

**UNIVERSITÉ  
TOULOUSE  
CAPITOLE**



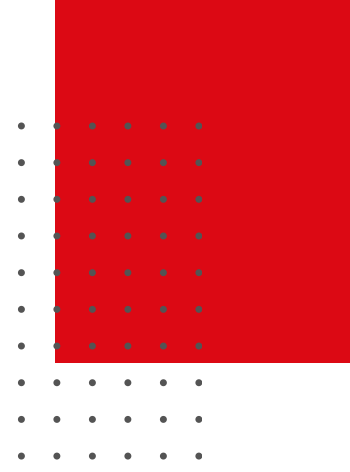
**FACULTÉ  
D'INFORMATIQUE**



# STUDENTS' GUIDE

[www.miage.ut-capitole.fr](http://www.miage.ut-capitole.fr)

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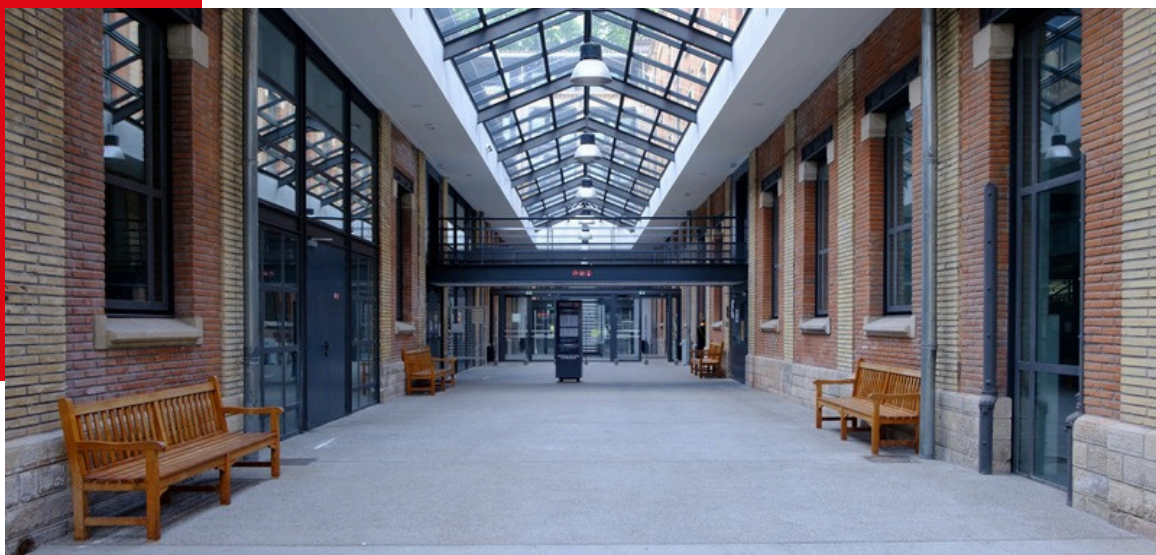
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# **FACULTY OF INFORMATION TECHNOLOGY** */ L'UFR INFORMATIQUE*

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## Information Technology at UT Capitole

You can find your professors and the administrative personnel of UT Capitole Faculty of Information Technology on the second floor of Building F on the Manufacture des Tabacs site.

The professors will teach some of your courses and accompany you during your internship, projects or conferences linked to your degree..



# L'IRIT – UT CAPITOLE

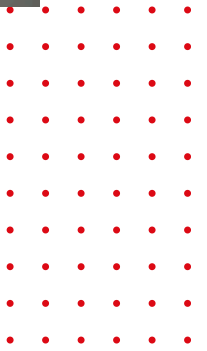
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## Research in Information Technology at the Faculty


The research undergone by the Professors of the Faculty of Information Technology of UT Capitole is also done within IRIT : Institut de Recherche en Informatique / Institute of Research in Information technology.

Their research focuses on major scientific subjects such as world modelling, the study of adaptive autonomous systems in their environment or concepts regarding cognition and interaction.

Seminars are regularly conducted around these activities..







