



**UNIVERSITÉ DE TECHNOLOGIE DE BELFORT-MONTBÉLIARD**

# EXCHANGE STUDENT GUIDE

[www.utbm.fr](http://www.utbm.fr)

# SUMMARY

Coming for a semester or two at the UTBM is the perfect opportunity to learn in the 4th engineering school of the country, member of the Conférence des Grandes Écoles, at the heart of Europe. Come get training in our fields of excellence : Mechanical Engineering, Mechanical Engineering and Ergonomics, Energy Engineering, Computer Science, Industrial Systems.

## Presentation

3 campuses .....	p. 3
Our courses .....	p. 4
Double Degree .....	p. 6

## Administrative procedures

How to apply .....	p. 7
Required documents .....	p. 8
Enrollment.....	p. 9

## Welcome Week..... p. 10

## Practical life

Accommodation .....	p. 11
Transportation .....	p. 13
Health coverage .....	p. 14
Finances .....	p. 16

## Leisure

Student life .....	p. 18
Must do .....	p. 19

## Glossary and contacts

A team at your service.....	p. 20
Glossary.....	p. 21

 Websites useful to prepare your arrival:

 étudiant.gouv.fr

 CAMPUS FRANCE  
campusfrance.org

# 3 campuses

There are 3 campuses at the UTBM: Belfort, Sevenans and Montbéliard.



## Belfort campus

Computer Science  
Energy Engineering  
Rooms: A to I



Download the map

## Sevenans campus

Mechanical Engineering  
Undergraduate  
Industrial Systems  
Supply Chain  
Rooms: P and T



Download the map

## Montbéliard campus

Mechanical Engineering  
and Ergonomics  
Mechanical Engineering  
(apprentices)  
Rooms: M



Download the map



The three campuses are well connected by bus

# Our courses

Students can choose **7 UE** maximum. We advise you to choose between 4 to 6 UE (30 ECTS).

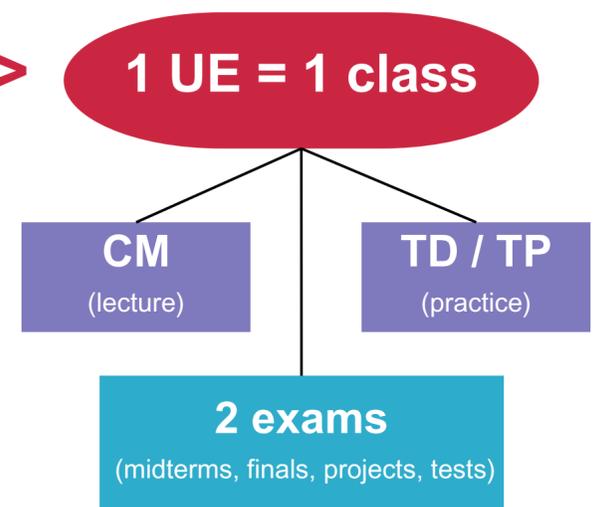
4 to 6  
ECTS



1 UE = 1 class

To avoid schedule clashes, **you must choose your subjects in one department only.**

We strongly advise students with a level B2 in French to choose either **only CS classes or TM classes in one block only. This is mandatory for Computer Science students.**



You are free to add as much **Humanities classes** as you wish.

You can add a **Project UE**, where you will work on a subject free of choice under the lead of a teacher.

## Undergraduate

(TC, preparatory cycle)

## Energy Engineering

(FISE E-GE)

## Computer Science

(FISE INFO)

## Mechanical Engineering and Ergonomics

(FISE MECA ERGO)

## Industrial Systems

(FISE GENIE INDUS)

## Mechanical Engineering

(FISE MECA)



## Humanities

Social Sciences (QC/OM) and languages (EC)



## Project UE

(subject free of choice)

CS

fundamental  
level



TM

advanced  
level, in blocks



The UTBM welcomes exchange students **only for studying**. If you want to do an internship in France, you need to ask your home university to sign your internship agreement.

# Our courses



To facilitate your integration, we offer you an **intensive French training**, followed by classes all along the semester. In small group of students, learn the language and discover the culture! Five levels are available, from real beginner to sitting an international certification exam. Our classes have been certified “Label Qualité FLE” in 2024.

