



Erasmus+



UNIVERSITÉ  
CÔTE D'AZUR

# Mobility Guide for Incoming Students and Staffs



# Summary

- 1) Presentation of Université Côte d'Azur (UniCA)
  1. Key Figures
  2. Campus
  3. Programs and Levels of Study
  4. Details of programs and International Relations Offices contacts
  
- 2) **Main Guidelines for Students & Staffs**
  1. Mobility types
  2. I'm a Bachelor or Master student
  3. I'm a PhD student
  4. I'm a staff
  
- 3) Our welcome program for international students and staffs



# KEY FIGURES



## INSTITUTION



Initiative of Excellence (IDEX) since 2016



Interdisciplinary Institute of Artificial Intelligence



European University

**4.600** permanent staff including **1,600** faculty, **1,200** administrative staff plus around **1,800** lecturers and fellow researchers at CNRS, INSERM, OCA, INRIA, INRAE, etc.

**300,000+** alumni

**19** campuses spread over the departments of the Alpes-Maritimes and the Var



## RESEARCH INNOVATION

**4,000+** persons involved

**50+** laboratories and research units

**6** doctoral schools

**4** LABEX "Laboratories of excellence" awards

**1.138** currently enrolled doctoral students (including **51%** international students) and 324 PhDs earned in 2020

**2.752** scientific articles published in 2020

galaxy perimeter



## EDUCATION

**32,000+** students

**21** component institutions including **8** Graduate Schools and **6** associate components

**300** degrees and programs including **34** bachelor, **27** pro bachelor and **150** master's degree tracks

**82%** employability rate after 12 months for bachelor graduates

**90%** employability rate after 18 months for master's graduates

**1,500+** work-study students



## INTERNATIONAL

**20%** international students representing **144** nationalities

**+100** international partners spread over **68** countries



## RENOVATION PLAN

**54** million € for campus renovation and the energy transition



## ECONOMIC AND SOCIETAL IMPACT

**1,9** billion € of added value to the South Region (2020 Biggar report)



## NICE

- Art, literature, languages, humanities and social sciences  
Carlone campus
- Economics, business, management, dentistry  
Saint Jean d'Angely campus
- Science and technology, life sciences  
Valrose campus
- Risk and sustainable development  
Plan du Var - IMREDD campus
- University Institute of Technology  
Fabron campus
- Law, political science - Institute for Peace and Development Law  
Trotabas campus
- Medicine, life and health sciences  
Pasteur Campus
- Physical therapy  
IFMK campus
- Sports science  
Plan du Var -Sports science campus
- Teacher training  
Liegeard campus

