You have chosen to enrol in one of the best universities in France in its fields: Law, Economics and Management. Our University has goals of excellence to lead you to the highest levels of higher education: the very high quality of the teaching staff combined with the best working environment, both in terms of the quality of the infrastructures and the libraries at your disposal, a competent and efficient administration, very high level research centres, and a lively student life. Make the most of your university for the best of your training, and know how to respect it for the good of all.

You leave high school and enter university in a world of responsible adults. Our task is also to help you to successfully complete this major transition. This guide completes the reception system set up for your arrival at Toulouse Capitole University. It will give you the practical information you need to better discover and understand the university in all its dimensions and discover a new environment. It will help you in your endeavours and contacts with the various departments.

You are entering a community of more than 20,000 students and more than 1,100 teaching and administrative staff who are there to listen to you. Do not hesitate to ask them for help with difficulties, a question, or information.

I wish you an excellent year at your university and full development in your studies.

Corinne MASCALA
President of the University
**GOVERNANCE**

**A PRESIDENT**
The President runs the University, assisted by an office. They are elected for 4 years.

**BOARD OF DIRECTORS (CA)**
32 MEMBERS, 4 OF WHICH ARE STUDENTS
The Board of Directors determines the University’s policy through its deliberations and votes on the budget. It is a decision-making body. It allocates budgets to the various commissions and defines the strategic framework for the use of these budgets.

**AN ACADEMIC BOARD**
The Academic Council brings together the members of the Research Commission and the Training and University Life Commission. It is consulted on training and research policy guidelines.

> **THE RESEARCH COMMISSION (CR)**
40 MEMBERS, 4 OF WHICH ARE STUDENTS
The Research Commission sets the rules for the operation of laboratories and is consulted on agreements with research organisations. It adopts measures to enable students to develop activities for the distribution of scientific, technical and industrial culture.

> **TRAINING AND UNIVERSITY LIFE COMMISSION (CFVU)**
40 MEMBERS, 16 OF WHICH ARE STUDENTS
The Education and University Life Commission of the Academic Council is consulted on the training programmes of the components. It adopts:
- Examination rules;
- The rules for evaluating lessons;
- Measures to ensure the success of the largest number of students;
- Measures to enable students to be guided and validated, to facilitate their entry into working life and to promote cultural, sporting, social or associative activities offered to students, as well as measures to improve living and working conditions, in particular measures relating to support activities, university and school works, medical and social services, libraries and documentation centres and access to digital resources;
- Measures to promote and develop interactions between science and society, initiated and led by students or teacher-researchers, both within institutions and in the institution’s territory of influence;
- The measures necessary for the reception and success of students with disabilities or disabling health disorders, in accordance with the obligations of higher education institutions.

**STUDENT VICE-PRESIDENCY (VPE)**

**IN FIGURES**

21 300 students, 19 % of which are foreign students
62 national diplomas [143 training courses]
41 other diplomas
20 dual degrees with foreign universities
12 Research Units including 4 joint research units [UMRs]
3 graduate schools + 4 co-accredited graduate schools
80 theses supported per year on average
677 teacher-researchers and PhD students
I am building my university career

SUIO-IP is the University Information and Orientation Service and assistance for professional integration.

www.ut-capitole.fr/orientation-et-insertion/

I WOULD LIKE TO RECEIVE MORE INFORMATION THROUGH THE DOCUMENTATION

To reflect on your course of study and your career objectives, consult the SUIO-IP resources specialised in training, international mobility, sectors and professions, competitions, internship and job search:

• At your disposal in suio-ip’s advice and resources section

Among others, find:
• The Toulouse 1 University diploma sheets
• Catalogues of internships
• Onisep and CIDJ publications
• Thematic files...

more info on SUIO-IP documentation: www.ut-capitole.fr/orientation-insertion
I WANT TO MEET...

• Guidance officers, your first contact at SUIO-IP

They are there to meet you every day, guide you and provide you with personalised advice on your university career (training opportunities, registration periods, choice of tutorials, reorientation, international mobility, etc.) and your career path (public service competitions, job opportunities by sector, job or internship search, CVs, letters, etc.).

They run integration workshops for students and organise SUIO-IP events.

• Psychologists specialising in guidance counselling (Psychologists of the National Education Department)

They will meet you for a one-hour individual interview, by appointment made prior to the meeting by a guidance officer.

They offer you personalised support in the construction of your personal and professional project and provide you with assistance with any problems related to guidance (difficulties in making choices, changing sectors, etc.).

Psychologists also lead collective activities: orientation workshops and information meetings (on sector changes, for example).

• Student ambassadors

Thaïs, PhD student in Fundamental Business Law: «Student tutor at SUIO-IP of Toulouse Capitole University, I can advise you through my experience and knowledge of the different fields on choosing a tutorial or an option, I can explain the content of a subject, or inform you about the course of the university year.»

You can come and meet our student ambassadors in AES, Law, Economics at the SUIO-IP reception desk, Monday to Friday, from 12.30 pm to 2 pm during the academic year.

What if I want to change my course?

It is possible to change direction during the academic year:
• From September before the start of the tutorials
• At the end of the 1st semester
Or at the end of the academic year (via Parcoursup).

