

## Polytech Lille information sheet for Exchange Students from outside Europe

**Polytech Lille is a graduate school of engineering  
within Lille 1 University - Science and Technology**

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*Polytech Lille offers 7 degree courses in engineering organized in 3 academic years after two years of undergraduate studies. The French “diplôme d'ingénieur” is recognized as the equivalent of a Master of Science in Engineering in the other countries.*

### APPLICATION DEADLINES

- 1<sup>st</sup> June 2016 for the Autumn semester or full academic year (beginning of September – end of January)
- 15<sup>th</sup> November 2016 for the Spring semester (Last week of January – end of June)

We recommend that students who intend to come for a study period of one semester apply for the Autumn Semester. An important part of the Spring semester is dedicated to the industrial placement or to projects in laboratories (particularly during the fourth and fifth year).

Students who come for the full academic year will combine study period with placements in research laboratories or in industry.

Exchange students may also apply for project or thesis works supervised by researchers of Polytech Lille. The research projects may be done on the premises of Polytech Lille or in one of the research laboratories of Lille 1 University, where the academic staff of Polytech Lille conduct their research activities.

The best period to carry out a project is from the beginning of February to the end of June (Spring semester).

## **APPLICATION PROCEDURE FOR STUDY PERIOD**

Nominations are required to be sent by home university to [international@polytech-lille.fr](mailto:international@polytech-lille.fr).

Then, nominated students have to fill in our application form of enrolment and hand it to the departmental Exchange coordinator at their home university. Their departmental coordinator has to countersign the application.

The application form for Exchange students is available at the following link :  
<http://www.polytech-lille.fr/exchange-students>

To apply for a study period at Polytech Lille, the following documents are required :

- ✓ The completed "Application for admission for Exchange students" form duly signed, dated and sealed by the applicant and sending University's academic and institutional coordinators,
- ✓ Learning Agreement : <http://www.polytech-lille.fr/exchange-students>
- ✓ A resume (CV) and a cover letter
- ✓ Applicant's transcripts of records from the sending university (in English, Spanish or French)
- ✓ Passport or ID card photocopy and 2 passport-size photos.

The application is subject to an academic assessment. Once the application is formally accepted, a letter of acceptance is issued. The letter of acceptance is suitable for visa request in the home country, when necessary.

For any question concerning the application procedure, please contact us by e-mail:  
[international@polytech-lille.fr](mailto:international@polytech-lille.fr)

**The application file has to be sent by e-mail to: [exchange@polytech-lille](mailto:exchange@polytech-lille)**

**Please do not use the online application procedure of University Lille 1.  
Polytech Lille has its own application process.**

## **APPLICATION PROCEDURE FOR PROJECTS OR MASTER THESIS**

To apply for a research project work, the first step will be to send a résumé (CV), a copy of your transcripts of records and a cover letter detailing your current studies and your interest for a field of research, the period you are applying for at the following address : [international@polytech-lille.fr](mailto:international@polytech-lille.fr)

The international office will publish some project offers on its website but we would gladly receive unsolicited applications from students coming from partner universities.

**The researchers of Polytech Lille and more generally of Lille 1 University are autonomous in their choice of candidates.**

The international office of Polytech Lille will then inform by e-mail the candidates of the final answer. If the application is accepted, the student will have to fill in the Exchange programme application and the learning agreement mentioning the topic of the project, the name of the supervisor and of the receiving laboratory or research team + the number of credits.

At the end of the project, the student will have to write a report and will have to do an oral defense in English.

## ACADEMIC CALENDAR: 2016-2017

Autumn semester:	Beginning of September – End of January (examination period included)
Spring semester:	Last week of January – End of June (examination period included)

### EXAMINATION PERIOD

Continuous assessment (generally end-of-module assessment, course related projects, practical works, industrial internship) are also evaluated (written report and oral defense).

### COURSES

As an exchange student, you are studying under the same conditions as regular students. You may apply for admission to our engineering degree courses according to the fields defined in the bilateral agreement except the “Production Engineering” (IESP) degree course which only concerns students in continuing education or apprenticeship (which requires a particular status in France).

The master degree course “Robotics and Transport” is not available for exchange students but only proposed to international fee-paying degree seeking students.

Exchange students are asked to choose courses for a minimum of 20 ECTS credits and a maximum of 30 ECTS credits.