## SOPHIA ANTIPOLIS

- IT and communication – science and technology – engineering

## CANNES

- Literature, languages, art, creative industries

## MENTON

- Social careers



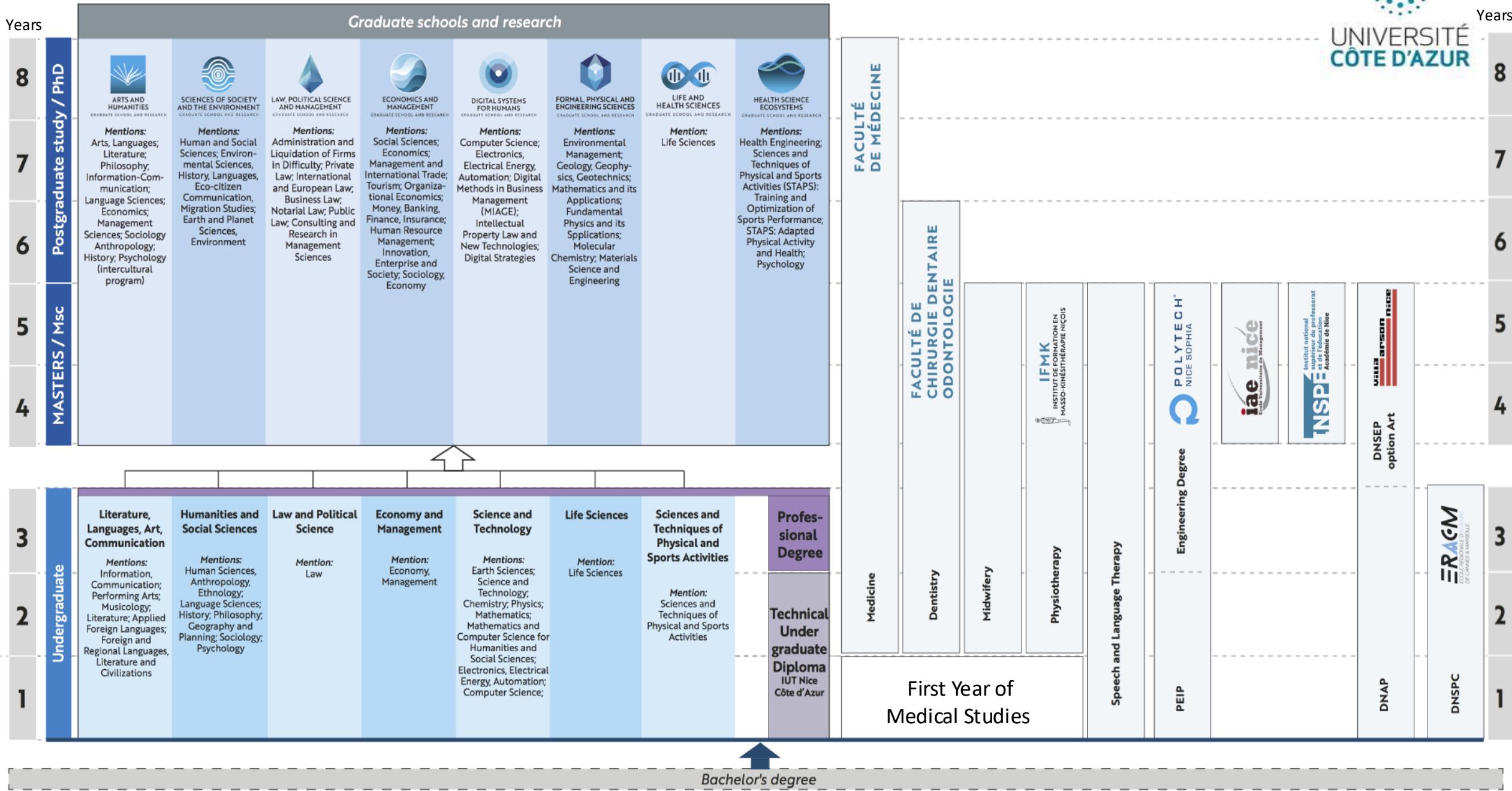
## Université Côte d'Azur Levels of Study



# Mapping of Université Côte d'Azur programs (click on the program to see the details)



UNIVERSITÉ  
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## International Relations Offices contacts

Campus	International Relations Office (IRO) E-Mail
Letters Arts and Human Sciences (LASH)	<a href="mailto:campus-carlone.ri@univ-cotedazur.fr">campus-carlone.ri@univ-cotedazur.fr</a>
Law and Political Science	<a href="mailto:droit.ri@univ-cotedazur.fr">droit.ri@univ-cotedazur.fr</a>
Science	<a href="mailto:campus-valrose.international@univ-cotedazur.fr">campus-valrose.international@univ-cotedazur.fr</a>
Higher Institute of Economics and Management (EUR ELMI)	<a href="mailto:eur-elmi.international@univ-cotedazur.fr">eur-elmi.international@univ-cotedazur.fr</a>
Medical Studies	<a href="mailto:medecine.ri@univ-cotedazur.fr">medecine.ri@univ-cotedazur.fr</a>
Odontology	<a href="mailto:odontologie.ri@univ-cotedazur.fr">odontologie.ri@univ-cotedazur.fr</a>
Institute of Business Administration (IAE)	<a href="mailto:iae.international@univ-cotedazur.fr">iae.international@univ-cotedazur.fr</a>
Sciences and Techniques of Physical and Sports Activities (STAPS)	<a href="mailto:staps.ri@univ-cotedazur.fr">staps.ri@univ-cotedazur.fr</a>
University Institute of Technology (IUT)	<a href="mailto:iut.ri@univ-cotedazur.fr">iut.ri@univ-cotedazur.fr</a>
Polytechnic School of Côte d'Azur University	<a href="mailto:international@polytech.univ-cotedazur.fr">international@polytech.univ-cotedazur.fr</a>
Higher Institute of Professorship and Education (INSPÉ)	<a href="mailto:inspe.ri@univ-cotedazur.fr">inspe.ri@univ-cotedazur.fr</a>
Institute for Peace and Development	<a href="mailto:idpd@univ-cotedazur.fr">idpd@univ-cotedazur.fr</a>