## FACULTÉ D'INFORMATIQUE UT CAPITOLE

<b>Mention MIAGE</b>	<b>M2 IDA</b> <span style="color: red; font-weight: normal;">ALT.</span> Ingénierie des Données et Apprentissage	<b>M2 IPM</b> <span style="color: red; font-weight: normal;">ALT.</span> Ingénierie des Processus Métier	<b>M2 ISIAD</b> <span style="color: red; font-weight: normal;">ALT.</span> Ingénierie des Systèmes d'Information pour l'Aide à la Décision	<b>M2 2IS</b> Innovative Information Systems
	<b>Master 1 MIAGE</b> <span style="color: red; font-weight: normal;">ALT.</span> Spécialité Données ou Développement		<b>Master 1 MIAGE</b> 2IS Innovative Information Systems	
<b>Mention MIASHS</b>	<b>Licence</b> <b>Double Diplôme MIASHS et Gestion</b> parcours-type Numérique et Management  <b>L1 - L2 - L3</b>	<b>Licence 3 MIASHS</b> <span style="color: red; font-weight: normal;">ALT.</span> <b>parcours-type MIAGE</b> Méthodes Informatiques Appliquées à la Gestion des Entreprises	<b>APC</b> Année Préparatoire Chine	

ALT. Parcours également disponible en alternance   
 Parcours international enseigné en Anglais   
 Parcours en coopération avec Toulouse School of Management

Année universitaire **2024-2025**

# AN INTRODUCTION TO MIAGE

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**Julien ALIGON**  
MIAGE Mention Representative

## MIAGE at UT CAPITOLE

“ MIAGE at UT CapitoLe is defined by its **diversity**.

Through its course offer, its **varied specializations**, its functional and technical teachings.

Through the choice given to students to follow their curriculum : apprenticeship, mobility or as full time student (in English and French).

It also is a unique opportunity to be able to study a **double ability** in IT and Management, at the heart of the MIAGE in a motivational environment at a human scale.

”

# REGISTRAR'S OFFICE

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## Offices

The offices of the Scolarité Informatique / Registrar's office (they handle each degree's planning and grade deliverance) are located at the Manufacture des Tabacs on the first floor of building F from MF108 to MF112 opposite two classrooms MF103 and MF105.

You can contact them with this generic email address :

[scolarite.informatique@ut-capitole.fr](mailto:scolarite.informatique@ut-capitole.fr)

## Administrative personnel

### Registrar's Office Supervisor

Mélanie BUZET  
05 61 63 39 58  
[melanie.buzet@ut-capitole.fr](mailto:melanie.buzet@ut-capitole.fr)

### L1 & L2 MIASHS & Gestion parcours Numérique & Management Master 2 MIAGE 2IS

Mélanie HOCHET  
05 61 12 86 53  
[melanie.hochet@ut-capitole.fr](mailto:melanie.hochet@ut-capitole.fr)

### L3 MIASHS MIAGE Master 1 MIAGE FA Master 2 MIAGE IDA

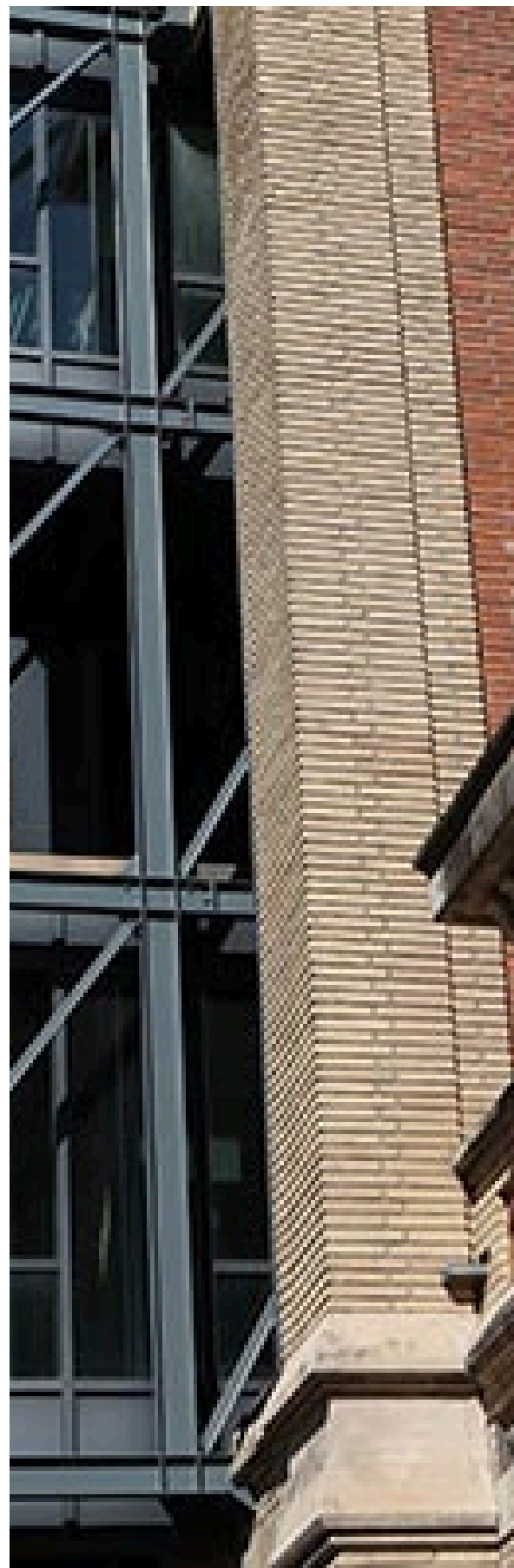
Christophe ERTA  
05 61 63 37 20  
[christophe.erta@ut-capitole.fr](mailto:christophe.erta@ut-capitole.fr)