More info at SUIO-IP
Throughout the academic year, the SUIO-IP offers you:

• Workshops to assist professional integration to:
  > Build your study project and your career plan
  > Manage stress, learn to identify qualities and motivations
  > Develop your internship and job search strategy with effective tools (CV, cover letter, interview.)
  > Prepare your international applications
  > Prepare applications for selective training

• Mini-conferences that allow you to discover a particular profession or subject concerning the development of your project, entrepreneurship, professional integration and the search for an internship or job. Some examples: «Creating a professional network», «Civic service», «Sandwich courses at UT Capitole», «Preparation for administrative competitions».

• The «Pro Rendez-Vous»: In order to strengthen the student-professional link, collaborations exist between partners from the business world, the University’s components and the SUIO-IP. Days are organised to inform students about careers in justice, defence and security, regional public employment, law, IT, regional development, Airbusday, etc.

Online registration:
http://intranet.ut-capitole.fr/deroulement-des-etudes/insertion-professionnelle/

The Professional Life Module

Offered in Bachelor of Law and AES (Social and Business Administration), 1st year Master of Law and Economic and Social Sciences, the Professional Life module is an optional module that helps you prepare your study and/or career path.

Depending on the type of validation chosen («internship», «project» or «associative commitment»), the programme is composed of:
• Information time
• Workshops organised by the SUIO-IP
• Meetings with professionals in the form of forums and mini-conferences.

Registration at the beginning of the school year

MORE INFO AT SUIO-IP

N.B: The associative engagement model is conditionally accessible to all students at the University.
WHY DO AN INTERNSHIP?

Students, don’t wait until the end of your studies to do internships! Whether it is a final internship (mandatory) or a discovery internship (optional), it is important to identify your expectations and your personal and professional objectives: in other words, to question your professional plan.

SEARCHING FOR AN INTERNSHIP

I am preparing my application by participating in SUIO-IP workshops and mini-conferences

I check the internship and job offers and set up an Alumni alert.

I use the SUIO-IP documentary resources:
- Catalogue of internships by training field
- Bibliographies related to internships: «Getting an internship»

KEY POINTS TO KNOW

Compulsory internship agreement: Form to be completed in the ENT («Study» tab «Internship agreements» section).

Internship period:

The duration of the internships: No minimum duration. 6 months or 924 hours maximum.

The internship bonus:
Mandatory if the internship is more than 2 months or 308 hours (3.75 €/hour). Complete file to be submitted 15 days before the beginning of the internship with a pedagogical validation by the educational manager or a teacher from the course.

Send all questions to stages@ut-capitole.fr
I have a creative idea, a project

www.ut-capitole.fr/orientation-insertion/preparer-son-insertion/creation-d-entreprise

With the support of many partners, SUIO-IP (University Information, Orientation, and Professional Integration Service) offers awareness-raising activities to all students and young graduates of the University:

• Mini-conferences dedicated to entrepreneurship,
• Contest events to test an activity creation project
• Meeting with the entrepreneurship referent of Toulouse Capitole University

THE PEPITE (Student Centre for Innovation, Transfer, and Entrepreneurship) supported by the Federal University of Toulouse supports students and young graduates in their activity creation project through a support system:

• National Student-Entrepreneur Status (SNEE)
  This first level of awareness allows you to work on your entrepreneurial profile, learn about the stages of a project and discover the entrepreneurial ecosystem.

• The student-entrepreneur diploma - D2E
  The Diploma allows you to go further in the development of your project, regardless of its progress.

• The PEPITE pre-accelerator ECRIN Starter
  I am giving my project a boost with intensive support over 4 months full-time: I am 100% focused on my creative project in a dedicated space!

THE 2019-2020 CALENDAR

From May to September:
  submission of your application on the national platform https://snee.esr.gouv.fr/
  making contact with the entrepreneurial referent UT1 delphine.lartiges@ut-capitole.fr

  October:
  recruitment committee [selection of candidates].
The SNEE is granted until September of the following year.

  November to June:
  support programme

TOULOUSE CAPITOLE UNIVERSITY
ENTREPRENEURIAL REFERENT
CONTACT:
delphine.lartiges@ut-capitole.fr

FEDERAL UNIVERSITY OF
TOULOUSE ECRIN CENTRE
CONTACT: ecrin@univ-toulouse.fr
I am developing my professional network

The Alumni network is the professional network of graduates, students and recruiters of Toulouse Capitole University. Each year, more than 4000 students graduate. This ever-growing community is now part of this exclusive network.

Why join the Alumni network?

14 000 ACTIVE USERS (STUDENTS, GRADUATES AND PROFESSIONALS)
• I can explore the directory and interact with the community.

1 200 RECRUITERS AND 4 000 REFERENCED COMPANIES
• I can contact professionals.

3 200 INTERNSHIP, SANDWICH COURSES AND JOB OFFERS PUBLISHED
• I can apply for internship, sandwich course or job offers.

