

Polytech Lille information sheet for non degree-seeking Exchange Students

**Polytech Lille is a graduate school of engineering
within the University of Lille
Erasmus code of the University of Lille: F LILLE103**

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| Name and address of the school | <p align="center">Polytech Lille Avenue Paul Langevin - Cité Scientifique 59655 Villeneuve d'Ascq – France</p> |
| International office address | <p align="center">Polytech Lille International Office Avenue Paul Langevin – Cité scientifique 59655 Villeneuve d'Ascq Cedex - France</p> |
| Erasmus and Exchange Programme Coordinator | <p align="center">Blandine KOWALSKI Head of the International Office – Polytech Lille Tel: + 33 (0)3 28 76 73 10 E-mail: blandine.kowalski@polytech-lille.fr</p> |
| Administrative Contact for Incoming Students | <p align="center">Anne-Marie GREGIS International relations assistant Tel: + 33 (0)3 20 41 75 72 E-mail: erasmus@polytech-lille.fr for Erasmus exchange students fitec@polytech-lille.fr for exchange students from non-European countries (outside Erasmus program)</p> |
| Websites | <p align="center">www.polytech-lille.fr/english http://www.polytech-lille.fr/erasmus+students</p> |

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 other countries.

As a non-degree 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 exchange agreement.

Degree courses not open to exchange students :

- The path “Mechatronics” of the Mechanical Engineering degree course (because of a limited number of places and a project which runs for a duration of 3 academic semesters).
- The “Production Engineering” (IESP) degree course 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.

| APPLICATION PROCEDURE | |
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| Deadlines | <ul style="list-style-type: none"> • 15th May for the Autumn semester or full academic year (beginning of September – Mid January) • 1st November for the Spring semester (Last week of January – end of June) |
| Nomination | <p>Nominations are required to be sent before application deadlines by home university to:</p> <p>erasmus@polytech-lille.fr for Erasmus exchange students fitec@polytech-lille.fr for exchange students from non–European countries (outside Erasmus program)</p> |
| Application for study period | <p>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.</p> <p>Nominated students have to fill in the on-line application form of the University of Lille. The link will be provided to the students after the nomination.</p> <p>Students have to mention “Polytech Lille” for “Host Faculty” and the Field of Study they are interested in. To apply for a study period at Polytech Lille, the following documents are required:</p> <ul style="list-style-type: none"> • Learning Agreement : http://www.polytech-lille.fr/erasmus+students • Applicant's transcripts of records from the sending university (in English, Spanish, Italian or French) • Photocopy of passport or identity card and passport photo • Language certificate provided by the home university (official test is not compulsory). • A resume (CV) and a cover letter (please upload in “others” section) <p>The application is subject to an academic assessment. Once the application has been officially accepted, a letter of acceptance is issued. The letter of acceptance is suitable for visa request in the home country, when necessary.</p> |
| Application for projects/Master Thesis | <p>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 the University of Lille 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). The researchers are autonomous in their choice of candidates.</p> <p>To apply for a research project work, the first step will be to send a resume (CV), a copy of your transcripts of records and a cover letter detailing your current studies and your interest in a field of research, the period you are applying for at the following address :</p> <p>erasmus@polytech-lille.fr for Erasmus exchange students fitec@polytech-lille.fr for exchange students from non –European countries (outside Erasmus).</p> |

| ACADEMIC CALENDAR | |
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| Autumn semester | Beginning of September – Mid January (examination period included) |
| Spring semester | Mid-January – End of June (examination period included) |
| Examination Period | Continuous assessment (generally end-of-module assessment, course related projects, practical works) Industrial internships are also evaluated (written report and oral defense). |

| COURSES | |
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| Credits requirements | Exchange students are asked to choose courses for a minimum of 20 ECTS credits and a maximum of 30 ECTS credits per semester. |
| Course Catalog | <p>The courses are mainly taught in French. From the page www.polytech-lille.fr/erasmus+students, click on “Education” to find links to a detailed description for each of the seven engineering degree courses.</p> <p>A limited number of courses may be offered in English for exchange students.</p> <p>It is recommended not to choose lectures from different engineering degree courses or semesters because of incompatible timetables.</p> |
| Learning Agreement | A learning agreement will be issued 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 approval. |

| TRANSCRIPT OF RECORDS | |
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| Official transcripts | A transcript of records will be issued after the end of the assessment period and after the examiners' school board meeting (mid or end of February for the autumn semester and mid-July for the spring semester). It should normally not exceed five weeks after the end of the mobility. Grading system: http://www.polytech-lille.fr/erasmus+students |