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# International Mobility Program

## Main Guidelines for Students and Staffs

Co-funded by the  
Erasmus+ Programme  
of the European Union

Financé par l'Union européenne. Les points de vue et avis exprimés n'engagent toutefois que leur(s) auteur(s) et ne reflètent pas nécessairement ceux de l'Union européenne ou de l'Agence exécutive européenne pour l'éducation et la culture (EACEA). Ni l'Union européenne ni l'EACEA ne sauraient en être tenues pour responsables.

*Direction du Développement International et Europe / International Development and Europe Division  
Université Côte d'Azur*

*Ongoing Projects*

KA 171 - 2022 (End date : 31-07-2025)

KA 171 - 2023 (End date: 31-07-2026)





<p>For Students (Bachelor and Master) Nomination: Provisional period to be confirmed with the IRO of the field of studies</p>	<p>Home universities must nominate their students to incoming student Offices.</p> <ul style="list-style-type: none"> <li>• The deadline for nominations for the fall semester (S1) and academic year is May.</li> <li>• The deadline for nominations for the spring semester (S2) is October. *</li> </ul>
<p>Application deadline: Provisional period to be confirmed with the IRO of the field of studies</p>	<p>Students must have completed their application by:</p> <ul style="list-style-type: none"> <li>• June for the fall semester and academic year</li> <li>• October for the spring semester *</li> </ul>
<p>Language of instruction:</p>	<p>French and/or English depending on the training</p>
<p>Academic calendar: Provisional period to be confirmed with the IRO of the field of studies</p>	<p>The academic year is divided into two semesters:</p> <ul style="list-style-type: none"> <li>• From September to December for the autumn semester, exams taking place in January.</li> <li>• From February to May for the spring semester, exams taking place in June. *</li> </ul>
<p>For staff (teaching or training) + PhD</p>	<p>Open calendar , Application all along for the host institution</p>

\*Depending on the IRO, dates may vary.  
Contact the IRO of the field of studies directly.



## Different types of mobility

Type of Applicant	Type of Mobility	Physical		Hybrid (virtual + physical component)		
STUDENT	Type of Mobility	Short-term	Long-term	Short-term	Long-term	Restrictions
PhD Students	Studies	5 to 30 days	2 to 12 months	5 to 30 days for the physical part + X days of virtual part	2 to 12 months for the physical part + X days of virtual part	For PhD : Mandatory ECTS The maximum combined duration of all <i>Erasmus+</i> study/internship mobilities, done by each student, including the current application, may not exceed 12 months (360 days) per level of study (Bachelor / Master / PhD).
Bachelor and Master Students	Studies or Internship (can be combined)		2 to 12 months			
STAFF	Type of Mobility	Duration		Short-term	Long-term	Restrictions
Academic Staff	Staff Mobility for Training Staff Mobility for Teaching (can be combined)	5 to 60 days				Teaching mobility : Minimum of 8 hours of teaching (for 5 days of mobility). Combined mobility : a minimum of 4 hours of teaching is required (for 5 days of mobility).
Administrative Staff	Staff Mobility for Training					



# I am a Bachelor or a Master Student

# How to choose my program and fill in my learning agreement



Home / Education / Choose your educational program



## CHOOSE YOUR EDUCATIONAL PROGRAM

EN 🌐 ↗

Université Côte d'Azur, a multidisciplinary university with the Initiative d'Excellence label, offers a wide range of training courses: DUT, bachelor's degrees, master's degrees, institutional diplomas and doctorates. In synergy with the actors of the socio-professional world, our establishment welcomes all types of public in initial or continuing education and allows each student to build his personal and professional project in 6 major disciplinary fields.