240 NEWS STORIES AND 230 EVENTS ON OFFER
• I can participate in events and stay informed about professional news.

28 GROUPS CREATED
• I can participate in groups related to my training and my interests.

Activate your account on alumni.ut-capitole.fr by clicking on Student access with your ENT credentials.
I study internationally

www.ut-capitole.fr/europe-et-international/

JOINT SERVICE FOR EUROPEAN AND INTERNATIONAL RELATIONS
Arsenal • Single reception desk Building J • Office J104

I WOULD LIKE TO STUDY ABROAD

Do you want to enrich your education with an experience abroad? This is possible by applying for a year-long study trip to one of our partner universities to study for a 3rd year Bachelor’s degree or a 1st year Master’s degree. Information meetings are organised as early as September! Keep informed on the website: http://www.ut-capitole.fr/international/etudier-a-l-etranger/

Law students: envol@ut-capitole.fr
Other courses: horizon@ut-capitole.fr

Study abroad trips are open to everyone. The Erasmus+ programme thus aims to promote the mobility of students with disabilities, paying particular attention to their specific needs during their study period. Individualised support is offered to students with disabilities who wish to go abroad (Europe, Outside Europe). Do not hesitate to make an appointment!
Nathalie Castex, Arsenal • Office J104-2 : nathalie.gence@ut-capitole.fr

I WANT TO DO AN INTERNSHIP ABROAD

Would you like to enhance your curriculum through an internship abroad?• the SUIO-IP helps you in your search for an internship;• the internship office in the processing of your internship agreement;• and the Joint Service for European and International Relations in the application for an internship grant.

I AM A FOREIGN STUDENT ARRIVING AT UT CAPITOLE

Join the SCREI (Joint service for European and International relations) team as soon as you arrive and they will guide you through the registration process and your integration into the university!

Contact : incoming@ut-capitole.fr
More information: www.ut-capitole.fr/international/etudier-a-ut1/
The Department of Languages and Civilisations organises preparations for official diplomas and certifications:

- **Preparations for diplomas:**
  - **FCE:** Cambridge First Certificate in English
  - **DELF:** Diplôme d’études en langue française (Diploma of studies in French language) - level B2
  - **DALF:** Diplôme Approfondi de Langue Française (Advanced French Language Diploma) - Level C1
  - **DELE:** Diplomas de Español como Lengua Extranjera (Diplomas in Spanish as a Foreign Language), in partnership with the Cervantes Institute

- **Preparations for certifications:**
  - **TOEFL:** Test of English as Foreign Language
  - **TOEIC:** Test of English for International Communication
  - **TOLES:** Test of Legal English Skills
  - **CIC:** Certificat Internacional de Català (International Certificate of Catalan) (from the Ramon Llull Institute).

Toulouse Capitole University is an approved examination centre for TOEIC, Bulats (Linguaskill), TCF, DELF and DALF certifications. The DLC is authorised to organise these various tests (the dates of the examination sessions are available on the DLC page).

This multimedia space dedicated to languages allows students:

- to learn alone or in a group, guided by a teacher, to take an assessment, to follow a personalised course, to continue the work given in class, to self-assess, to document oneself or to watch films in the original language on site, to use online resources and learning software,

- to borrow books (manuals, novels, audiobooks) and DVDs.

- to participate and exchange with people who speak different languages and cultures through conversation workshops, film and theatre workshops, language tandems, quizzes, conferences, international evenings...

**Conversation workshops** are led by language teachers for groups of up to 12 students in a dedicated space. Ten languages are available at different levels: German, English, Arabic, Chinese, Spanish, French as a Foreign Language, Italian, Japanese, Portuguese, Russian.
What is DAPS?
The DAPS is the Department of Physical and Sports Activities; it is the structure that manages and organises physical and sports activities.
In our university, sport is an elective option subject to educational registration.

Succeed at school!
According to scientific studies, the practice of one or more sports improves academic success at the higher education level.
Indeed, playing a sport:
• promotes the socialisation of new students
• creates a dynamic, a discipline, and a framework thanks to rules
• maintains physical and moral balance
• and allows the sustainable acquisition of transversal skills (stress management, self-esteem, organisation, perseverance, leadership...)

High level athletes:
The DAPS also offers support for High Level Athletes (information on the website or by contacting 05 61 63 38 01 shn@ut-capitole.fr)

3 practice methods:
1. weekly sports lessons with an evaluation at the end of the semester leading to bonus credits
2. occasional supervised activities that are not evaluated (dancing evenings, hikes, ski training...)
3. competition practice (Academy Championship and University French Championship) by obtaining a licence from the UTCAP association

Activities
(offered as weekly classes)
• Wellness sports: fitness coaching, fitness, weight training, pilates, yoga, sophrology, health sports.
• Team sports: basketball, football, futsal, handball, rugby, volleyball.
• Combat sports: French boxing, fencing, karate, self defence, Tai Chi.
• Dance Sports: Contemporary Dance, African Dance, Rock, Cuban Salsa.
• Individual sports: athletics, orienteering, climbing, golf, rhythmic gymnastics, multi-activities, preparation for physical competitions.
• Racquet sports: badminton, tennis, table tennis.
OXYGÈNE TES ÉTUDES

FAIS DU SPORT!

COURS & BONIFICATIONS SPORTIFS DE HAUT NIVEAU ÉVÉNEMENTS SPORTIFS COMPÉTITION

Sports - UT1 Capitole

05.61.63.35.59
www.ut-capitole.fr/vie-du-campus/sport/
sports@ut-capitole.fr
As an extension of the teachings and search for excellence, the Cultural Space provides an opportunity to discover new horizons by giving a high priority to art in all its forms. It works to make culture accessible to all, to enable everyone to enrich their view of the contemporary world and sharpen their critical thinking skills through a different, sensitive and intellectual approach.

