



IAE MONTPELLIER
University School
of Management



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PRESENTATION

IAE Montpellier University School of Management



Who are we ?

IAE Montpellier is a University School of management, awarding state recognized degrees, and combining the advantages of a management school with relevant research input. Located in the South of France, IAE Montpellier is part of the University of Montpellier. IAE Montpellier stands out for its focus on double skills training and offers degrees at undergraduate and graduate levels in management for both full time higher education and continuing education students. The diversity of student profiles (engineers and scientific, lawyers) has always been originality, strength and specificity of IAE Montpellier.



IAE Mission statement and values

The core mission of IAE Montpellier University School of Management is to train individuals to acquire a double competence or to make a career change, adding an advanced training in the field of management to their initial degree or prior professional experience. As part of a public university, IAE Montpellier is committed to social promotion by offering academic courses to individuals, whatever their origins, selected on the basis of their merit, their professional project, their academic and career background.

IAE Montpellier is a university business school dedicated to the professional development of students and strives to promote access of responsibilities in business through an original concept of education, which includes dual skill-sets, apprenticeships and executive education. Courses are taught by expert faculty balancing theory and practice in their teaching. Our institute contributes to the development of knowledge in management through research.



Quality assurance and accreditation by SGS

In 2005, IAE of Montpellier was first granted Qualicert certification by SGS Multinational accreditation agency, a tool for assessing university management programs. The Repository Certification which awards the "Qualicert label" is a guarantor of quality schools with regard to their commitments to various stakeholders.

The repository is used to certify the quality of services of each institution, including :

- international openness
- value-added programs
- quality teaching and scientific teams
- the effectiveness of the administrative organization
- performance in business partnerships

Montpellier City : a great location



Montpellier : a vibrant city

Along the shores of the Mediterranean Sea in southern France, Montpellier has everything it takes to please. A lively and surprising city in the heart of the Languedoc-Roussillon region, Montpellier is vibrant, elegant and artistic. People are drawn here by the city's rich past, former and contemporary glory, intense cultural life and youthful feel. Its sunny climate and well-preserved historical environment are second to none, nestled between the sea, vineyards and mountain landscapes. Known internationally for its world-class universities, whose long-standing tradition dates back the Middle Ages, Montpellier is well practiced in the art of welcoming people. Montpellier today is a leading destination for studies, business tourism and vacation.

Climate

Montpellier has a Mediterranean climate, with mild, wet winters, and very warm, dry summers. It is considered the sunny capital of France, as there is an average of 300 sunny days per year. The weather in June is generally sunny and pleasant, with a daily mean temperature of 21°C.

The international relations office

The mission of the International Relations is to manage, coordinate and supervise all international activities at IAE Montpellier. Facilitating both student and teacher exchanges and managing the funding for international partnerships is, indeed, one of the priorities of our international policy.

Welcoming foreign students and organizing overseas study for IAE Montpellier students are two more aspects of the International Relations Office's mission. Students from different continent are welcomed every year. They come as participants in exchange programs or they choose to come here to study independently.

For more information on admission procedures and exchange programmes, please contact us :

Head of International Relations, IAE Montpellier

Mr Gilles SERE DE LANAUZE
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Incoming students coordinator Bachelor of International Management and Business (BIMB) Graduate of International Business (GIB)

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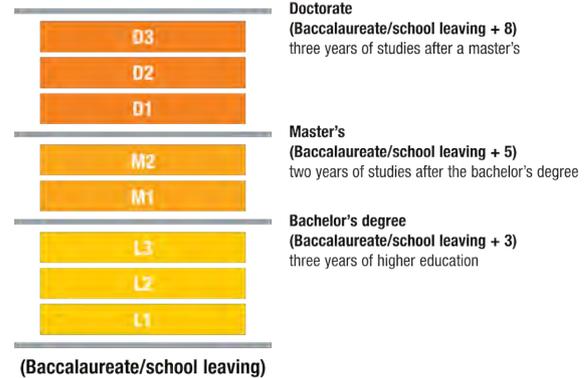
Higher education in France

Studies in French universities are organized in 3, 5 and 8 years



The bachelor's degree (L), master's (M), and doctorate (D) are awarded to successful students.