Search by keywords:

Degree level:

All ▾

Type of training:

All ▾

Program type:

All ▾

Discipline :

All ▾

🔄 Reset

## Good to know about Erasmus + scholarship and support

BA or MA STUDENTS	Contribution to subsistence costs		Inclusion (following criterias)	Contribution to travel expenses	
				Standard means of transport	Eco-responsible means of transport
LONG TERM MOBILITY 2 months to 12 months (studies, internship or combined)	850 € / month		250 € / month	10 to 99 km: 23 € 100 to 499 km: 180 € 500 to 1999 km : 275 € 2000 to 2999 km: 360 € 3000 to 3999 km : 530 € 4000 to 7999 km : 820 € more than 8000 km: 1500 €	100 to 499 km: 210 € 500 to 1999 km : 320 € 2000 to 2999 km: 410 € 3000 to 3999 km: 610 € + Up to 4 days of additional travel funding, if relevant
SHORT TERM MOBILITY (hybrid* studies, hybrid* internship)	≤ 14 days →	79 € / day	100 € per mobility	10 to 99 km: 23 € 100 to 499 km: 180 € 500 to 1999 km : 275 € 2000 to 2999 km: 360 € 3000 to 3999 km : 530 € 4000 to 7999 km : 820 € more than 8000 km: 1500 €	100 to 499 km: 210 € 500 to 1999 km : 320 € 2000 to 2999 km: 410 € 3000 to 3999 km: 610 € + Up to 4 days of additional travel funding, if relevant
	from the 15th to the 30th day →	56 € / day	150 € per mobility		

*\*Virtual duration of minimum 1 day, non payment planned for this part*

## Inclusion and Diversity Strategy

A vision shared by us and our partners → inclusion criterias Tab following Erasmus + guidelines

Erasmus+ promotes equal opportunities and inclusion.

For this reason, **students in special circumstances can apply for an additional grant of 250 euros per month.**

Additional funding is available for participants with physical, mental or health-related conditions via the Erasmus+ special needs support.

Flexible learning formats : hybrid / long-term / short-term, ... types of mobility



## Inclusion and Diversity Tab

Criteria for individuals (to be approved by the French National Erasmus + Agency)	Supporting documents (In accordance with government regulations)
1. disabled or suffering from a long-term illness	Long-term illness certificate <u>or</u> disability card, ...
2. living in a commune classified as a Rural Zone	Proof of address (energy bill, water bill, home insurance). If the participant's name is not shown on the certificate of residence, this must be completed by a sworn statement in the name of the host or an administrative certificate of the sending establishment, etc.
3. living at an address classified as a Priority District	Proof of address (energy bill, water bill, home insurance). If the participant's name is not shown on the certificate of residence, this must be completed by a sworn statement in the name of the host or an administrative certificate of the sending establishment, etc.
4. higher education grant holder on social criteria	Notification of grant.
5. jobseekers for over a year	Certificate
<b>6. enrolled in one of the following schemes:</b> <ul style="list-style-type: none"> <li>○ measures to prevent early school leaving ;</li> <li>○ voluntary work integration contract ;</li> <li>○ Military Service</li> </ul>	Certificate of enrolment in the home establishment <u>or</u> the volunteer contract <u>or</u> certificate of integration into the scheme concerned.



# green erasmus


The following are defined as eco-responsible means of transport:

- The train
- The bike
- The bus
- Carpooling





# How to apply to UniCA (incoming BA or MA students)

- 1) Contact with the local International Relations desk of your University
- 2) Check all the courses and programs provided by UniCA
- 3) Apply following your University's guidelines
- 4) Once both Universities agreed to your application, let's start the Mobility process !
- 5) Complete the learning agreement (LA) → for the purpose of mobility in relation to the study cycle. This must be supplied with your application
- 6) MoveON\* application form
- 7) "Before" form (Scholarship & Mobility Kit & Banking Information)
- 8) Departure ! 
- 9) "During" form → certificate of arrival ; possibility of modification of LA and Banking information
- 10) "After" form → certificate of departure
- 11) Mandatory Erasmus + mobility-end report to be submitted before leaving
- 12) Mandatory UniCA Survey after your mobility

