ECHE-1
Institution website	<a href="http://www.univ-amu.fr">http://www.univ-amu.fr</a>
Faculty of Economics and Management website	<a href="http://feg.univ-amu.fr/en">http://feg.univ-amu.fr/en</a>

### 1.2. Main contacts

#### Institutional agreements

Contact person	Mrs Virginie BETHUEL
Responsibility	AMU International Relations Office: Head of International Relations (Economics & Law)
Contact details	Phone: +33 4 42 17 28 69 - Email: <a href="mailto:virginie.bethuel@univ-amu.fr">virginie.bethuel@univ-amu.fr</a>

#### Pedagogical issues

Contact person	Mrs Christelle SAPATA
Responsibility	Faculty of Economics and Management : International Relations Office
Contact details	Phone: +33 4 42 17 29 77 - Email: <a href="mailto:feg-ri@univ-amu.fr">feg-ri@univ-amu.fr</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

- All students enrolled in an exchange program must have minimum the B1 level in the language of instruction.
- All students enrolled in an exchange program leading to a diploma of the Faculty of Economics and Management must have a minimum level B2 in the language of instruction.

### 2.2. Calendar

#### 2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	Mid April
Spring term	Mid October

#### 2.2.2. Decision Response

We will send our decision within 3 weeks.

#### 2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at our institution.

### 3. Additional information

#### 3.1. Academic Calendar

The Fall semester starts the first week of September and ends by Christmas.

The Spring semester starts the first week of January and ends June 30.

#### 3.2. Grading system

Students will receive the final transcript of records according to the ECTS grading system (from A to F).

#### 3.3. Learning agreement

The FEG proposes different bachelor's and master's programs. We require that the students take at least 70% of their courses within a same program in order to avoid timetable overlaps.

#### 3.4. Visa

<http://www.diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france/demarches-administratives/article/visas-etudiants>

<http://www.diplomatie.gouv.fr/en/coming-to-france/studying-in-france/administrative-steps/>

#### 3.5. Insurance

<http://dri.univ-amu.fr/fr/etudier-a-amu/etudiants-programme-dechange#Assurance>

<http://dri.univ-amu.fr/en/studying-at-amu/students-in-exchange-programme>

#### 3.6. Housing, buddy program

Our institution will guide incoming student/staff in finding accommodation. Information and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	<i>Mrs Claire MADON</i>
<b>Responsibility</b>	<b>In charge of the Incoming Mobility Administration – Faculty of Economics and Management</b>
<b>Contact details</b>	Phone: +33 442 17 24 31 - Email: <a href="mailto:claire.madon@univ-amu.fr">claire.madon@univ-amu.fr</a>
<b>Website</b>	<a href="http://www.interlog.crous-aix-marseille.fr">http://www.interlog.crous-aix-marseille.fr</a> (the password is given by Mrs MADON)