For each diploma, the courses are divided into semesters (a student may do two semesters within the academic year), each one corresponding to 30 credits which are bankable and transferrable in France and Europe thanks to the European Community Course Credit Transfer System (ECTS).



International programs at IAE Montpellier

IAE Montpellier School of Management offers a selection of courses entirely taught in English; they are intended for students who wish to acquire knowledge and skills in core business and management disciplines taking an international focus. The cultural diversity of students creates a multicultural environment within the course.



Undergraduate Programs

Bachelor in International Management and Business (BIMB)

This is a one-year program which provides broad instruction in the different disciplines of Business Management (finance, auditing, marketing, etc.) with a specific international orientation. The program is divided into 2 semesters which include lectures and small group work sessions. The course has to be completed along with a final year report.

Postgraduate Programs

Graduate in International Business (GIB)

The program provides a diverse background in international business and develops the students' critical thinking skills and ability to apply theory to real situations. During the first semester, courses are held at IAE and the second semester consists of an internship which has to be completed along with two reports.

Master in International Business

The Master in International Business has been specifically designed for students who wish to acquire a dual competence in international sales or sourcing. The objective of this program is to equip students with professional management skills supported by a global perspective.



All programs offered at IAE Montpellier



Undergraduate programs

Bsc in Multimedia management (final year of Bachelor)

Bsc in IT management (final year of Bachelor)

Bachelor Certificate of International Management and Business (BIMB)

Postgraduate programs

Master in Business Administration (2nd year level only)

MSc in information technology management

MSc in international business

MSc in strategic human resources management

MSc in technology systems and management control

MSc in innovation management and new business venturing

MSc in banking and insurance

MSc in manufacturing systems and Marketing

MSc in Higher Education Management Systems (2nd year level only)

Master in Business Administration (2nd year level only)

Graduate Certificate of International Business (GIB)

THE STUDENT'S PATHWAY

Arrange to be accompanied upon your arrival in Montpellier

You would like to be welcomed and accompanied as soon as you arrive ?

The CROUS of Montpellier and the PRES-COMUE propose their "international sponsoring" service. Independent students and students travelling within an exchange program may ask for this service.



Your sponsor, who may be a French or foreign student will :

- ▲ Contact you by e-mail before your arrival
- ▲ Welcome you at the station or the airport
- ▲ Accompany you to your new accommodation
- ▲ Help you, if you wish, with your administrative paperwork

Sign up as a sponsor through International Relations

- ▲ www.facebook.com/crous-pres.parraininternational
- ▲ www.parrainage-international-montpellier.fr

ADMINISTRATIVE FORMALITIES

Things to do before your arrival in France



Formalities for studying in France are the same all over France. Your trip should be planned well ahead of your arrival in the country.

Exchange students

If you are coming to France within the frame of an exchange program (for example: ERASMUS PLUS), you should seek information your home university. Your home university will make the necessary applications with us. Before you start an application, please make sure that you have the right to come as an exchange student and that the dates of your stay in Montpellier will fit with the academic calendar of your home university. As part of the Erasmus program, students from our partners as part of the Erasmus program may attend IAE courses for either one or two semesters.

Steps to apply to IAE as an exchange student

- ▲ Contact the International Relations Office of your school to see if you are eligible.
- ▲ The International relations coordinator of your institution will let us know about the status of your application by email.
- ▲ Fill in the Moveon online application form.
- ▲ Then you have to print the pdf document created, have it signed by your coordinator and send it to IAE Montpellier.
- ▲ After reception of the application form, you will receive an official letter of acceptance.
- ▲ The payment of your registration fees will be proceeded at your home university. Upon arrival at IAE, A student ID will be given to you.

Independent students

If you are applying for admission individually, the formalities may differ from one country to another. To apply to IAE Montpellier, you must have completed at least 2 years of higher education and validated the equivalent of 120 ECTS credits in your home university.

There are two steps to apply :
One at Campus France & One at IAE Montpellier.



Campus France

The Ministry for Foreign Affairs has set up an on-line pre registration system for students of foreign nationality and non-residents of France, wishing to attend higher education institutions in France. See the list of countries concerned on the "Campus France" website. To register, connect on : <http://www.campusfrance.org>. Once on the home page, click on "Etudier en France" and "Trouver sa formation" for more information. You can also get some more information on the French Embassy website of your country. The candidate's application will be recorded on the Campus France website and then will be evaluated by the IAE International relations office which will consider your application.