\* MoveOn : online mobility platform



# I am a PhD Student



# How to choose my program and fill in my learning agreement




## CHOOSE YOUR EDUCATIONAL PROGRAM

Search by keywords:

Degree level:  Type of training:  Program type:  Discipline:

[More information on PhDs](#)

# Listing of the UniCA doctoral schools



## PHD SCHOOLS

**IPHD PROGRAMS**

**Support organisations** -

- > PhD study centre
- > PhD schools
- > Shared documentation department

**Writing a thesis** -

- > What are the conditions for writing a thesis?
- > How do I choose a thesis topic?
- > How do I apply for a thesis topic?
- > How do I get funding for a thesis?
- > How do I find a international PhD co-supervisor?

**Life as a PhD student** -

- > Carrying out your research
- > Research ethics
- > Taking courses
- > A few answers

**Defending your thesis, the viva and afterwards** +

**Useful documents** +

**Mentoring** +

**Accreditation to supervise research**

Les écoles doctorales sont rattachées aux établissements d'enseignement supérieur. Elles coordonnent leurs actions au sein du Collège des Etudes Doctorales. Leur rôle consiste à fédérer un ensemble d'équipes de recherche qui prennent en charge la formation et le devenir des doctorants.

Les critères déterminants pour l'accréditation des écoles doctorales sont les suivants :

- les liens avec la recherche et la qualité scientifique des laboratoires,
- la procédure de recrutement des doctorants et la politique de financement des thèses,
- le potentiel d'encadrement et la politique de formation,
- les partenariats avec le monde socio-économique,
- l'incitation à la mobilité et à l'ouverture européenne et internationale.

Université Côte d'Azur est accréditée, seule ou avec un autre établissement, pour accueillir les six Écoles doctorales suivantes.

Ecole Doctorale Sciences Fondamentales et Appliquées (ED SFA)	--
Ecole Doctorale Sciences et Technologies de l'Information et Communication (ED STIC)	--
Ecole Doctorale Sciences de la Vie et de la Santé (ED SVS)	--
Ecole doctorale Droit, et Sciences Politiques, Economiques et de Gestion (ED DESPEG)	--
Ecole Doctorale Sociétés, Humanités, Arts et Lettres (ED SHAL)	--
Ecole Doctorale Sciences du Mouvement Humain (ED SMH)	--



# Good to know about Erasmus + scholarship

## PhD STUDENTS

	Contribution to subsistence costs		Inclusion (following criterias)	Contribution to travel expenses	
				Standard means of transport	Eco-responsible means of transport
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	→  from the 15th to the 30th day				

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2. living in a commune classified as a Rural Zone	Proof of address (energy bill, water bill, home insurance). If the participant's name is not shown on the certificate of residence, this must be completed by a sworn statement in the name of the host or an administrative certificate of the sending establishment, etc.
3. living at an address classified as a Priority District	Proof of address (energy bill, water bill, home insurance). If the participant's name is not shown on the certificate of residence, this must be completed by a sworn statement in the name of the host or an administrative certificate of the sending establishment, etc.
4. higher education grant holder on social criteria	Notification of grant.
5. jobseekers for over a year	Certificate
<b>6. enrolled in one of the following schemes:</b> <ul style="list-style-type: none"> <li>○ measures to prevent early school leaving ;</li> <li>○ voluntary work integration contract ;</li> <li>○ Military Service</li> </ul>	Certificate of enrolment in the home establishment <u>or</u> the volunteer contract <u>or</u> certificate of integration into the scheme concerned.