### Année préparatoire Chine Master 1 MIAGE FI

Évelyne FABIEN  
05 61 63 39 38  
[evelyne.fabien@ut-capitole.fr](mailto:evelyne.fabien@ut-capitole.fr)

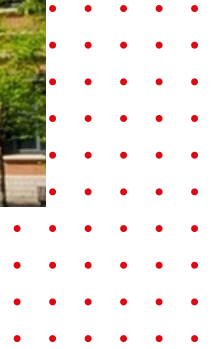
### Master 1 MIAGE 2IS Master 2 MIAGE IPM Master 2 MIAGE ISIAD

Jérôme BARATHIEU  
05 61 63 39 52  
[jerome.barathieu@ut-capitole.fr](mailto:jerome.barathieu@ut-capitole.fr)





# PRACTICAL INFORMATION



From the Welcome Day onwards, the Faculty can lend to each student who needs it a laptop. For more information please contact the following email address



[secretariat.ufrinfo-irit@ut-capitole.fr](mailto:secretariat.ufrinfo-irit@ut-capitole.fr)

**CULTURE**

On the solemn opening of the Faculty of Information technology many student may receive a ticket to see a show (concert, ciné concert, theatre ...) with the help from the Cultural Space of the University ( Espace Culturel d'UT Capitole).



For the entire duration of your studies, you may for your own use only, have access to Office Education for free which grants you access to Word, Excel, Powerpoint, Outlook, Publisher and Access.

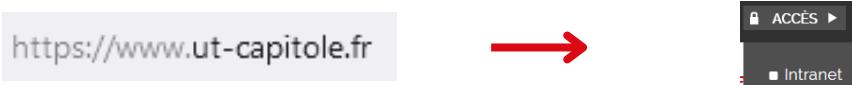
Install procedure



# YOUR INTRANET APPS

Following your administrative registration / *inscription administrative*, you must activate your intranet account on the University Toulouse Capitole website to access important apps that will be useful throughout your curriculum.

To do so, start by generating a username/*identifiant* and a password/*mot de passe* in order to complete your first log in



**UNIVERSITÉ TOULOUSE CAPITOLE**

**1**

**IDENTIFIANT** Identifiant oublié ?

**MOT DE PASSE** Mot de passe oublié ?

**SE CONNECTER**

! Pour des raisons de sécurité, fermez votre navigateur après être connecté aux services protégés !

**2**

**UNIVERSITÉ TOULOUSE CAPITOLE** Identifiant oublié ?

Pour recevoir votre identifiant, veuillez saisir votre adresse email personnelle ou votre numéro de mobile

Email ou numéro de mobile

Exemple: jean.dupont@orange.fr OU 0601020304.

Valider

**UNIVERSITÉ TOULOUSE CAPITOLE** Mot de passe oublié ?

Pour réinitialiser votre mot de passe, veuillez saisir votre identifiant et votre date de naissance.