## Guide des UE

To discover all of our courses, go on [le guide des UE](#)

**Choose the year and “Formation d’Ingénieur”**  
**Choose your department**  
**Choose your semester**  
 • Printemps = Spring  
 • Automne = Fall  
**Choose the language of study**  
**Choose your block**

Energy Engineering  
 Industrial Systems  
 Computer Science  
 Mechanical Engineering  
 Mechanical Engineering and Ergonomics  
 Undergraduate

UE	Libellé	Langue	Catégorie	Domaines de compétences	Filières   Blocs métier	Caractéristiques	Automne	Printemps
AI50	Intelligence artificielle: le projet complet sur 6 mois	FR	TM		IA **		ouverte	
AI51	Systèmes multiagents et simulation	UK	TM		IA **		ouverte	
AI52	Optimisation et recherche opérationnelle avancée	FR	TM		IA **		ouverte	
AI53	Machine learning by practice	UK	TM		IA **		ouverte	
AM01	Improvisation et interprétation musicale	FR					ouverte	ouverte
AM02	Pratique et création artistique	FR	QC				ouverte	ouverte

**Code**  
**Teaching language**  
**Level / courses type**  
 • CS: fundamental  
 • TM : advanced  
 • QC/OM : social sciences  
 • EC: languages  
**Semester**  
 • Ouverte = open  
 • Fermée = closed

Exchange students can register only in FISE or TC courses, not FISA courses

# Double Degree

Coming to the UTBM through a Double Degree program allows you to get a UTBM diploma alongside your home university one. Depending on the program, students usually come spend their last year of studies at the UTBM.

## List of Partner Universities

Country	Universities	Diplomas	
		Partner University	UTBM
China	Sino-European University of Technology of Shanghai (UTSEUS)	Bachelor	Engineering Diploma
Taiwan	National central University of Taiwan (NCU)	Master in Computer Science	
Switzerland	Haute École Arc Ingénierie (HE Arc)	Bachelor	Engineering Diploma
Canada	École de Technologie Supérieure Montréal (ÉTS)	Master	
	UQAC Chicoutimi		

To apply, follow the same procedure as for an exchange semester.

# How to apply



1 I apply for an exchange at the UTBM through my university.

2 My university nominates me at [relations.internationales@utbm.fr](mailto:relations.internationales@utbm.fr)

3 The UTBM contacts me to explain the procedure.

4 I fill out the online application form and upload the requested documents.

5 Once my application is accepted, the Student Mobility Office helps me prepare my exchange semester.



# Required documents

You must bring hard copies of all these documents with you.



**Please make sure that the documents are translated in French! (non-official translation tolerated)**

**Always give copies, not the originals!**

Citizens of the European Union, Switzerland, Monaco, Andorra, Algeria, Vatican, Saint-Martin	Citizens of any country outside the UE (including the United Kingdom since January 1st 2021)
A proof of identity (ID, passport)	A birth certificate - translated in French Passport (in validity at least 3 months after the end of your stay) Long-stay Visa (more than 90 days)*
UTBM Acceptance Letter	UTBM Acceptance Letter
At least 3 passport-size pictures	At least 3 passport-size pictures
European Health Insurance Card (or a proof of health coverage)	Proof of health coverage (at least for your two first months in France) OR for citizens of Québec : form SE401-Q-106
Vaccination certificate (with written proof of BGC vaccination, DT Polio vaccination with last booster less than 5 years old)	Vaccination certificate (with written proof of BGC vaccination, DT Polio vaccination with last booster less than 5 years old, tuberculin test (intradermal) less than 3 months old)
Scholarship students: a scholarship certificate - translated in French	A proof of income or scholarship certificate - translated in French

\*You must apply for a long-stay Visa (more than 90 days) through the French Embassy or Consulate of your birth country, at least a month before your arrival. Please refer to FranceVisa to know your country's procedure. Upon your arrival in France, you have 3 months to validate your Visa online on the ANEF website and pay the 60€ tax.



# Enrollment

Upon your arrival, the Student Mobility Office will organize a meeting to do your enrollment.

 Please don't forget to bring the required documents

After my registration, I get:

## My student card, to:



- Pay my meals at the CROUS (resto U)
- Access to the buildings
- Borrow books at the libraries (UTBM and Montbéliard)
- Print my lessons
- Use the self-service printers
- Pay my drinks and snacks at the automatic dispensers

And benefit of all of the advantages of IZLY!