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# How to apply to UniCA (incoming PhD students)

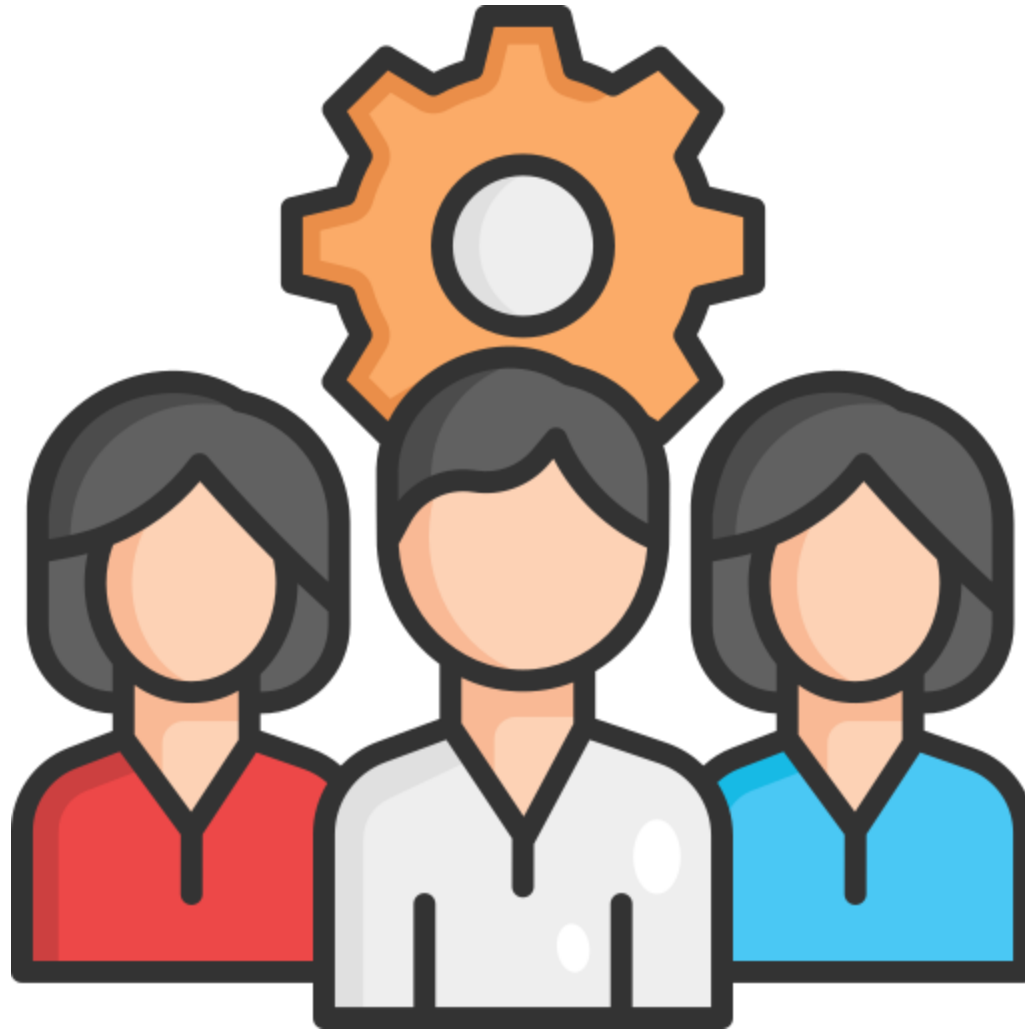
- 1) Contact with the local International Relations desk of your University
- 2) Your thesis Director must agree with your mobility project
- 3) Apply following your University's guidelines
- 4) Once both Universities agreed to your application, let's start the Mobility process !
- 5) Complete the learning agreement (LA). This must be supplied with your application
- 6) Documents including the mobility contract send by your IRO to UniCA
- 7) Departure ! 
- 8) Send to your Home University your certificate of arrival ; possibility of modification of LA and Banking information
- 9) "After mobility" form → certificate of departure
- 10) Mandatory Erasmus + mobility-end report to be submitted before leaving
- 11) Mandatory UniCA Survey after your mobility