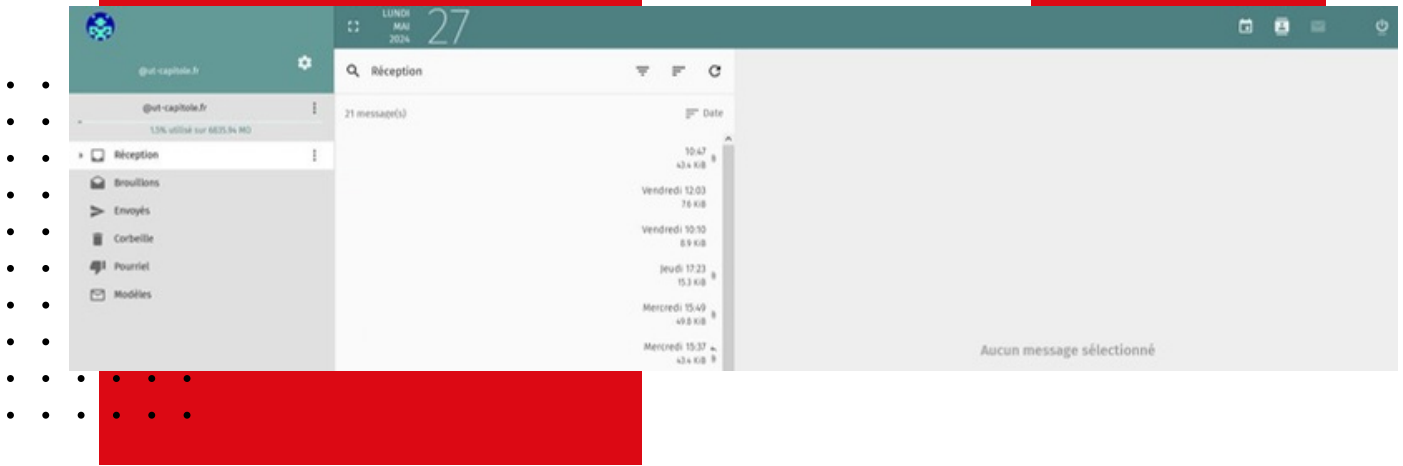
Identifiant

Date de naissance

Format: JJ/MM/AAAA

Valider





## WEBMAIL SOGO

- University email adress for all students.  
**firstname.lastname@ut-capitole.fr /**  
*prenom.nom@ut-capitole.fr*
- You must use it for all interaction with people working at the University (teachers, administrative personnel ...)
- Check it on a regular basis as it is the way people will get in touch with you.
- Transfer or redirection is prohibited as emails may be lost in the process.

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> Accéder aux applications



Gérer

Consulter

Communiquer

Étudier

Aide



# ONLINE TIMETABLE



Prior to your registration and welcome day you can access the general timetable of your degree.



It is available at this [link](#). You must sort through the folders until you reach the one for your degree under the following folder :

**Groupes d'étudiants > UFR Informatique**



Following your pedagogical registration / *inscription pédagogique* in groups done by the registrar's office, you will have access to your personalised timetable.



Check it regularly as any change is automatically and instantly updated.



## [INFO - L3] Espace général L3 MIASHS Méthodes info appliquées à la gest° E (MIAGE) - FI et FA

Cours Paramètres Participants Notes Rapports Plus ▾

> Généralités Tout replier

> Documents de Sclarité

> Conférences

> Stages

> Option - Choix d'UE d'Ouverture (Mars 2024)

> Mobilité en MIAGE

▾ Candidatures en Master



> Accéder aux applications



Gérer

Consulter

Communiquer

Étudier

Aide



# MOODLE COURSES



1 **General Space** / *Espace Général* for each degree with specific information regarding your degree.