## My UTBM email



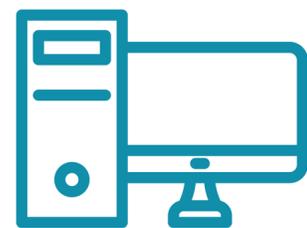
## My user account to access to the online services



- Timetable
- Academic information
- Grades



**EDUROAM**  
(free wifi on the campuses)



Self-service  
computers

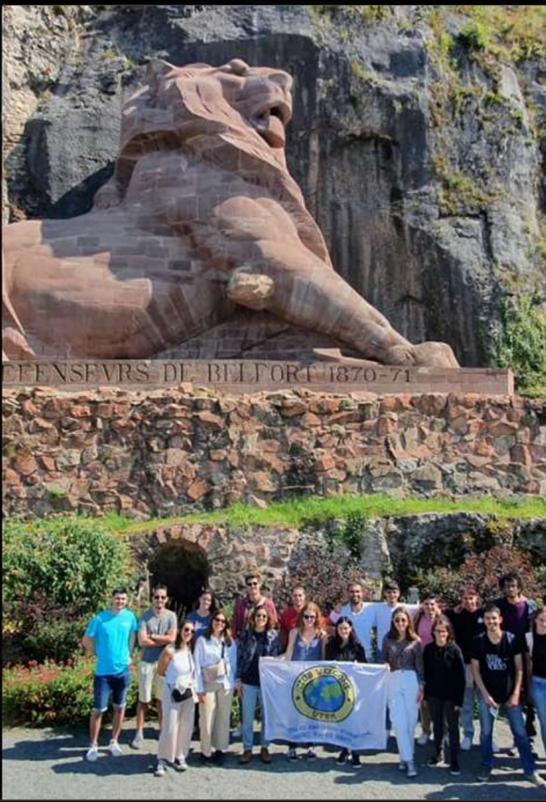
User account :

- A login (First letter of your name + surname, max 8 characters)
- A temporary password (sent by the administrative department), that you must change as soon as possible on : [Mon Espace UTBM - \[ent1\]](#), onglet ACCUEIL > Mon Profil UTBM > Changer mon mot de passe.

# Welcome Week

Upon your arrival, the Welcome Club organizes a week full of activities to welcome you at the UTBM!

- Many events to get to know each other, build friendships and enjoy 😊
- Intensive French training
- Help to do your administrative procedures (because French admin is a blast! 😊)



The Welcome Club also organizes events throughout the semester to discover French culture, enjoy and make unforgettable memories! So, don't forget to follow us on our socials to get all the info 😊



@club.welcome



Club Welcome - AE UTBM

# Accommodation



[More details](#)

## CROUS - Résidence Ernest Duvillard

- Furnished room of 9m<sup>2</sup>
- Private bathroom/toilets included
- Shared kitchen
- Water, heating, electricity included
- Free wifi
- Furnitures: bed and mattress, fridge, desk, shelves, closet, chair
- 270€/month, 270€ deposit



2 rue Ernest Duvillard, 90000 Belfort



There is no household linen, blanket, pillow, cookware nor tableware in the accommodations. If you are coming for the Spring semester, **don't forget to bring a sleeping bag for your first night.**



You can retrieve your keys during the opening hours of your accommodation. Otherwise, you will have to spend your first night in a hotel.

**9:00 - 12:00 / 13:30 - 15:30**



Go to the University Restaurants for full-course meals at low price!

€ 3.50 €

# Accommodation

1

I apply for the accommodation of my choice.

2

I apply to get Visale (students under 30 years old).



3

I subscribe to an accommodation insurance with civil liability included.



4

Once arrived in France, I apply to APL (CAF), to be reimbursed of a part of my rent.



The Student Mobility Office will help you with all these procedures

# Transportation

## Airports

### **BASEL-MULHOUSE**

 10 min bus

 30 min train

### **LYON**

 10 min bus

 2h30 train)

### **STRASBOURG**

 10 min bus

 2h train

### **PARIS**

 1h metro

 3h train

If you plan to arrive by plane, we strongly advise you to land at **Basel-Mulhouse**. If you land in Paris, you can take the TGV (fast train, direct), or the TER, cheaper but slower.

## Belfort

### **Gare TGV MOVAL**

 20 min bus

### **Gare BELFORT CENTRE**

### **Optymo**

 Crous Bed and Breakfast

 Best Western Hôtel

 Campanile

## Montbéliard

### **Gare TGV MOVAL**

 20 min bus

### **Gare MONTBÉLIARD**

### **EvolitY**

 Ibis Hôtel

 Campanile



Download this app to buy your bus tickets on your phone



Do you plan to travel by train? Don't forget to buy a Carte Avantage Jeune for capped fares and discounts!