It aims its cultural activities at students of course but also at campus staff and all the people of Toulouse. To break out of common ground and reach out to everyone, every corner of the university is invested in artistic creation and cultural initiatives. Through art and culture, the university reaffirms its humanist and civic values and makes the campus a place for reflection on the complexity of the world and exchange with the Other.

An ambition, supported by the Cultural Space, libraries, student associations or teachers, and which is divided into three leitmotifs:

#GET-INSPIRED

Music, performing arts, writing or visual arts, every year artists and thinkers are invited to create on campus, show their work and interact with the public. The 2019-2020 academic year promises beautiful moments with the visual artist Etienne Cliquet, the second edition of the documentary film festival «Point doc» and the staggered theatrical proposal of the Compagnie La Mandale but also a multitude of recurring events: presentations of lyrical works with university libraries, concerts by the Toulouse Student Symphony Orchestra, the Cinespaña and Concours de courts festivals, the Reading Night, exhibitions at the Arsenal library or the presentation of one contemporary work of art per month in the «Galerie Si».

To continue on the road of all the curiosities, you will find a ticket office at reduced rates and invitations that will open the doors of Toulouse’s stages and museums.
#EXPRESS-YOURSELF
A range of artistic practice workshops offered by the Cultural Space and campus student associations also await you: symphonic music, theatre, computer-assisted music, film and digital photography, reading aloud, rock choir, swing dances and video creation. Because practicing an artistic field allows you to acquire transversal skills, most of the workshops offered on campus are eligible for credits.

The Cultural Space also supports the projects of students engaged in the creation or invested in a cultural action. If you have an idea, if you want to create an event on campus, it will support you in its design and implementation, include it in the university’s cultural agenda and be your relay for communication with the university community (see also the section opposite).

To discuss your projects, it is strongly recommended to make an appointment by email.

#JOIN-US
Follow our news on www.ut-capitole.fr/agendaculturel

The Cultural Space office welcomes you from Monday to Thursday from 10 am to 12.30 pm and from 2 pm to 6.30 pm and on Friday from 10 am to 12.30 pm and from 2 pm to 5 pm.

STUDENT ASSOCIATIONS
www.ut-capitole.fr/vie-du-campus/vie-associative/

Associative life is a laboratory of ideas, creativity, exchanges and learning.

Investing in an association makes it easier to integrate, to have an experience serving a collective project, to develop transversal skills and to take on responsibilities: all major assets for a future professional life.

Culture, sport, civic engagement, knowledge sharing, solidarity, the environment or festive events, each student has every chance to find the right student association among the 80 located at the university. Otherwise, it is always possible to create one!

Consult your intranet: http://intranet.ut-capitole.fr/culture-sport-et-associations/associations-etiundiantes

Your projects deserve it!

The university supports students in the development and implementation of their projects. It is essential to contact the Student Vice-President and/or the person in charge of the Cultural Space for cultural projects. Some actions can also benefit from funding such as the Solidarity and Development Fund for Student Initiatives (FSDIE).
I am creating my portfolio of experience and skills

I develop skills through my internships, my experiences abroad, my student or summer jobs or my involvement in associations, sports or culture!

Thus, from my entry into university to my exit into the professional world, thanks to the PEC platform, I can identify, formalise, and enhance my experiences and my skills.

PEC is a secure and personalised, innovative WEB PLATFORM, accessible from my ENT.

By creating my Portfolio of Experiences and Skills from my 1st year of bachelor’s degree I can:

- Identify my assets and draw up a balance sheet
- Enhance my personal, professional and training experiences
- Identify my skills
- Prepare my internship, training and employment plans
- Work on and edit my CVs or cover letters

I can discover the PEC with the SUIO-IP workshops: a PEC guide trained in the approach and methodology will guide you in your reflection!

Go to: www.pec-univ.fr
Or on my ENT: Section> manage > my portfolio of experiences and skills
## Orientation and Integration Calendar 2019-2020