### COURSES TAUGHT IN FRENCH

From the page <http://www.polytech-lille.fr/exchange-students>, click on “Education” to find links to a detailed description for each of the seven engineering degree courses :

- ◆ Mechanical Engineering
- ◆ Software Engineering and Statistics
- ◆ Geotechnics and Civil Engineering
- ◆ Biological and Food Engineering
- ◆ Electrical and Computer Engineering
- ◆ Measurement Systems and Applied Business
- ◆ Materials Science

Detailed programmes with the number of ECTS credits are available further below on the page, as a pdf file (Curriculum) or by clicking on each Unit/UE, in the “Programme” section.

Clicking on “Cliquer ici pour en savoir plus” provides the content of each course, either in French or in English.

**You cannot combine lectures from different engineering degree courses or semesters because of incompatible timetables.**

**A learning agreement will be established for each semester. If you come for the full academic year, there will be one learning agreement for each semester. The first one has to be sent with the application form before your arrival. The second learning agreement (for the spring semester) will be established before the end of the autumn semester so that you can contact the academic coordinator of your home institution for his or her approval.**

### OFFICIAL TRANSCRIPTS AND CREDIT TRANSFER

A transcript of records will be issued no later than 5 weeks after the assessment period at our school and after the meeting of the exam board (mid or end of February for the autumn semester and mid-July for the spring semester).

### FRENCH LANGUAGE PROFICIENCY AND FRENCH COURSES

The language of instruction is French. Polytech Lille relies on the selection of students made by the home institutions (the minimum required level of proficiency in French should be B1). No official test is required.

French courses are proposed to exchange students free of charge as part of the curriculum (20 hours each semester) but not for beginner learners.

Exchange students coming for a project in a laboratory without attending courses are not required to speak French. Proficiency in English will be sufficient.

## **HOUSING**

Housing is available at the University Halls of Residence "REEFLEX", where a number of rooms are reserved for exchange students (more information : <http://reeflex.univ-lille.fr/Presentation/Reeflex/>).

The rent is 371,00 € per month for an apartment of 18 m<sup>2</sup> (rate for the academic year 2015-2016).

A deposit payment of up to one month-rent is required. The number of rooms is limited. The international office of Lille University cannot guarantee to meet all the requests.

International students are eligible to apply for housing assistance under a system set up to deal with the relatively high cost of housing in France. Assistance amounts are based on the rental amount and the student's resources. The benefit is not automatic or assured. Applications for assistance must be completed on the web site of the family assistance fund (CAF, Caisse d'allocation familiale) within 3 months of taking possession of your lodgings. (more information will be available at the reception desk of the residence). To be eligible, it is compulsory to open a bank account in France, as housing assistance is deposited directly into beneficiaries' bank accounts. In 2015-2016, for a monthly rent of 371€, the housing assistance amount is 178 € per month.

## **INSURANCE**

EU-students should have the European Health Insurance Card (EHIC) for the enrolment unless they are totally covered by their home health insurance (the copy of the EHIC or a home insurance certificate will be requested for registration). It is highly recommended to EHIC holders to take out an additional health insurance.

Civil liability insurance is also required. It covers damage caused to third parties (20 euros for the academic year – rate for 2015-2016).

Housing insurance is recommended : Around 30 euros per year (rate for 2015-2016)

For non-EU student, the French students' social security is mandatory, for approx. 215,00 € for the full academic year. It has to be paid during the enrolment. Additional health insurance is highly recommended (since social security covers about 70 % of the expenses related to an illness). The minimum cost is 11 € per month (rate for 2015-2016)

## **MORE INFORMATION**

About Polytech Lille: [www.polytech-lille.fr](http://www.polytech-lille.fr) (english version available by clicking on the flag)

How to get to Lille 1 Campus and Campus map: <http://www.univ-lille1.fr/home/Travel-to-Lille1>

Welcome guide Lille 1 University:

[http://ci.univ-lille1.fr/english\\_version/studying\\_at\\_lille\\_1/uk\\_guide\\_accueil.php](http://ci.univ-lille1.fr/english_version/studying_at_lille_1/uk_guide_accueil.php)

Nord-Pas de Calais region: <http://www.tourisme-nordpasdecalais.fr/>

## **ABOUT LILLE**

<http://www.lilletourism.com/>

<http://www.lille.fr/fr>

## **ABOUT VILLENEUVE D'ASCQ**

<http://villeneuvedascq-tourisme.eu/>