



Université Le Havre Normandie - Information sheet
Student exchange programme 2022-2023

CONTACT INFORMATION

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

APPLICATION MATERIALS

Application documents	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 erasmusincoming@univ-lehavre.fr
Language requirements	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>Assesment according to the European Framework of Reference for Languages</i>

DEADLINES

Nominations	Fall semester and full year : 1st April 2022
	Spring semester : 31st October 2022
Reception of application materials	Fall semester and full year : 2nd May 2022
	Spring semester : 30th November 2022

ACADEMIC INFORMATION	
Academic calendar including exams	1st semester (Fall 2022)
	Beginning of September ~ end of December/mid January, according to the classes
	Arrival date in Le Havre: 1st of September
	Starting date: From 2nd of September (Bachelor courses) 12th September (Master courses)
	Autumn vacation: 1 week between October 29th - 6th November 2022 (to be announced)
	Christmas / Winter vacation: 17th December 2022 - 3rd January 2023
	Each department has its own policy concerning examination periods (the final exams are from mid December to mid January). Presence of students until the end of exams is mandatory
	2nd semester (Spring 2023)
	Mid January ~ end of Mai/end of June
	Arrival date from 3rd January
	February vacation: 1 week in February 2023
	Easter / Spring vacation: 2 weeks from 15th April to 2nd May 2023
Each department has its own policy concerning examination periods (the final exams are from May to end of June). Presence of of students until the end of exams is mandatory	
Grading system	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)
Organisation of studies	Bachelor: 3 years
	Master: 2 years
	Doctorate: 3 years
Course Credits	ECTS (European Credit Transfer System)
Number of credits required for Bachelor Program	180 ECTS (Credits) = 30 ECTS per semester
Number of credits required for Master Program	120 ECTS = 30 ECTS per semester
Number of Credits per Course	1 to 7 ECTS depending on the work load (3 to 4 ECTS in average)
Lecture hours per Credit	No fixed ratio. 3 hours in average (lecture with or without a seminar)
Language of tuition	French. Exchange students are expected to attend regular courses taught in French. A limited number of courses are taught in English in Management, Economics, Law, English Studies, Renewable Energy in Civil Engineering.
Integration programme	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.
Cultural activities	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.

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

LINKS TO THE UNIVERSITY WEBSITE	
Link to find courses	https://www.univ-lehavre.fr/spip.php?article165
Link to services open to international students	https://www.univ-lehavre.fr/spip.php?rubrique5

PRACTICAL INFORMATION	
Transfer from airport to Le Havre	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
Websites for transports	http://www.aeroportsdeparis.fr/passagers/acces/paris-charles-de-gaulle/transports-en-commun/roissybus http://www.voyages-sncf.com/ https://www.flixbus.fr/
From within city/town to institution	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.
Buddy System	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.
Administrative formalities	The International Office and its tutors assist and guide exchange students to do administrative formalities during the first weeks of their stay.
Housing	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).
Type of housing	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.
Health Insurance	Students must register on the website https://etudiant-etranger.ameli.fr/ 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.
Other compulsory insurances	Repatriation insurance for the duration of stay in France prior to arrival, house insurance as soon as they arrive
Average cost of living per semester	Food, local transportation, entertainment, books: around 300 € per month
Websites for local information (city of Le Havre and surroundings)	http://www.lehavretourisme.com
	http://www.lehavretourisme.com/fr/les-plus/carte-interactive.html
	http://www.lehavre.fr/