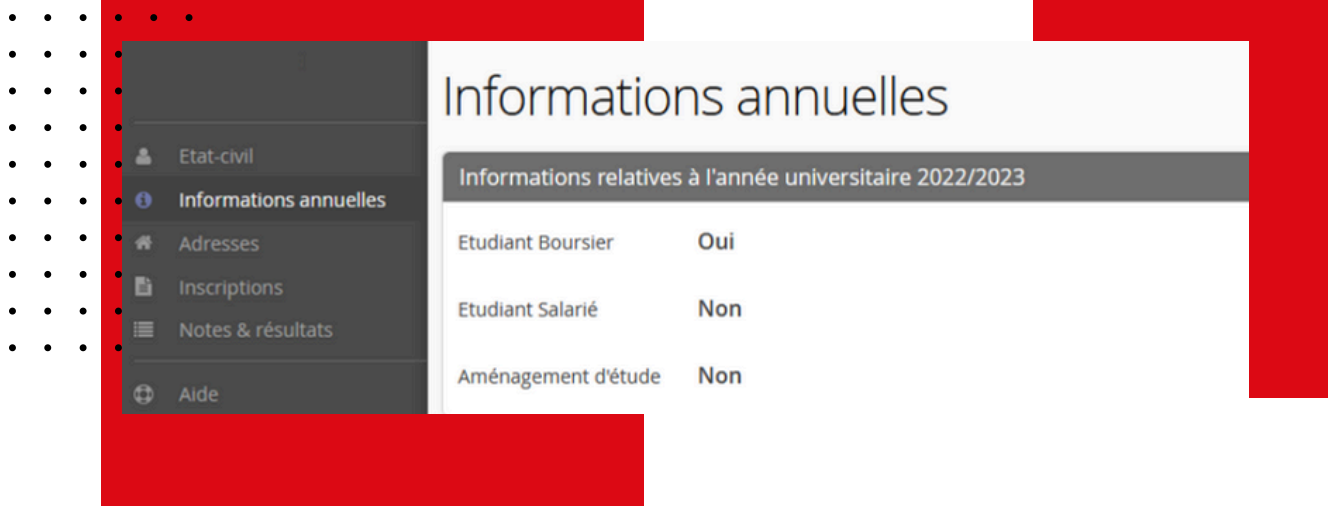
1 Space for **each course** moderated by the Professor in charge.



All students are **automatically registered** on these spaces as soon as your registration (administrative and pedagogical are complete)



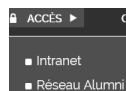
Each new subject on either spaces will automatically generate an email.



# MY ONLINE FILE / MON DOSSIER WEB

- Digital and secure access to your administrative file : you can check if your personal data there is correct (name, address, phone number, email)
- Consult and check** your registrations at the University Toulouse Capitole : internal curriculum/ *cursus interne*, ongoing pedagogical registrations/*inscriptions pédagogiques* en cours. If you see a mistake you should get in touch with the registrar's office / *scolarité informatique*.
- Print your school certificate for the current year and your previous years within the University.
- Have **access and print** your grades (pdf).





# ALUMNI NETWORK / RÉSEAU ALUMNI



Personal account available with your intranet account



Internship, Apprenticeship offers or tutoring to check out.💡 Previous years internship catalogue / *catalogue des stages* available for spontaneous applications



Generate your internship agreement on the platform



Fully online : your agreement once filled up will be digitally signed by the teacher in charge of the degree / *responsable pédagogique* and the internship office.



## Arsenal



- General Information / *Accueil Général*
- University Library / *Bibliothèque Universitaire*
- Amphitheatre A to I / *Amphithéâtres A à I*
- Building J / *Bâtiment J*
- General Administrative office / *Scolarité Générale*
- International Office
- Internship office / *Bureau des stages*
- SUIO-IP
- Sports / *DAPS (Sports et Activités Physiques)*
- Rooms AR & J / *Salles AR et J*

## Manufacture des Tabacs



- Information Desk / *Accueil de la Manufacture*
- Manufacture Library / *Bibliothèque de la Manufacture*
- Rooms / *Salles MB, MC, ME, MF, MH, MQ*
- Amphitheatre MI-V Isaac
- Faculty of Information Technology / *UFR Informatique* (Build. F, 2nd floor)
- Registrar's Office / *Scolarité Informatique* (MF108, 110, 112)
- Executive Education (FCV2A) (MQ)

