



**Université Le Havre Normandie - Information sheet**  
Student exchange programme 2019-2020

**CONTACT INFORMATION**

<b>Office name</b>	Service des Relations Internationales (SRI)
<b>Address</b>	25 rue Philippe Lebon, BP 1123, 76063 Le Havre Cedex
<b>Telephone</b>	00 33 (0)2 32 74 42 26
<b>Email</b>	sri@univ-lehavre.fr
<b>Erasmus Code</b>	<b>F LE-HAVR11</b>
<b>University website</b>	<a href="https://www.univ-lehavre.fr/">https://www.univ-lehavre.fr/</a>
<b>International Office</b>	<a href="https://www.univ-lehavre.fr/spip.php?rubrique47">https://www.univ-lehavre.fr/spip.php?rubrique47</a>
<b>Director of the International Office</b>	<b>Mrs Sandrine PUJOL</b> , Institutional Erasmus Coordinator sandrine.danger@univ-lehavre.fr +33(0)232 744 226
<b>Contact Person</b>	<b>Mrs Nathalie NORMAND</b> , outgoing students/staff mobility - Erasmus+ bilateral agreements administrator nathalie.normand@univ-lehavre.fr +33(0)232 744 227
	<b>Miss Aliona BALANEL</b> , incoming exchange students coordinator ulhn-intl-incoming@univ-lehavre.fr / aliona.balanel@univ-lehavre.fr +33(0)232 744 983

**APPLICATION MATERIALS**

<b>Application documents</b>	1 - Application form
	2 - Current curriculum vitae
	3 - Personal Statement to motivate the application (1 to 2 pages)
	4 - Copy of passport
	5 - Copy of transcripts of academic records
	6 - Proof of proficiency in the target language (language certificate or letter of recommendation from language teacher)
	7 - Learning agreement
	Send application pack by email to <a href="mailto:ulhn-intl-incoming@univ-lehavre.fr">ulhn-intl-incoming@univ-lehavre.fr</a>
<b>Language requirements</b>	Ability to understand lectures and compose in the target language. B2* or equivalent in the target language at the time of application. Provide a language certificate or a letter attesting the student's level. Minimum B1 level for the programme "Humanités françaises" / "French humanities" <i>* Assessment according to the European Framework of Reference for Languages</i>

**DEADLINES**

<b>Nominations</b>	<b>Fall semester and full year : 1st April</b> <b>Spring semester : 1st October</b>
<b>Reception of application materials</b>	<b>Fall semester and full year : 1st May</b> <b>Spring semester : 1st November</b>

ACADEMIC INFORMATION	
<b>Academic calendar including exams</b>	<b>Semestre 1 (Fall 2019)</b>
	Beginning of September ~ end of December/mid January, according to the classes
	Arrival date in Le Havre: 2nd of September
	Starting date: From 6th of September (Bachelor courses) 16th September (Master courses)
	Autumn vacation: 1 week between October 22nd to 3rd November 2019 (to be announced)
	Christmas / Winter vacation: 21st December 2019 - 5th January 2020
	Each department has its own policy concerning examination periods (the final exams are from mid December to mid January). <b>Presence of students until the end of exams is mandatory</b>
	<b>Semestre 2 (Spring 2020)</b>
	Mid January ~ end of Mai/end of June
	Arrival date from 6th January
February vacation: 1 week between 9th - 23th February 2020 (to be announced)	
Easter / Spring vacation: 2 weeks in April 2020	
Each department has its own policy concerning examination periods (the final exams are from May to end of June). <b>Presence of students until the end of exams is mandatory</b>	
<b>Grading system</b>	Course work assessment is done in two ways: continuous assessment and /or final examination.
	Students receive grades on a scale of 20 (from 0 to 20). The pass grade is 10. (The Grading System will be attached to the Transcript)
<b>Organisation of studies</b>	Bachelor: 3 years
	Master: 2 years
	Doctorate: 3 years
<b>Course Credits</b>	ECTS (European Credit Transfer System)
<b>Number of credits required for Bachelor Program</b>	180 ECTS (Credits) = 30 ECTS per semester
<b>Number of credits required for Master Program</b>	120 ECTS = 30 ECTS per semester
<b>Number of Credits per Course</b>	1 to 7 ECTS depending on the work load (3 to 4 ECTS in average)
<b>Lecture hours per Credit</b>	No fixed ratio. 3 hours in average (lecture with or without a seminar)
<b>Language of tuition</b>	<b>French.</b> Exchange students are expected to attend regular courses taught in French. A limited number of courses are taught in <b>English</b> in Management, Economics, Law, English Studies, Renewable Energy in Civil Engineering.
<b>Integration programme</b>	A 2 weeks integration programme is offered to exchange students from the 3rd of September (fall semester). This course consists mainly of French language classes. It also includes cultural visits, a presentation of the organisation of studies at the Université Le Havre Normandie. Those activities are free.
<b>Cultural activities</b>	Some activities are organised as part of the integration programme at the beginning of each semester. The International Office organises other events such as introduction to <i>Languages Café</i> , <i>Christmas party</i> , <i>picnic at the beach integrated to the French Intensive course</i> , <i>Latin American dance or bowling during the year...</i> Those activities are free.