Erasmus+

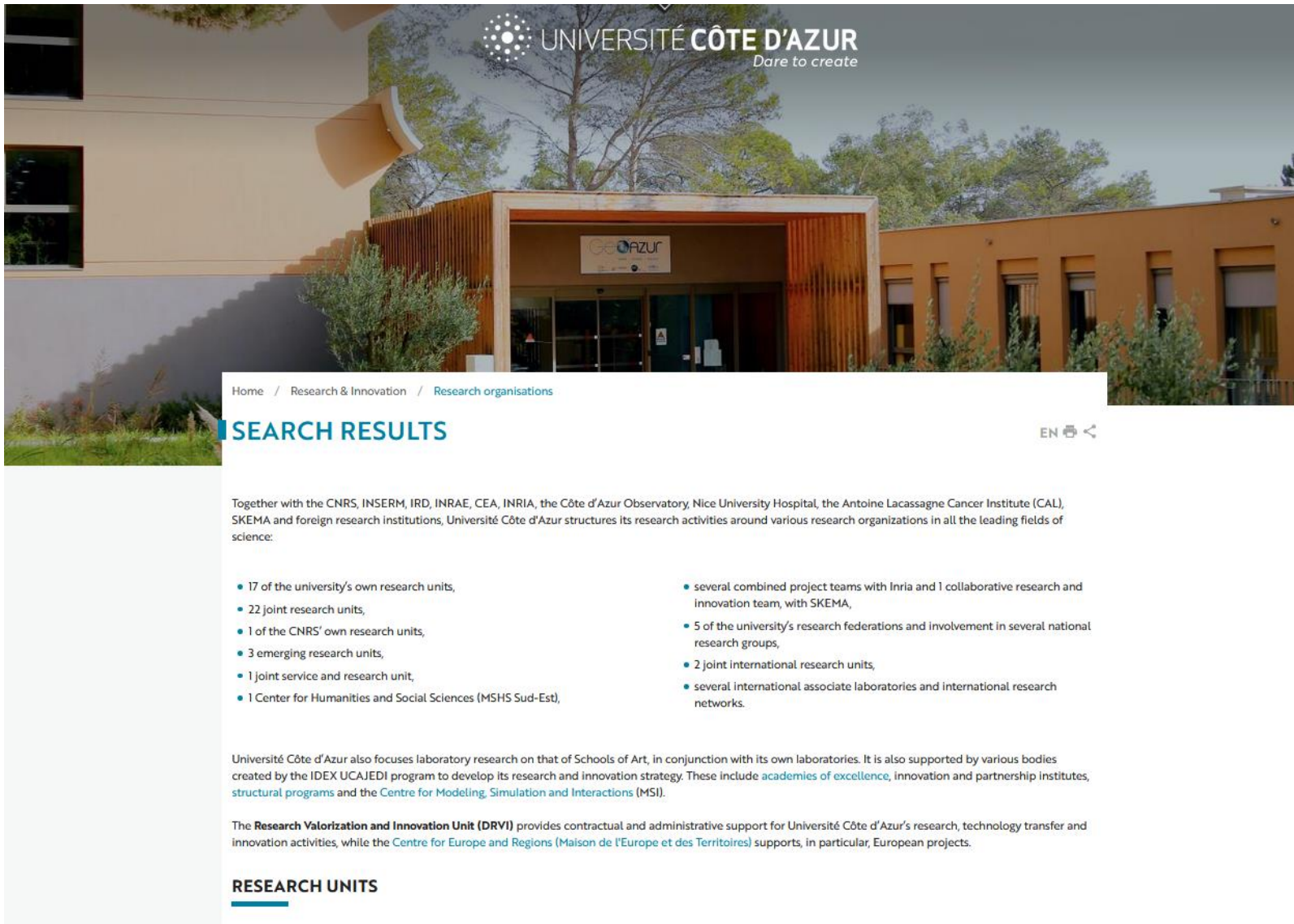


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I am a Staff

# Contact my host institution and complete my mobility project



UNIVERSITÉ CÔTE D'AZUR  
*Dare to create*

Home / Research & Innovation / Research organisations

## SEARCH RESULTS

EN

Together with the CNRS, INSERM, IRD, INRAE, CEA, INRIA, the Côte d'Azur Observatory, Nice University Hospital, the Antoine Lacassagne Cancer Institute (CAL), SKEMA and foreign research institutions, Université Côte d'Azur structures its research activities around various research organizations in all the leading fields of science:

- 17 of the university's own research units,
- 22 joint research units,
- 1 of the CNRS' own research units,
- 3 emerging research units,
- 1 joint service and research unit,
- 1 Center for Humanities and Social Sciences (MSHS Sud-Est),
- several combined project teams with Inria and 1 collaborative research and innovation team, with SKEMA,
- 5 of the university's research federations and involvement in several national research groups,
- 2 joint international research units,
- several international associate laboratories and international research networks.