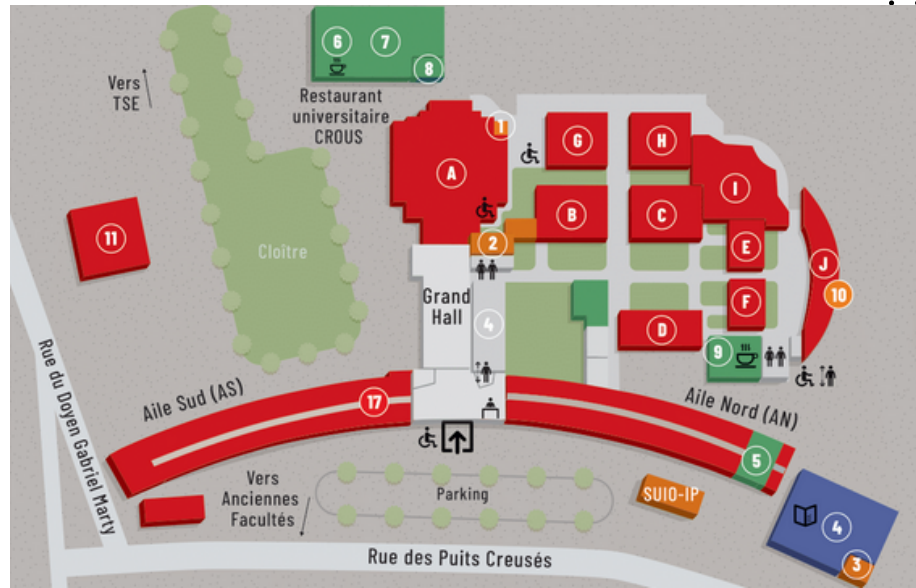
## Anciennes Facultés et Puits Creusés



- Amphitheatres Cujas, Couzinet, Boyer, Marsan, Jaurès, Montesquieu, Bodin, Rooms **AF & PC**
- Cultural Space / *Espace Culture*
- Revenue Agency / *Agence comptable*
- Infirmary / *SIMPSS*
- Equality Mission / *Mission Égalité*
- **TSM** Toulouse School of Management

# YOUR UNIVERSITY

## Arsenal Plan



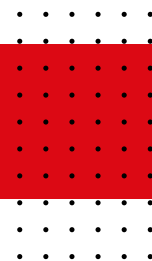
## Manufacture des Tabacs Plan



## Anciennes Facultés et Puits Creusés Plan



# CALENDAR



## All the events of the academic year!



**12** : Forum Campus “ Welcome to UT Capitole” /  
*“Bienvenue à UT Capitole”*



**27** : Formal opening of the Faculty of Information  
Technology / *Rentrée Solennelle de l'UFR Informatique*



**19** : Graduation Ceremony / *Cérémonie de remise  
des diplômes*



**23** : Pro Meetings : Jobs in Information Technology /  
*Les Rendez-vous Pro : Métiers de l'Informatique*



**8** : Discovering the University Toulouse Capitole /  
*Journée Porte Ouverte de l'Université Toulouse  
Capitole*



**Find the complete  
academic calendar here**



# USEFUL CONTACTS

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For each situation, each question : one contact



## Administrative Registrations

[inscription@ut-capitole.fr](mailto:inscription@ut-capitole.fr)  
[scolarite.generale@ut-capitole.fr](mailto:scolarite.generale@ut-capitole.fr)



## Student Life, Scholarships, Handicap

[vie.etudiante@ut-capitole.fr](mailto:vie.etudiante@ut-capitole.fr)  
[bourses@ut-capitole.fr](mailto:bourses@ut-capitole.fr)  
[handicap@ut-capitole.fr](mailto:handicap@ut-capitole.fr)



## Professional Orientation

[suio-ip@ut-capitole.fr](mailto:suio-ip@ut-capitole.fr)



## Diplomas and Transfers

[service.diplomes@ut-capitole.fr](mailto:service.diplomes@ut-capitole.fr)  
[service.transferts@ut-capitole.fr](mailto:service.transferts@ut-capitole.fr)



## Internship office

[stages@ut-capitole.fr](mailto:stages@ut-capitole.fr)



## Apprenticeship

[alternance.fcv2a@ut-capitole.fr](mailto:alternance.fcv2a@ut-capitole.fr)  
[fcv2a@ut-capitole.fr](mailto:fcv2a@ut-capitole.fr)



## Physical and Intellectual activities

[sport@ut-capitole.fr](mailto:sport@ut-capitole.fr)  
[culture@ut-capitole.fr](mailto:culture@ut-capitole.fr)



## Student Health

05 61 63 37 25  
Mon-Fri  
8h -17

## Equality Mission

[egalite@ut-capitole.fr](mailto:egalite@ut-capitole.fr)



## International Office

[welcome-utl@ut-capitole.fr](mailto:welcome-utl@ut-capitole.fr)  
[portail.etranger@ut-capitole.fr](mailto:portail.etranger@ut-capitole.fr)

# Notes

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# Notes

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**UNIVERSITÉ  
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**FACULTÉ  
D'INFORMATIQUE**



UNIVERSITÉ TOULOUSE CAPITOLE  
2, Rue du Doyen-Gabriel-Marty  
31042 TOULOUSE Cedex 9



Faculté d'Informatique - MIAGE  
Université Toulouse Capitole

[www.miage.ut-capitole.fr](http://www.miage.ut-capitole.fr)

