



Student Guide

Master 2IS - Université Toulouse 1 Capitole

This is a guide for students of the Master 2IS on Innovative Information Systems at the University of Toulouse. More information can be found on the programme webpage: (<http://miage.ut-capitole.fr/2is>) and on the Facebook page of the UT1 MIAGE Masters (www.facebook.com/MIAGEUT1), where you can also subscribe to the students' FB group.

For all queries on the registration procedure please consult the university webpage: www.ut-capitole.fr

Before your arrival & living in Toulouse

There are more than 14.000 international students in Toulouse, so no need to worry, you are not the only one! The university has two dedicated services to facilitate the your arrival:

- [Toul'Box](#) : customisable packages that you can be purchased before your arrival, providing you with a bank account, health insurance, sim card... up to looking for an accommodation for you (price range 400-600 EUR per month; but see below how to reduce it with the CAF help).
- [Welcome Desk](#) : the **first place to visit upon arrival**, provides support to all prospective students, with a dedicated office for visa applications.

Living costs in Toulouse are around 500-600€ per month, with accommodation costing around 300 euros per month for a room in a shared apartment or a small studio. Make sure that you can **finance your studies and living expenses for the full duration of the master program**. The 2IS master is a very intensive program, and language barriers will not give you access to small jobs to contribute to your expenses.

Accommodation. There is no university managed accommodation, and CROUS is not available for first-year master students. Here is an incomplete list of webpages (mostly in

French) that you can consult to find a room on the market: www.appartager.com, www.seloger.com, www.leboncoin.fr, www.student.com/fr/toulouse

Have also a look at the student guide of the university, which is available in English: www.univ-toulouse.fr/vie-etudiante/vie-pratique/guide-de-etudiant

CAF. When looking for accommodation, consider that CAF contributes to up to half of your rent (for example, you will end up paying 200 euros a month for 400 euros apartment, once you completed all the CAF documents). Visit <https://www.caf.fr/>, the Welcome Desk of the university can help you filling it in.

Garant. When renting rooms or apartment in France you need a “garant”, a person who lives in France and will pay your rent in case you become unsolvable (laws are very protective for tenants). As a student you can ask the state to be your “garant”, more information on: <https://www.visale.fr/#!/visale-locataire>, the Welcome Desk can help you complete the procedure.

Public Transportation. Being a student in France allows you to access many reductions on trains, museums, cinemas, and public transportation. For example, you can get the yearly subscription to all public transport of Toulouse at only 10 euros per month! (www.tisseo.fr/en)

Visa. Start the procedure as early as possible. For those of you who applied through Campus France, the electronic acceptance letter on the platform is sufficient to ask for a visa. For those of you using paper application an acceptance letter will be sent to you by mail, you will receive it in 3-4 weeks from the acceptance email notification.

Scholarships. The university does not provide any scholarship or help with accommodation. If you have been accepted to 2IS and you do not have an Eiffel or a Campus France scholarship you will have to sustain all your expenses by yourself. For more information on scholarships: <https://www.campusfrance.org/en/bursaries-foreign-students>

Arrival

We suggest you to arrive as of 1st of September (or last week of August), especially if you need to look for an accommodation.

Registration

Once in Toulouse, you need to formally register as a student. If you are an international student, this is done at the Service de Relations Internationales, situated in the Arsenal Campus, Building J, first floor. More informations on <http://www.ut-capitole.fr>

An important clarification concerning the French translation of your documents. **A sworn French translation** is required for **your latest diploma only** (the equivalent of a Bachelor in IT or superior), all other documents can be presented in English.

Once registered you receive your **student account and card**, which you can use to access the UT1 network. You can also access the Eduroam wifi network, which once set allows you to log in in almost any university around the world (here are [detailed instructions for the Wifi](#)).

Courses and exams

Once you have received an email account, you will be able to access the university working environment <http://monespace.ut-capitole.fr/>, in particular:

- The course schedule
- Your email @ut-capitole.fr (this is the email where we will send all communication)
- The course material (also accessible via <http://cours.ut-capitole.fr/>)

Courses typically last for 1h30 or 3h. The rooms indicated contains an acronym for the campus location (ME=Manufacture Building E, AR = Arsenal, AF = Anciennes Facultes). A map of the university is available at this page:

<http://www.ut-capitole.fr/vie-du-campus/informations-pratiques/plans-d-acces/plan-d-acces-a-l-universite-486511.kjsp?RH=1319206698405>

There are typically 11 weeks of courses, with one week dedicated to group project in the middle of the first semester, one week for all written exams of the first semester at the end of December, one or two weeks for written exams of the second semester in May, and four weeks in June for the end-of-year project.

The academic calendar can be consulted at the following page:

<http://www.ut-capitole.fr/formations/gerer-sa-scolarite/calendrier-universitaire--405558.kjsp>

For each course you will get two grades:

- 60% of the grade is a final written examination lasting 3 hours.
- 40% of the grade is obtained during the semester with group projects, exams or homeworks (depending on the course teacher)

Some rules may apply: teachers may require your presence in class, in which case you are not entitled to more than 3 non-justified absences.

The language of all computers is French by default. Simply change the language of Windows in "Panel de control" -> "Langues", and most programs will switch automatically. Keyboards are set to AZERTY, but you can change the settings from the control panel if you wish.

You can **download Office 2016** (including MS Access) on your personal computer **for free** by registering on the platform <http://msdnaa.ut-capitole.fr/> (Dreamspark licence).

Did I pass my semester?

At the end of the each semester, you will have received 3 grades for the four regular courses (the two IT courses are “packed” in one teaching unit), one grade for the English/French course, and three grades for the three “professionalisation” courses. You will pass your semester if the following applies:

- You have an average of at least 10/20 on all courses except for professionalisation.
- You have at least 8/20 on all courses except professionalisation.
- You have at most two courses below 10/20 except professionalisation.
- You have an average of at least 10/20 in the professionalisation courses.

If (and only if) you did not pass your semester there is a second session of exams typically organised in June. You are admitted to the second session if you have an average of at least 8/20 on all courses other than professionalisation. During the second session you will be able to pass all exams for which you had an overall grade lower than 10/20.

Honours (“mentions”)

To summarise the grades obtained in a semester and at the end of the year, you will be attributed an honour (“mention”) as follows:

- Passable: average overall grade between 10 and 11.999
- Assez bien: average overall grade between 12 and 13.999
- Bien: average overall grade between 14 and 15.999
- Très bien: average overall grade of at least 16

An important observation: grades in the French systems are given in 20 points. 10/20 is a passing grade, 15/20 is an excellent grade, 18/20 is an exceptional grade. This means that with respect to your country of origin grades may seem lower than you expected, but you will rather be judged based on your ranking with respect to other students.

Contacts

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Disclaimer

This is not an official document. Official regulations concerning this master are published in French every year on the university webpage.