

Exchange Students at the IMMD

A Guide to Applying and Preparing for your Stay

Contacts

IMMD:

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International Relations Coordinator
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Lille 2 International Office:

Mathilde Modaine
Student advisor
mathilde.modaine[at]univ-lille2.fr

How and when do I apply?

Once you have been selected by your home university, you should submit the following documents to Lille 2:

- **A pre-registration form**, completed online and printed. Signed by you and your home university. [Access the online form here.](#)
- **A Learning Agreement** (to be prepared with your professor or exchange advisor from your home university).
- **Certification of your proficiency level in French** (TCF/DELF/DALF certificate or a signed statement from a French professor).
- **Your transcript** of records

Send your application at the latest by:

- **June 1st** for a first semester arrival
- **November 1st** for a second semester arrival

To the International Relations Office:

By post: Mathilde Modaine
Service des Relations Internationales
42 rue Paul Duez
59000 LILLE France

Or by email: mathilde.modaine[at]univ-lille2.fr

You will be informed of your acceptance status by email. If your application is accepted, you will also receive information for preparing your arrival.

How do I choose my classes?

For your learning agreement, you will need to choose your courses before you come.

The “Licence” programmes or course catalogues, one for each year of the degree program, may be downloaded on the following webpage:

<http://www.immd.fr/formation/formation-initiale/>

Under the heading “Une licence, Sciences de gestion parcours distribution”

The Master’s programmes are available by specialty on the same page:

<http://www.immd.fr/formation/formation-initiale/>

Under the heading “Cinq spécialités du master, Marketing – Vente”

Please note:

- **All courses are in French;** you will be expected to have a B1 proficiency level.
- **Second year master’s courses (M2) are closed** to exchange students.
- **Select second choice courses,** as sometimes class hours may conflict.

How do I prepare?

Inform your International Relations (IR) coordinator and the IR Office Student Advisor of your arrival date (see “contacts” above).

Request housing and a student contact to meet you at the station:

- For information on making these arrangements, see [the Student Services \(Services à l’étudiant\) pages](#).
- **Please note,** the number of rooms in university residence halls is limited and a room assignment is not automatic.

Learn about life in Lille by reading the international student guide:

- [Guide de l’étudiant étranger](#)

Be sure to practise your French.

For more information: See the [International Relations Office website](#).

When I arrive in Lille

Lille 2 Registration: Your IR coordinator will provide and help you to complete your registration forms. You will then submit them to the IR office student advisor.

Timetable: Once you have your login and password for the university, you will be able to see your class hours on the online platform [GhabsTine](#). If need be, your IR coordinator can send them to you by email.

Academic year calendar: Available on the IR [webpage for incoming students](#).

If you require support for a disability, don't hesitate to notify your IR coordinator, as well as your professors and the IR Office Student Advisor. We will ensure that the necessary classroom arrangements be made.

For University-wide disability services see: [La mission handicap](#).

During my stay

For help with your coursework, don't hesitate to ask your classmates.

Student organizations are a good way to meet your peers.

- [Erasmus Student Network \(ESN\)](#)
- The "Bureau des étudiants" or "BDE", literally meaning "Student Office", located in the basement of the IMMD.

Check out the International Relations [Facebook group](#) for news and information on things to do in Lille, international student orientation events, etc.

If you receive a mark of 10 in a final exam, you may attend a resit exam. The resit exam week and the type of exam administered are laid out in the study programme regulations. **Please note:** Resit exams do not apply to homework given during the semester. Some courses do not have final exams, thus a resit cannot be administered for these courses.

When it's Time to Go...

Your transcript will be provided by the IR coordinator within five weeks of when the grades become available.

You will receive your ECTS credits by individual course. This implies that you must pass each course to receive the corresponding credits.

Don't forget to have your Attendance Certificate signed.

Our commitment to non-discrimination

The IMMD commits to ensuring that there will be no discrimination against international students.