Registration at IAE

Students also have to apply directly on IAE website (main page/"Applications"). The candidate's application for each program offered is available on IAE website. The candidate's application and the required documents must be sent all together to the administration office at the address mentioned on the form. Applications must also include the certification of the student's French language level based on the TEF or DALF/DELFL language test. Only applications justifying minimum required of B2 will be considered. For programs taught in English, a level of B1-B2 is required.

How to obtain a resident's permit :

Administrative formalities upon your arrival in France

Foreigners aged over 18 years who plan to stay in France for more than three months must have a resident's permit.

The "D" long-stay student VISA (CESEDA R311-3 6°)

If you have obtained a "D" long-stay student visa from the French consulate/embassy, it bears the CESEDA R311-3 6° stamp.

4 steps procedure upon your arrival in France:

1. Fill out the OFII* document provided by the consulate and send it by registered mail with acknowledgement of receipt to OFII*, together with copies of the relevant pages of your passport (ID + visa + stamp of entry in France).
2. Upon receipt of these documents by OFII*, you will receive an acknowledgement of receipt confirming your application.
3. You will receive an invitation from OFII* to undergo a medical examination (the documents you should take with you for this medical examination as well as the charge to pay will be specified in the letter you receive from OFII*).
4. Following the medical examination, a sticker is affixed to your passport, permitting to legally stay in France until the expiry date of the visa. The visa serves thereafter as a valid resident's permit.

*Office Français de l'Immigration et de l'Intégration: OFII Montpellier: "Le Régent" - 1er étage - 4 rue Jules Ferry - 34000 Montpellier



Other long stay visas

If you have obtained another type of long stay visa (visas stipulating "apply for resident's permit within 2 months following arrival", "trainee"): you must apply for your first resident's permit.

European students

European students do not require a resident's permit.

General information

A resident's permit entitles an international student to work up to 60% of the legal annual work time (i.e. 964 hours/year).

"C" type tourist visa (short stay): this type of visa is designed for foreigners entering the Schengen area either for a holiday or to attend conferences or other events.

In Montpellier

All applications for student and researcher residents' permits in the department of Hérault must be handed into the PRES-COMUE reception office for international students and researchers.

Service Accueil Étudiants Chercheurs au PRES-COMUE

163 rue Auguste Broussonnet - 34090 Montpellier
(Tram lines 1 and 4, Albert 1er stop)

Tel.: +33 (0)4 67 41 67 87 - Fax: +33 (0)4 67 41 93 34
E-mail : accueilinternational@pres-suddefrance.fr

A team of multilingual students will assist you to complete your administrative formalities.

USEFUL INFORMATION

Accommodation

To find somewhere to live in Montpellier, students have to be well organized and have sufficient funds. One also has to make provision for temporary accommodation and have the necessary funds to pay for costs incurred by the research of accommodation (security deposit, agency fees, deposit).



CROUS halls of residence and university housing

If you choose to book a room in a public University dormitory, you have to fill in the box concerning accommodation in the Moveon application form.

Ms. Jessie Eveillard (email: ri.iae@um2.fr) is in charge of the booking process. Please don't contact the CROUS directly.

Process

1. After filling the Moveon application form, and if there is availability, an email message will be sent automatically with a code to enter the online application of the CROUS (French University Housing Service) called INTERLOG.
2. You will have to connect, select your room and fill in the form on line.
3. A few days later, you will receive an accommodation proposal which might be different from what you asked, depending on the availabilities.
4. Then you will have to pay for the safety deposit online with a credit card. This payment commits you to take the room you have booked and you won't be entitled to change room once you have settled in the residence.
5. You will be able to print a certificate of accommodation, directly from the Interlog online application.

If you want to make a first idea of the rooms, consult the CROUS website. Please look at the "Cités Universitaires" only.

Private accommodation

IAE Montpellier will provide you with useful links to help you find private accommodation

Le Phare (Montpellier)

Le Phare is a meeting place for international students who are seeking accommodation. Multilingual buddies accompany students in their research of private accommodation. Open September and October from Monday to Friday from 9:00am to 4:00pm.