<b>French as a foreign language for exchange students</b>	Intermediate and advanced: 3 hours per week per semester (5 ECTS) Beginners: 6,5 hours per week (5 ECTS)
<b>Availability of transcripts of records</b>	Semester 1: Mid March Semester 2: Mid July

<b>LINKS TO THE UNIVERSITY WEBSITE</b>	
<b>Link to find courses</b>	<a href="https://www.univ-lehavre.fr/spip.php?article165">https://www.univ-lehavre.fr/spip.php?article165</a>
<b>Link to services open to international students</b>	<a href="https://www.univ-lehavre.fr/spip.php?rubrique5">https://www.univ-lehavre.fr/spip.php?rubrique5</a>

<b>PRACTICAL INFORMATION</b>	
<b>Transfer from airport to Le Havre</b>	The journey from CDG airport to Le Havre takes about four hours : - By train: students are advised to take the Roissy Bus to Opera (12€) and then walk to Saint Lazare train station (10 minutes) and get the train to Le Havre (terminus). Price: 35 euros, travel time: 2 hours. - By bus: take the Flixbus from the airport to Le Havre (12 € euros one way), travel time : 4 hours
<b>Websites for transports</b>	<a href="http://www.aeroportsdeparis.fr/passagers/acces/paris-charles-de-gaulle/transports-en-commun/roissybus">http://www.aeroportsdeparis.fr/passagers/acces/paris-charles-de-gaulle/transports-en-commun/roissybus</a> <a href="http://www.voyages-sncf.com/">http://www.voyages-sncf.com/</a> <a href="https://www.flixbus.fr/">https://www.flixbus.fr/</a>
<b>From within city/town to institution</b>	The university is 5 minutes walk from the train and bus station. From the main exit, turn right and follow the tram line along "Cours de la République". The university buildings are red brick buildings on the right hand side after the traffic lights.
<b>Buddy System</b>	Student tutors recruited by the International Office welcome incoming students at Le Havre train or bus station. They contact the students by email one month before they arrive. Students must make sure they inform their tutor about the day and time of their arrival.
<b>Administrative formalities</b>	The International Office and its tutors assist and guide exchange students to do administrative formalities during the first weeks of their stay.
<b>Housing</b>	According to availabilities, the International Office propose accommodation for exchange students in halls of residence managed by the CROUS. The rent is between 350 and 400 euros per month (electricity and water charges are included).
<b>Type of housing</b>	Most of the CROUS and private residences offer individual studios with own kitchen and bathroom. Students have to bring or buy their own bed linen, towels and cooking utensils or they can buy it with the help of guidance of their tutor when they arrive.
<b>Health Insurance</b>	Students must register on the website <a href="https://etudiant-etranger.ameli.fr/">https://etudiant-etranger.ameli.fr/</a> so they will be associated with French general scheme of social security ( <i>sécurité sociale</i> ). This procedure is free and obligatory. As this social security system only reimburses up to 70% of medical fees, students are strongly advised to take a complementary health insurance for the duration of their stay, either in their own country or in France ( <i>mutuelle</i> ). A mutuelle costs between 11 and 40 € per month.
<b>Other compulsory insurances</b>	Repatriation insurance for the duration of stay in France prior to arrival, house insurance as soon as they arrive
<b>Average cost of living per semester</b>	Food, local transportation, entertainment, books: around 300 € per month
<b>Websites for local information (city of Le Havre and surroundings)</b>	<a href="http://www.lehavretourisme.com">http://www.lehavretourisme.com</a> <a href="http://www.lehavretourisme.com/fr/les-plus/carte-interactive.html">http://www.lehavretourisme.com/fr/les-plus/carte-interactive.html</a> <a href="http://www.lehavre.fr/">http://www.lehavre.fr/</a>