# Health coverage

The National Health Insurance, or Social Security, is mandatory and free. It reimburses up to 70% of your medical fees.



## I'm a citizen of the European Union

- I check that the health insurance of my home country covers me during all of my stay.
- I get my **European Health Insurance Card** and present it at every medical consultation.
- Public hospitals are free of charge in France. For the other practitioners, I send my *feuille de soins* (medical bill) to my home insurance to be reimbursed.



## I'm not a citizen of the European Union

- Once arrived in France, I register to the Social Security on <https://etudiant-etranger.ameli.fr/#/>



- I subscribe to an **international health insurance** for a month and a half, to be covered during the processing of my file
- Once my file processed, I receive a temporary number and an *attestation de droits* (certificate of affiliation). I fill the online form to receive my **Carte Vitale** (insurance card).



Please remember to update any change in your postal address on your Ameli account in order to receive the documents necessary.



# Health coverage



## Getting reimbursed by the Social Security

### • I still haven't received my Carte Vitale :

1. I show my *attestation de droits* to the practitioner.
2. I ask for my *feuille de soins* (medical bill).
3. I send it by post to my affiliated *Caisse Primaire d'Assurance Maladie*.

Caisse Primaire Assurance Maladie CPAM 90  
12 r Gén Strolz, 90000 Belfort

### • I've received my Carte Vitale :

1. I show my **Carte Vitale** at every consultation.
2. The reimbursement goes automatically to my bank account.

The Social Security reimburses medical fees up to 70% only. If you want a better reimbursement, we advise you to subscribe to a **complementary health insurance**.



## Estimated monthly budget

Accommodation	270 € - 380 €**	
Insurances	Accommodation	10 €
	Civil liability	Included in your housing insurance or 20 € / year
	Complementary health insurance*	12 €
Groceries	250 €	
Phone package	From 2 to 20 €	
Transport (bus)	From 13 € to 36 €	
<b>TOTAL</b>	<b>560 € - 750 €</b>	

## One-time costs

AE registration* (Student Association)	35 € for a year 20 € for a semester
Deposit (down payment on entering your accommodation)	A rent (260 € - 380 €)
Residence permit (students outside the UE)	60 €

\* Non mandatory

\*\* APL (CAF) non included (reimbursement from 30 € to 200€, go on [www.caf.fr](http://www.caf.fr))



Having a French bank account will make your life so much easier! The UTBM has a partnership with **Crédit Agricole de Franche-Comté**. Having an account will cost you only **1€/year**. The bank gifts you **80 €** if you open an account, so don't hesitate! Please come with your **UTBM scholarship certificate** to benefit from this offer.

## Finding a student job

- Advices and tips



- Websites with job offers



- Socials (take a look at Facebook support groups!)



- Temporary employment agencies for short-term jobs



You aren't an **European Union citizen**? Don't forget to check your employment rights!

# Student life



The AE in a few words

- more than 50 clubs (robotics, mix, shooting, brewery...)
- a serie of great activites during the semester (intergation week, gala, festiv'UT, week of March...)
- common areas, to meet, eat and share

Simply put, the Student Association is here to help you organize your parties and weekends, and make your studies at the UTBM unforgettable! 😊



Do you want to practice a sport? The BDS is here for that! Numerous slots are available all year round in Belfort and Montbéliard. Joining a club is also the best way to make friends in France 😊



Junior UTBM connects UTBM students with companies where they can carry out payed missions. Whether you want to launch an association or get involved in concrete projects, working with the Junior is the best way to prepare your professional future!