### 1st Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1ST YEAR PRE-ENTRY DAYS</strong></td>
<td>4 September 2019 (Law, Social and Business Administration, Economics)</td>
</tr>
<tr>
<td></td>
<td>+ 3 September «Preview of my Social and Business Administration degree»</td>
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<tr>
<td></td>
<td>2 to 6 September (management)</td>
</tr>
<tr>
<td><strong>RECEPTION FORUM</strong></td>
<td>11 and 12 September</td>
</tr>
<tr>
<td><strong>WORKSHOPS AND MINI-CONFERENCES</strong></td>
<td>From mid-October to the end of April</td>
</tr>
<tr>
<td><strong>MINI-CONFERENCES: «SEMI-ANNUAL REORIENTATION IN 1ST YEAR»</strong></td>
<td>From September to December</td>
</tr>
<tr>
<td><strong>AIRBUS DAY</strong></td>
<td>24 October 2019</td>
</tr>
<tr>
<td><strong>PRO RENDEZ-VOUS</strong></td>
<td></td>
</tr>
<tr>
<td>Careers in Justice, Defence and Security</td>
<td>7 November 2019</td>
</tr>
<tr>
<td>Territorial trades</td>
<td>8 November 2019</td>
</tr>
<tr>
<td><strong>INFOSUP</strong></td>
<td>From 4 to 7 December 2019</td>
</tr>
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### 2nd Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
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<tbody>
<tr>
<td><strong>MINI-CONFERENCES: «REORIENTATION AT THE END OF 1ST YEAR»</strong></td>
<td>From January to March</td>
</tr>
<tr>
<td><strong>PRO RENDEZ-VOUS</strong></td>
<td></td>
</tr>
<tr>
<td>Careers in Law</td>
<td>16 January 2020</td>
</tr>
<tr>
<td>Careers in IT</td>
<td>21 January 2020</td>
</tr>
<tr>
<td><strong>MASTERS DAY</strong></td>
<td>February 2020 (date to be confirmed)</td>
</tr>
<tr>
<td><strong>OPEN DAY</strong></td>
<td>1 February 2020</td>
</tr>
</tbody>
</table>

For more information, please see the «Orientation-Integration» section on the UT1 Capitole website:

www.ut-capitole.fr/orientation-insertion
Welcome

THE GRAND HALL DESK
Monday to Friday from 8.30 am to 5.45 pm
If you can’t get there: accueil@ut-capitole.fr

Information on the different services, offices, rooms and lecture halls...
For the AES, Law and IT courses, between 9 am and 5 pm, issue of:
- Certificates of successful completion of exams
- Academic transcripts
- School certificates

ATTENTION:
Remember to present your student card for any administrative procedure!

MANUFACTURE DES TABACS RECEPTION
BUILDING A • OFFICE MA010
Opening hours: 8.30 am-12.30 pm / 1.30 pm-5 pm
05 61 63 36 90 • ecole-tse@ut-capitole.fr

MANAGEMENT RECEPTION • ANCIENNES FACULTÉS • AF 019
Opening hours: 9 am-5.30 pm • 05 61 63 56 00

UT1 disability

ARSENAL • AR 31
In charge of reception: Samantha JACQUET and Clémence ANNA
samantha.jacquet@ut-capitole.fr
clemence.anna@ut-capitole.fr
handicap@ut-capitole.fr
Monday to Friday • 8.30 am to 12.30 pm / 1.30 pm to 4.30 pm

In order to benefit from all the measures necessary for the smooth running of your studies, you must make an appointment at SIMPPS (see page 25) and then at UT1 Disability between 28 August and 16 October.

Schools

1st year Bachelor’s in Law
AR 18 • 05 61 63 - 35 16 / 35 20 / 36 04
scoldroitl1@ut-capitole.fr

1st year Bachelor’s in AES
AR 121 • 05 61 63 36 95 • scolaesl1@ut-capitole.fr

1st year Bachelor’s in Eco-Management
MA 104 • 05 61 63 35 51 • scoltsel1@ut-capitole.fr

Faculty of Law in Montauban
scolmtb@ut-capitole.fr • 05 63 91 88 51
www.ut-capitole.fr/universite/composantes/antenne-de-l-universite-toulouse-capitole-de-montauban-337762.kjsp?RH=1319195388883

IUT Rodez
05 65 77 10 80 • www.iut-rodez.fr

Schools communicate mainly:
- on your email firstname.lastname@ut-capitole.fr
- by posting on the information boards of your courses.
Remember to check them regularly!

> 1st and 2nd year Bachelor’s in Law, Legal Capacity, Management: boards located at the Anciennes Facultés.

> 3rd year and Master’s in Law, AES, Economics: boards located on the inner street, Arsenal.

> Economics:
boards located at the Manufacture des Tabacs.

Moving towards a 3rd year in IT:

2 3rd year Bachelor’s degree courses in IT are available to holders of a bac+2 in economics, management, AES or law, DUT or BTS. • http://miage.ut-capitole.fr

IT school 05 61 63 39 58 • OFFICE AR07 - ARSENAL
I am training in a different way

SANDWICH COURSE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)
Manufacture des Tabacs • 21 Allées de Brienne • Building Q
05 61 12 88 56 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/alternance

The sandwich course combines a theoretical learning phase in a training institution with a practical learning phase in a company.
There are two sandwich course plans:
• Apprenticeship contract (Target audience: young people over 16 and under 30 years of age [special conditions for disabled people].
• Professionalisation contract (Target audience: young people from 16 to 25 years old and job seekers over 26 years old).

ALL THROUGH LIFE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)
Manufacture des Tabacs • 21 Allées de Brienne • Building Q
05 61 12 88 56 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/formcont

In-house training is aimed at anyone wishing to develop new skills, and/or to resume higher education in order to obtain a diploma or certification, and to secure their employability.
Training offered in face-to-face (university courses) or distance learning (with face-to-face consolidation phases).

FROM A DISTANCE

OPEN AND DISTANCE LEARNING (ODL)
Anciennes Facultés • Maison des Etudiants • 2nd floor
05 61 63 37 86 • service.foad@ut-capitole.fr

The ODL service of the University of Toulouse Capitole allows you to pursue a university education (from the 2nd year of the bachelor’s degree) under conditions compatible with the pursuit of a professional activity, classroom training or any other form of constraint preventing the pursuit of traditional education.
Consult both hard copy and digital documentation from the documentation portal in the Libraries section of the website: the examination topics in law, AES, economics, management...


