

## 1. Institutional Information

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### 1.1. Institutional details

|                         |   |
|-------------------------|---|
| Name of the institution | Université Toulouse Capitole  |
| Erasmus Code            | FTOULOUS01  |
| EUC                     | 51063   |
| Institution website     | <a href="http://www.ut-capitole.fr">http://www.ut-capitole.fr</a>           |
| Online course catalogue | <a href="http://www.ut-capitole.fr/ects">http://www.ut-capitole.fr/ects</a> |

### 1.2. Main contacts

#### International Relations Office (central services)

##### Head of the International Relations Office

Caroline HOURDRY [caroline.hourdry@ut-capitole.fr](mailto:caroline.hourdry@ut-capitole.fr) phone : +33 (0) 561633994

##### Incoming Students Coordinator

Agnès TERSOU [agnes.tersou@ut-capitole.fr](mailto:agnes.tersou@ut-capitole.fr) phone : +33 (0) 561633543

##### Incoming Students

Emilie GARCIA [emilie.garcia@ut-capitole.fr](mailto:emilie.garcia@ut-capitole.fr) Phone : +33 (0) 561633545

##### Outgoing Students Coordinator

Vincent REDAUD [vincent.redaud@ut-capitole.fr](mailto:vincent.redaud@ut-capitole.fr) phone : +33 (0) 561633546

##### Outgoing Students - Law

Nicole BARBIERO [envol@ut-capitole.fr](mailto:envol@ut-capitole.fr) phone : +33 (0) 561633625

##### Outgoing Students - Economics - Administration/Communication

Elsa FULCHERI [welcome@ut-capitole.fr](mailto:welcome@ut-capitole.fr) phone : +33 (0) 561633785

#### Toulouse School of Economics (TSE)

Geneviève DOUMENG [genevieve.doumeng@ut-capitole.fr](mailto:genevieve.doumeng@ut-capitole.fr) phone : +33 (0) 561633763

#### Toulouse School of Management (TSM)

Karine MICHELET [international@tsm-education.fr](mailto:international@tsm-education.fr) phone : +33 (0) 561635710

#### European School of Law (ESL) - Double degree programmes

Hugo ROSIER [hugo.rosier@ut-capitole.fr](mailto:hugo.rosier@ut-capitole.fr) phone : +33 (0) 561633884

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Type of mobility             | Subject area | Language(s) of instruction                               | Language of instruction level *     |
|------------------------------|--------------|--|-------------------------------------|
| Student Mobility for Studies | Any          | French (English : depending on the Faculty and lectures) | <b>B2 - Certificate is required</b> |
| Staff Mobility for Teaching  | Any          | French, English  | <b>C1 - no certificate required</b> |

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Exchange students are required to send a language certificate as part of their application. The certificate will be in French and/or in English depending on the lectures chosen at the University Toulouse Capitole.

#### French Language requirements :

Minimum requirements in French are as follows :

- BULATS Français (Business Language Testing Service) 60
- DELF : Diplôme d'Etudes en Langue Française B2
- DALF : Diplôme Approfondi de Langue Française
- TCF : Test de Connaissance du Français 450

#### English Language requirements :

Minimum requirements in English are as follows (please, note: TOEFL ITP is not accepted):

- BULATS English (Business Language Testing Service) 60
- CAMBRIDGE - FCE, CAE, CPE
- IELTS (Academic module) overall 6
- TOEFL iBT 79
- TOEIC 785

### 2.2. Calendar

#### 2.2.1. Nomination Deadlines

Email for nominations: [incomingstudents@ut-capitole.fr](mailto:incomingstudents@ut-capitole.fr)

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

|             |              |
|-------------|--------------|
| Autumn term | April 15th   |
| Spring term | October 20th |

*We will send our decision within 2 weeks.*

## 2.2.2. Transcripts of Records

A Transcript of Records will be issued no later than 3 weeks after the assessment period has finished at our institution.

## 2.2.3. Termination of the Agreement

In the event of termination or amendment of the agreement by either party, notice will be given by October of the preceding year. This means for example that a unilateral decision to discontinue the exchanges notified to the other party by 1 October 2015 will only take effect as of 1 October 2016. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional information

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Find additional information on the web: <http://www.ut-capitole.fr/incomingstudents>

### 3.1. Course Catalogue <http://www.ut-capitole.fr/ects>

### 3.2. Grading system

| Grading scale<br>at Toulouse 1<br><i>Notes françaises</i> | ECTS Grade | % of successful students normally<br>achieving the grade<br><i>% d'étudiants</i> |
|---|------------|--|
| 16 - 20   | A          | 10 %   |
| 14 - 15,99  | B          | 25 %   |
| 12 - 13,99  | C          | 30 %   |
| 11 - 11,99  | D          | 25 %   |
| 10 - 10,99  | E          | 10 %   |
| 8 - 10  | FX         | Fail : some more work required<br>before credit can be awarded                   |
| < 8 : absent  | F          | Fail : considerable further work is<br>required                                  |

The grading scheme at Toulouse 1 is based on a scheme from 0 to 20.  
As per academic rules, Distinctions are awarded as follows, if passed with :

|   |
|---|
| 16 - 20 : Very Good (First Class Honours/summa cum laude)         |
| 14 - 15,9 : Good (Upper Second Class Honours/insigni cum laude)   |
| 12 - 13,9 : Satisfactory (Second Class Honours / magna cum laude) |
| 10 - 11,9 : Minimum pass (cum laude)                              |
| 0 - 9,9 : Insufficient  |

### 3.3. Students and Staff with disabilities

<http://www.ut-capitole.fr/handicap>

### 3.4. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Mrs Agnès Tersou   |
| <b>Responsibility</b>  | Contact person for incoming students/staff   |
| <b>Contact details</b> | Phone: +33 (0) 561633543 - Email: <a href="mailto:echanges@ut-capitole.fr">echanges@ut-capitole.fr</a> |

### 3.5. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Mrs Agnès Tersou   |
| <b>Responsibility</b>  | Contact person for incoming students/staff   |
| <b>Contact details</b> | Phone: +33 (0) 561633543 - Email: <a href="mailto:echanges@ut-capitole.fr">echanges@ut-capitole.fr</a> |

### 3.6. Housing

Our institution will guide incoming student/staff 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:

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Mrs Agnès Tersou   |
| <b>Responsibility</b>  | Contact person for incoming students/staff   |
| <b>Contact details</b> | Phone: +33 (0) 561633543 - Email: <a href="mailto:echanges@ut-capitole.fr">echanges@ut-capitole.fr</a> |