# Must do

The Crunch Time



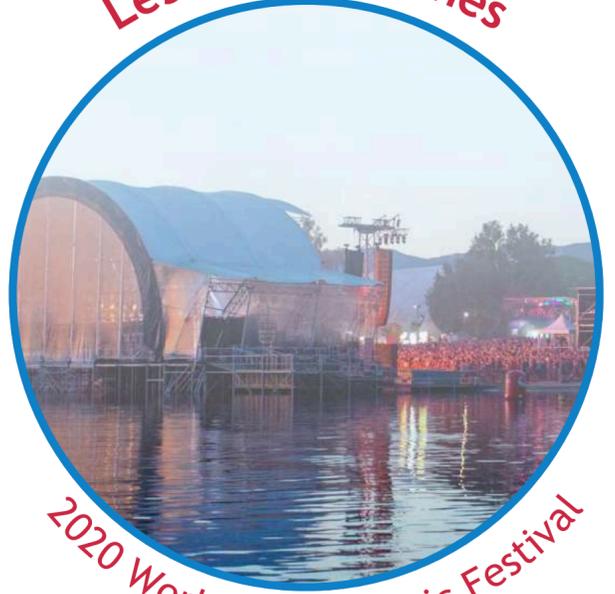
a week of innovation

The FIMU



a student music festival on fire

Les Eurockéennes



2020 World's Best Music Festival

Les lumières de Montbéliard



a magical Christmas market

La Franche-Comté



natural and culinary heritage

Switzerland



a dreamland 30 min away from Belfort

La Bourgogne



land of exceptional wines

The French Alps



breathtaking lakes and mountains

L'Alsace



picturesque towns and Christmas markets

Europa Park



the biggest German theme park 1h30 away from Belfort

# A team at your service

The International Relations Office (IRO) is here to help you! If you have any question, please contact [relations.internationales@utbm.fr](mailto:relations.internationales@utbm.fr) or the appropriate staff member.



## Franck GECHTER

Director of the IRO  
[relations.internationales@utbm.fr](mailto:relations.internationales@utbm.fr)



## Heather COOPER

Deputy Director  
Project Manager - Africa  
[heather.cooper@utbm.fr](mailto:heather.cooper@utbm.fr)



## Pauline DOXIN

Erasmus Coordinator  
IRO Project Manager  
[pauline.doxin@utbm.fr](mailto:pauline.doxin@utbm.fr)



## Mireille JACQUOT

Secretary of the IRO  
[mireille.jacquot@utbm.fr](mailto:mireille.jacquot@utbm.fr)



## Haylee COFIELD-ILHE

Exchange Students Reception  
Officer - Malaysia  
Double Degree  
[haylee.cofield@utbm.fr](mailto:haylee.cofield@utbm.fr)



## Niu-Niu DUPLAIN

Project Manager - China  
Exchange Students Reception  
Officer - China  
[niuniu.duplain@utbm.fr](mailto:niuniu.duplain@utbm.fr)



## Adélaïde Careil

Exchange Students Reception  
Officer  
Meetings with International  
Students  
Eiffel Excellence Scholarship  
[adelaide.careil@utbm.fr](mailto:adelaide.careil@utbm.fr)

# Glossary

## Formation

<b>FISE</b>	Engineering specialty (students)
<b>FISA</b>	Engineering specialty (apprentices)
<b>TC</b>	Undergraduate School (two years of preparatory cycle)
<b>HUMA</b>	Humanities Department (T2S and EC)
<b>T2S</b>	Technology, Science and Society (social sciences classes)
<b>EC</b>	Expression Communication (languages classes)
<b>MECA ERGO</b>	Mechanical Engineering and Ergonomics
<b>MECA</b>	Mechanical Engineering
<b>GENIE INDUS</b>	Industrial Systems
<b>ENER</b>	Energy Engineering
<b>INFO</b>	Computer Science
<b>CS</b>	Scientific knowledge (fundamental courses)
<b>TM</b>	Techniques et Methods (advanced courses)
<b>ST</b>	Internship

## Classes

<b>UE</b>	A class
<b>CM</b>	Lectures
<b>TD</b>	Tutorial classes
<b>TP</b>	Lab
<b>DU</b>	University Diploma (state-approved)
<b>ECTS</b>	European Credits Transfer System (credits for each class)

## Departments

<b>AE</b>	Student Associations
<b>BDS</b>	Sports Office
<b>DRII</b>	International Relations Department
<b>DRE</b>	Corporate Relations Department
<b>DSI</b>	IT Department
<b>PPE</b>	Plannings and Exams Department

# BIENVENUE A L'UTBM!

## UTBM, A CIVIC UNIVERSITY...

... Engaged for the safety and health of its students and staff.

## UTBM, AN ECO-RESPONSIBLE UNIVERSITY...

... That plays its part in limiting the impacts of human activities on the environment.

## UTBM, A UNIVERSITY THAT PREPARES ITS GRADUATES-TO-BE TO THE FUTURE WORLD



SEE YOU SOON