I AM IMPROVING MY FOREIGN LANGUAGE SKILLS

At the Language Resource Centre (Arsenal Library, level 0, room 1), you can:
• borrow books and DVDs
• work independently thanks to self-learning software
• participate in conversation and exchange workshops with people with different languages and cultures.

Arsenal Library
11 RUE DES PUITS-CREUSÉS
Monday-Friday from 9 am to 10 pm
Saturday from 9.30 am to 5.30 pm or 8 pm • 05 34 45 61 03

Manufacture des Tabacs Library
21 ALLÉE DE BRIENNE • BUILDING H
From Monday to Friday from 9 am to 8 pm • Saturday from 9.30 am to 5.30 pm or 8 pm • 05 61 12 88 00

* Opening hours vary according to the academic calendar. Please check the library website.

Garrigou Library
ANCIENNES FACULTÉS • 1ST FLOOR
Monday to Friday from 9 am to 6 pm
closed on Saturdays • 05 61 63 37 09

François de Boutaric Room
ARSENAL • 1ST FLOOR • ROOM 106
Monday to Friday from 9 am to 6 pm
closed on Saturdays • 05 61 63 37 03

Couldn’t attend the «Active Visit» tutorial at the libraries in the new school year?

Don’t forget to do it online in September:
www.ut-capitole.fr/bibliotheques/services/bu-td-visites-actives-numeriques-527558.kjsp

More information and all news on the University website:
www.ut-capitole.fr/bibliotheques/
I USE THE GROUP WORK ROOMS
At the Arsenal Library and the Manufacture des Tabacs Library, adapted and equipped rooms are at your disposal. Equipment available: interactive screens, mobile screens, mediascapes, whiteboards, flipcharts. Online booking for 3 hours max. per day from the website (www.ut-capitole.fr/bibliotheques/informations-pratiques/espaces/) or ENT.

I HAVE TO BORROW A TABLET OR LAPTOP
• At the Manufacture des Tabacs library, laptops are at your disposal to work on site.
• At the Arsenal Library, you can borrow a tablet and take it to class or to your home.

I WANT ADVICE FROM STUDENT TEACHERS
Master’s and PhD students are available at the Arsenal library from September to March and offer students:
• individualised support in their academic work,
• personalised support for documentary research.
Reception Monday to Friday, without appointment, from 9.30 am to 6.30 pm.

You can also contact librarians by chat and messaging via service: www.ut-capitole.fr/bibliotheques/services/bu-service-de-questions-reponses-412688.kjsp?RH=1342515027280
And to expand on this, make a documentary appointment with a librarian www.ut-capitole.fr/bibliotheques/services-pour-tous/prendre-un-rendez-vous/bu-prendre-un-rendez-vous-documentaire-363294.kjsp?RH=1319194798732
Digital spaces

**MY DIGITAL WORK SPACE**


The day after your registration, you can log into your account on the digital educational network to access:

- your UT Capitole email box (schools prefer this means of communication with students),
- your schedule, exam results and school record,
- your personal calendar and file storage space,
- IT support,
- online library services,
- the virtual office, intended for personal use and sharing with other students (chat, forums, announcements, address book...).
- the educational platform «My online courses» (MOODLE). Teachers offer additional courses (detailed plans, videos, slideshows, bibliographies, etc.) and online activities (Quizzes, assignments).

If you have any problems, go to http://www.ut-capitole.fr/campus/informations-pratiques/outils-numeriques/ heading «identify yourself»

To log in

go to http://monespace.ut-capitole.fr then enter your UT Capitole computer account (login + password).
INTERNET, INTRANET & SOCIAL NETWORKS

THE DIFFERENT SITES
Internet : www.ut-capitole.fr
The university’s website is a showcase for presenting its activities and operations to the public. Through the agenda and news, you can follow its daily life and subscribe to the RSS feeds that interest you.

Intranet : www.intranet.ut-capitole.fr
Once registered, your electronic account is created. On the intranet you will have the different resources related to your studies: schooling, registration for workshops, internships,... Check the intranet agenda regularly to stay informed about the highlights of your university!

Find in the FAQs from the intranet home page or directly on the link on the page http://intranet.ut-capitole.fr/foire-aux-questions-de-l-universite-en-ligne-594875.kjsp?RH=1333372169560

Student Newsletter
Institutional source of information for students from all over the Toulouse 1 Capitole University, it appears every two weeks and is sent to your mailbox: surname.firstname@ut-capitole.fr

OPEN ACCESS COMPUTER ROOMS

ARSENAL • 1ST FLOOR • ROOM AR 150
MANUFACTURE DES TABACS • BUILDING E • ROOM ME 101
• Free access organised with instructors
• Information to create your account