| LANGUAGE | |
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| French language proficiency | The language of instruction is French. Polytech Lille relies on the selection of students made by the home institutions (the minimum level of French proficiency required should be B1). No official test is required. |
| English language proficiency | Exchange students coming for a project in a laboratory without attending courses are not required to speak French. Proficiency in English (B1) will be sufficient. The minimum level of English proficiency required for the courses taught in English is B1. |
| French courses | <ul style="list-style-type: none"> 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 have also the possibility to attend a fee-paying French summer intensive course. Information available at: http://www.cue-lillenorddefrance.fr/?q=international_academy_en |

| ACCOMMODATION | |
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| Booking | The University of Lille can propose to exchange students coming from our partner institutions accommodation. The number of rooms is limited. The international office of the University of Lille cannot guarantee to meet all the requests. Hall of residence "REEFLEX" http://reeflex.univ-lille.fr/Presentation/Reeflex/ CROUS residence: https://www.univ-lille.fr/fileadmin/user_upload/docs_pdf_autre_/international/docs/Logement_CROUS_06.06_EN.pdf A deposit payment of up to one month-rent is required. In order to apply for a room, you must tick "yes" in "further information-accommodation" section on the online application form. |
| Housing Assistance | International students are eligible to apply for housing assistance as part of a system set up to deal with the relatively high cost of housing in France. The amounts of assistance are based on the rental amount and the student's resources. The benefit is not automatic or provided. Requests 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 the beneficiaries' bank accounts. |

| MORE INFORMATION | |
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| To reach Cité Scientifique Campus | https://www.univ-lille.fr/home/international-student/planning-your-arrival/ |
| Practical information | https://www.univ-lille.fr/home/international-student/planning-your-arrival/ |
| About the region | Hauts de France region: http://www.hautsdefrance.fr/escapades/ Lille: http://www.lilletourism.com/ |

| INSURANCES | |
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| Civil liability Insurance (compulsory) | Civil liability insurance is required for all registrations in French educational institutions. Student mutual insurers offer cover for damage caused to third parties by the policyholder. It guarantees the repair of damages that may be caused by the student to a third person, material... We recommend that the student visit the following websites : SMENO https://www.smeno.com/assurances/pack-assurances.html https://www.smeno.com/assurances/pack-assurances/souscription.html LMDE https://www.lmde.fr/ Please note that other insurance companies or banks also offer this kind of insurance. |
| Home Insurance (compulsory) | This insurance protects your accommodation in case of fire, water damages, broken glass... Upon arrival, the residence will probably ask the student for a copy of the home insurance. It's better to subscribe online before arrival. We recommend that the student visit the following websites : SMENO: https://www.smeno.com/assurances/assurance-habitation.html We recommend at least formule 2 LMDE: https://switch.axa.fr/lmde/habitation.html?xtor=CS1-10202&utm_campaign=LMDE-partenariat-10202&utm_source=acc Please note that other insurance companies or banks also offer this kind of insurance. |

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| Social security insurance (compulsory) | <ul style="list-style-type: none"> • <i>EEA student (from the European Economic Area):</i> EEA students do not need to enrol for French student health insurance. They must be in possession of their European Health Insurance Card (EHIC) card. This card, provided by the country of origin, gives access to health insurance in France. • <i>Students from outside the EEA:</i> Mandatory medical cover = French students' social security. Non EU/EEA students must sign up for the French students' social security scheme. Since the reform of March 2018, the affiliation to the Student social security has been free of charge. After their registration at the University of Lille, students will register at https://etudiant-etranger.ameli.fr/#/ |
| Additional health insurance cover (Highly recommended) | <p>It supplements the reimbursement of medical expenses beyond the amount re-funded by the students' social security scheme or through the EHIC (to almost 100 %). We highly recommend you to subscribe an additional health insurance cover (called « Mutuelle » or « Complémentaire santé » in French). Prices vary depending on the extent of the cover.</p> <p>We recommend that the student visit the following websites :</p> <p>SMENO: https://www.smeno.com/mutuelles.html</p> <p>LMDE: https://www.lmde.fr/mutuelle-sante/international/je-viens-etudier-en-france</p> <p>Please note that other insurance companies or banks also offer this kind of insurance.</p> |
| Repatriation insurance | <p>It is also recommended to take out a repatriation insurance before arriving in France.</p> |