Address: PRES-COMUE - 163 rue Auguste Broussonnet
34090 Montpellier (tram lines 1 and 4, Albert 1er stop)
Tel.: +33 (0)4 67 41 67 94

Housing insurance

Comprehensive housing insurance is mandatory for unfurnished properties and highly recommended in the case of furnished properties. This housing insurance policy will cover you against fire, flooding, explosion, liability, theft. The big insurance companies and some banks issue suitable housing insurance policies.



Healthcare



Affiliation to the social security scheme

Affiliation to the social security scheme at the same time as the administrative enrolment procedure. Affiliation to the system is mandatory for non European students. Cost: €213 (2014-2015).

To qualify for "sécurité sociale étudiante", students must be aged under 28 years and enrolled in an approved higher education establishment for at least three months.

Students over the age of 28 may qualify, in certain cases, for the Couverture médicale Universelle (CMU). An annual contribution is due to Caisse Primaire d'Assurance Maladie. For more information, we advise you to get in touch with these organizations. Students who are members of the European Economic Space are exempted if they are holders of a European Health Insurance card that is valid for the entire academic year.

Complementary mutual health insurance

The social security scheme refunds about 60% of healthcare costs. In addition to this mandatory scheme, complementary mutual health insurance schemes take on the extra cost so your healthcare becomes free. Cost: €50 to €500/year depending on the insurance company and cover. These insurance policies have the added benefit of including a civil liability cover which is often mandatory.

Money matters



Monthly budget

The following table gives a breakdown of average monthly expenses of a single student not living in a hall of residence :

Rent (including charges)	€400
Food	€200
Transportation	€30
University supplies	€20
Spare time activities	€100
Internet	€20
Mobile phone	€30
Total	€800



How to open a bank account

It is highly advisable to open a bank account, and particularly so if you are entitled to various allowances which will be paid directly into your bank account.

List of required documents :

- ▲ Certificate of accommodation (with exact address)
- ▲ Certificate of school attendance
- ▲ Copy of passport and visa

Eating out

A large range of low priced eateries : €3.20/meal

The university restaurants and CROUS cafeterias are located on or very near the university campuses. The food served is low priced and adapted to the need of all students.

For further details, go to www.crous-montpellier.fr



Transportation

In Montpellier : Bicycle, tram, bus...

Transports de l'Agglomération de Montpellier (TAM) offers a range of subscriptions and passes.

For further details, go to www.montpellier-agglo.com



Pass'Culture : a good idea !

Pass'culture in Montpellier : All students under the age of 30 years can ask for a Pass'Culture card.

The charge for this card is €9 and entitles the holder reduced prices at cinemas (€3.90) theatres and concerts (€5 to €10).

Enquiries : CROUS de Montpellier

Tel. : +33 (0)4 67 41 50 96

E-mail : pass.culture@crous-montpellier.fr

www.crous-montpellier.fr/Culture



Documents required for your administrative formalities



Private accommodation

1. Collateral :

- ▲ Passport
- ▲ Collateral's ID
- ▲ Collateral's three last pay slips and last income tax statement
- ▲ Proof of collateral's residence (utility or telephone bill)
- ▲ Bank account identification details (tenant and collateral)

2. Comprehensive housing insurance

Bank

- ▲ Proof of residence (rent receipt or lease)
- ▲ Passport and visa

Housing allowances (CAF)

- ▲ Completed file
- ▲ Bank account identification details

Immigration (OFII)

- ▲ Passport with visa and entry date
- ▲ OFII certificate (given to the student by the consulate at the same time as the visa)

Administrative enrolment at IAE Montpellier

- ▲ Copy of passport showing the student visa (non EU students) or resident's permit
- ▲ A duly completed enrolment file
- ▲ Letter of acceptance from IAE
- ▲ Original birth certificate translated into French
- ▲ Copy of your students card
- ▲ Scholarship students : copy of scholarship awarding
- ▲ For all other years of study : in addition to the baccalaureate, present the original of the diploma allowing admission by equivalence agreement = an approved translation of this diploma and copy

Affiliation to Social Security

- ▲ French translation of birth certificate



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