Université Côte d'Azur also focuses laboratory research on that of Schools of Art, in conjunction with its own laboratories. It is also supported by various bodies created by the IDEX UCAJEDI program to develop its research and innovation strategy. These include [academies of excellence](#), innovation and partnership institutes, [structural programs](#) and the [Centre for Modeling, Simulation and Interactions \(MSI\)](#).

The **Research Valorization and Innovation Unit (DRVU)** provides contractual and administrative support for Université Côte d'Azur's research, technology transfer and innovation activities, while the [Centre for Europe and Regions \(Maison de l'Europe et des Territoires\)](#) supports, in particular, European projects.

## RESEARCH UNITS



# Good to know about Erasmus + grant

<b>STAFFS</b>	<b>CONTRIBUTION TO LIVING EXPENSES</b>	
	<b>≤ 14 days</b>	<b>Day 15 to 60 (70% of ≤ 14 days)</b>
	<b>160 €</b>	<b>112 €</b>
<b>Teaching and Training mobility</b>		

<b>CONTRIBUTION TO TRAVEL EXPENSES</b>	
<b>Standard means of transport</b>	<b>Means of transport eco-responsible</b>
10 to 99 km: 23 € 100 to 499 km: 180 € 500 to 1999 km : 275 € 2000 to 2999 km: 360 € 3000 to 3999 km : 530 € 4000 to 7999 km : 820 € > 8000 km: 1500 € + Up to 2 days of additional travel funding, if relevant	100 to 499 km: 210 € 500 to 1999 km : 320 € 2000 to 2999 km: 410 € 3000 to 3999 km: 610 € + Up to 4 days of additional travel funding, if relevant




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## How to apply to UniCA (incoming staff)

- 1) Contact with the local International Relations desk of your University
- 2) Apply following your University's guidelines
- 3) Once both Universities agreed to your application, let's start the Mobility process !
- 4) Complete the Mobility Project.  
This must be supplied with your application
- 5) Application form to be provided to UniCA Mobility Office
- 6) "Departure ! 
- 7) Mandatory Erasmus + mobility-end report to be submitted before leaving
- 8) Mandatory UniCA Survey after your mobility



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# Our welcome program for international students and staffs





Erasmus+



Accommodation

Official documents

Transport

Insurances

Learning French

Meet the UniCA Students !

For any question regarding your future stay in Nice, check the [Welcome Guide](#) !





# Meet UniCA Team ! → Administrative Support

For PhD and Staff

- Erasmus+ Office + Welcome Center

The Erasmus + Office of the International Development and Europe Division has the pleasure to welcome you for the beginning of your journey !

The Welcome Center provides information, advice and personalized assistance to researchers, doctoral students and teachers at the Université Côte d'Azur before and during their stay on the French Riviera.

It also has two «faculty club» residences to welcome international researchers.

For Bachelor and Master Students

- Welcome Desk

The Welcome Desk provides information, devices, advice and personalized assistance to incoming students.

This office is located near the Valrose Campus, Faculty of Sciences +Sophia

For more information, contact the International Relations Office of your welcoming component



## Meet UniCA Team! → **Monitoring events**

### Welcome Parties

The *Welcome Party* is an event for all students from UniCA. Party time ! DJ on stage, buffet, many games. During this event organized each beginning of semester, you can meet main actors from our mobility system who will provide information about health system, grants, accommodation, transport, leisure activities and much more.

### Meeters Events

*Join our students Community of UniCA and enjoy various events during your mobility*



Scan me !





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THANK YOU AND SEE YOU SOON AT UNIVERSITÉ COTE D'AZUR



*Direction du Développement International et Europe / International Development and Europe Division  
Université Côte d'Azur*