WIFI NETWORK

The university provides its users who have a computer account (students, staff and guests) with wireless access points (Wi-Fi).
Two networks are available with the following SSIDs: EDUROAM, UT1
The DSI recommends using the EDUROAM network for any individual connection.
Practical information on digital technology http://www.ut-capitole.fr/campus/informations-pratiques/outils-numeriques/ heading «university WIFI»
• Consult the article and tutorial on EDUROAM: HERE (authenticated access)
• Consult the article and the tutorial on UT1: HERE (authenticated access)

TO Recap:

Internet = information open to the general public
Intranet = information reserved for university students and staff
ENT (my space) = tools at my disposal (time schedule, room reservation, Moodle, mail...)
The Crous de Toulouse-Occitanie is there for all students and supports them on a daily basis in terms of scholarships, housing, catering, social/health action, culture and international relations. The student life counsellors are available for all your questions at the Case area (Crous Accueil Services Etudiants) 58 rue du Taur or by phone at 0 806 800 131 131. The Student Life Line is open 5 days a week continuously from 9 am to 5 pm.

CATERING FACILITIES ON CAMPUS

Several catering points located near the study sites or on campus are at your disposal and serve you products cooked every day by the Crous teams. Practical, fast and affordable, Crous dishes are varied and the meals are complete and balanced. The Izly payment allows you to benefit from rates reserved for students.

Le restaurant de l’Arsenal
open 7 days a week, in the afternoon and the evening
During the week
from 11.15 am to 2 pm and from 6.30 pm to 9 pm
On the weekend
From 11.30 am to 1.30 pm and 6.30 pm to 8.15 pm

4 cafétérias for eat-in or takeaway catering
• The Arsenal cafeteria (below the Arsenal restaurant)
• The Capitol Cafeteria (in the main university building)
• The political studies cafeteria
• The Manufacture des Tabacs cafeteria

The La Pause Crous delivery service offers a menu with Japanese flavours. Come and enjoy makis, sushi made by the Arsenal restaurant teams. Discover the menu of Japanese flavours with «homemade» products on crous-toulouse.fr/Lapause
• Monday, Wednesday and Friday from 11.30 am to 2.30 pm in front of the UT1 Library
• Tuesday and Thursday from 11.45 am to 2.15 pm at the Tobacco Factory

SOCIAL WORKERS

The Crous social workers welcome you and listen to you whatever the nature of your difficulties (social, family, psychological, administrative, financial...). You can make an appointment on 05 61 12 54 52 or by email at: assist.social@crous-toulouse.fr or by going to Crous, 58 rue du Taur
IZLY: CONTACTLESS PAYMENT ON CAMPUS

What is it? Izly is Crous’ contactless payment solution. Izly allows students and university staff to pay for their purchases on campus, including meals at the Crous catering facilities.

What do I need? An MUT card or a smartphone with the Izly app.

How can I activate my account? Izly sends an email to your university email address with a temporary password. You are then directed to izly.fr to activate your account online.

Warning! Izly is the payment method used in all university catering facilities. So remember to activate your account!

Need help or have questions?
Visit our website www.crous-toulouse.fr/izly
or contact SOS Izly: assistance-izly@crous-toulouse.fr

THE STUDENT SOCIAL FILE

A unique site to manage everything: www.messervices.etudiant.gouv.fr

Applications for or renewal of scholarships (higher education or social criteria) must be made online from 15 January and before 31 May:
www.crous-toulouse.fr

French government scholarship holders are exempt from tuition fees and can obtain reimbursement of these fees from the school upon receipt of the final grant.

SCHOLARSHIP SERVICE CONTACTS TOULOUSE CAPITOLE UNIVERSITY
Student Life Centre, Arsenal Building
By appointment at the general reception from Monday to Friday.
bourses@ut-capitole.fr

INTERUNIVERSITY SERVICE OF PREVENTIVE MEDICINE AND HEALTH PROMOTION (SIMPPS)

Anciennes Facultés • RDC Political Science Building • Secretariat contact: 05 61 63 37 25
isabelle.plante@univ-tlse3.fr • Contact: simpps.arsenal-infirmieres@univ-tlse3.fr

The SIMPPS (Interuniversity Service for Preventive Medicine and Health Promotion) is a medical and social service exclusively reserved for students. You can make appointments for consultations with general practitioners, specialists and social workers. In complete confidentiality and without advance fees, you can benefit from:
• a (preventive) health examination;
• a nursing service (interview, advice, guidance, care);
• consultations with general practitioners;
• meetings with social workers: listening and assistance adapted to academic, family, personal, administrative and financial problems;
• medical-psychological assistance (psychiatrist and psychologists);
• specialised consultations (gynaecologist and family planning, nutritionist, tobacco specialist);
• a vaccination center;
• study arrangements for disabilities;

In addition, SIMPPS organises numerous health promotion and prevention actions around sexuality, nutrition, physical activity, stress and addictions. All student associations can use this service to help them set up a project or participate in an event. SIMPPS is your contact for any question related to your health. Feel free to come and meet us!
The Welcome Desk of the Federal University of Toulouse Midi-Pyrénées is a unique place to welcome students to facilitate their settlement and daily life. You will find:

- a multilingual team and information on housing, culture, health, sport, student entrepreneurship, mobility, transport, student initiatives...
- access to the mapping of the training offer of the Toulouse Academy’s universities and grandes écoles,
- a space for advice and services with:
  - the rectorate: CIO of Sup - orientation towards higher education courses,
  - the Caf: application for housing assistance and employment bonus,
  - the Prefecture: foreign students’ office (renewal of student residence permits, application for residence permits «job search/creation of companies, receipt for completion of studies/internships),
  - a Crous branch (Regional Centre for University and School Works),
  - work in partnership with the various partners in student life in higher education institutions, but also: SNCF, housing organisations, Campus France, Toulouse City Hall, Toulouse Metropole and Regional Council, CRIJ, AFEV, ESN, Campus FM, student associations...

