

## University Institute of Technology

### Toulouse & Auch

## Fact Sheet

### Departments of Business and Administration Management

Name of the institution – University of Toulouse, IUT Toulouse Auch Casters

Erasmus code – F Toulous 03

#### **Institutional contact:**

Mr. Thibault BARBE, Head of International Relations Office  
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Tel: + 33.5.61.55.66.24; Fax: + 33.5.61.55.72.28  
E-Mail: [sophie.raynaud@adm.ups-tlse.fr](mailto:sophie.raynaud@adm.ups-tlse.fr)

#### **University Institute of Technology contact:**

Mr. Vincent BOULANGER, Head of International Mobility – [vincent.boulanger@iut-tlse3.fr](mailto:vincent.boulanger@iut-tlse3.fr)  
Mrs. Emmanuelle CANO & Mrs. Catherine BAILLEUL, Administrative mobility officers  
[scolarite.poleri@iut-tlse3.fr](mailto:scolarite.poleri@iut-tlse3.fr)

#### **Department contacts:**

Departments of Business and Administration Management – Toulouse & Auch

Dr. Ana BUMBER – [ana.bumber@iut-tlse3.fr](mailto:ana.bumber@iut-tlse3.fr) – Rangueil site, Toulouse  
Mr. David HARDMAN – [david.hardman@iut-tlse3.fr](mailto:david.hardman@iut-tlse3.fr) – Ponsan site, Toulouse  
Mr. Jean DOT – [jean.dot@iut-tlse3.fr](mailto:jean.dot@iut-tlse3.fr) – Auch site, Auch

IUT Toulouse Auch Castres  
115 C Route de Narbonne BP 67701 – 31077 Toulouse cedex 4

**University website:**

<https://www.univ-tlse3.fr/>

**University Institute of Technology website:**

<https://iut.univ-tlse3.fr/>

**Business and Administration Department website:**

<https://iut.univ-tlse3.fr/bachelor-specialite-gestion-des-entreprises-et-des-administrations-3>

**Language requirements**

B1 level is a minimum recommended for classes taught in French. Incoming students can benefit from French as a foreign language instruction and from activities organized at our language center – CRIL.

B1 level is also a minimum recommended (B2 advised) for classes taught in English. In addition, all students enrolled in the program benefit from Business English and Business Spanish. French as a foreign language is elective.

**Classes in English**

Incoming students attend classes in English the department of Communication, Marketing & Sales department (International Business major).

Contact: Dr. Nolwena MONNIER – [nolwena.monnier@iut-tlse3.fr](mailto:nolwena.monnier@iut-tlse3.fr)

**Classes in French**

Incoming students with required proficiency in French (B1 at least) can attend any of our classes taught in French and choose to enroll in any of our tracks.

Contacts: Dr. Ana BUMBER – [ana.bumber@iut-tlse3.fr](mailto:ana.bumber@iut-tlse3.fr) / Mr. David HARDMAN – [david.hardman@iut-tlse3.fr](mailto:david.hardman@iut-tlse3.fr) / Mr. Jean DOT – [jean.dot@iut-tlse3.fr](mailto:jean.dot@iut-tlse3.fr)

**Calendar**

Spring term – 30th November

Autumn term – 31th May

## Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

[scolarite.poleri@iut-tlse3.fr](mailto:scolarite.poleri@iut-tlse3.fr)

### Important dates:

Autumn term: 15th May

Spring term: 15th November

## Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

[scolarite.poleri@iut-tlse3.fr](mailto:scolarite.poleri@iut-tlse3.fr)

EU students must have a European Health card and private insurance is highly recommended. Also, it's obligatory in France to subscribe an insurance for "Public Liability" to cover any accidents or incidents during your studies or placements. (About 20 €/year.)

## French grading system

The French grading system is based mostly on a 20-point grading scale:

- 16–20: very good (*très bien*: TB)
- 14–15.9: good (*bien*: B)
- 12–13.9: satisfactory (*assez bien*: AB)
- 10–11.9: correct (*passable*)
- 0–9.9: fail (*insuffisant*)

## Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

[scolarite.poleri@iut-tlse3.fr](mailto:scolarite.poleri@iut-tlse3.fr)

More information on:

<http://www.diplomatie.gouv.fr/en/>

## Nomination clauses

1. Applications/information on nominated students must reach the receiving institution by: 30 November (Spring term) / 31 May (Fall term)
2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement: *It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."*

## Legal representative

**Thibault BARBE**

**Head of International Relations Office**