Home Welcome Desk
41 allées Jules Guesde 31000 Toulouse
Monday to Friday from 9 am to 5 pm (6 pm from September to November)
laccueil@univ-toulouse.fr - Metro line B: Carmes stop or François Verdier

The Youth Information Centre (CRIJ)
The Tool for young people
Located on rue de Metz in Toulouse, close to the Esquirol metro station, the CRIJ is a resource centre dedicated to young people. They can find all the information they need for their daily lives. They are offered support on issues of international mobility, social rights, housing, job discovery and access to the world of work. Services are at their disposal: travel space, job offers, housing offers, CV workshops and cover letters, civic service mission offers...).

For all practical details and appointments go to: www.crij.org

Transports
Line A: Capitole Metro
Line B: Compans-Caffarelli Metro
Bus lines: 1 - 45 - 63
Compans-Cafarelli stop
Tisséo Agencies: www.tisseo.fr

You can benefit from discounts on your Tisséo subscription if you are under 25 years old or students under 35 years old. With this subscription, you can also benefit from advantageous rates with the Tisséo Toulouse-Bicycle Youth Card.

www.velo.toulouse.fr/
Subscriptions-and-Tickets
Station 29: 31 rue Valade
Station 30: 40 place Anatole France
Station 31: 7 rue des Salenques
# Academic Calendar 2019-2020

<table>
<thead>
<tr>
<th>Day of Pre-entrance</th>
<th>LAW</th>
<th>COMPUTING 1st Year Master's</th>
<th>ADM/COM</th>
<th>ECON</th>
<th>MAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 september</td>
<td>4 september</td>
<td>3 sep: &quot;My AES degree preview&quot;</td>
<td>4 sep: pre-entrance</td>
<td>4 september</td>
<td>tbd</td>
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<table>
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<tr>
<th>Welcome Forum</th>
<th>11 and 12 september</th>
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## Semester 1

<table>
<thead>
<tr>
<th>Start of Courses</th>
<th>5 september</th>
<th>5 september</th>
<th>5 september</th>
<th>Bachelor's: 5 sep</th>
<th>Master's: 9 sep</th>
<th>10 september</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Tutorials</td>
<td>16 september</td>
<td>16 september</td>
<td>23 september</td>
<td>16 september</td>
<td>23 september</td>
<td></td>
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<tr>
<td>Master's Exams</td>
<td></td>
<td></td>
<td></td>
<td>from 21 to 26 oct</td>
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<table>
<thead>
<tr>
<th>All Saints Holidays</th>
<th>from 31 Oct to 3 Nov 2019</th>
<th>ECON &amp; MAN: 28 Oct to 3 Nov</th>
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<table>
<thead>
<tr>
<th>End of Courses</th>
<th>23 November</th>
<th>Projects: from 4-9 Nov</th>
<th>30 November</th>
<th>Bachelor's: 23 Nov</th>
<th>Master's: 7 Dec</th>
<th>30 December</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Tutorials</td>
<td>23 November</td>
<td>7 December</td>
<td>7 December</td>
<td>7 December</td>
<td>7 December</td>
<td>7 December</td>
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<tr>
<td>Revision</td>
<td>from 26-30 Nov</td>
<td>Projects: from 9-14 Dec</td>
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<tr>
<td>Exams Session 1 Semester 1</td>
<td>from 2-21 Dec</td>
<td>from 16 to 21 Dec</td>
<td>from 9-21 Dec</td>
<td>Bachelor's: from 9-21 Dec</td>
<td>from 9-21 Dec</td>
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<thead>
<tr>
<th>Christmas Holidays</th>
<th>23 Dec to 5 Jan 2019 inclusive (same for schools)</th>
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## Semester 2

<table>
<thead>
<tr>
<th>Start of Courses</th>
<th>6 January (MIAGE exam week of 6 January)</th>
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<tbody>
<tr>
<td>Start of Tutorials</td>
<td>20 January</td>
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<table>
<thead>
<tr>
<th>End of Courses</th>
<th>28 March</th>
<th>4 April</th>
<th>4 April</th>
<th>Bachelor's: 21 March</th>
<th>Bachelor's: 29 March</th>
<th>28 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Tutorials</td>
<td>28 March</td>
<td>4 April</td>
<td>4 April</td>
<td>Bachelor's: 4 April</td>
<td>Bachelor's: 29 March</td>
<td>4 April</td>
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<tr>
<td>Master's Exams</td>
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<tr>
<td>Banalisation</td>
<td>30 March-4 April</td>
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<thead>
<tr>
<th>Spring Holidays</th>
<th>6 April to 19 April 2020 inclusive (same for schools)</th>
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<tr>
<th>Semester 2 Exams</th>
<th>Written: 20-25 April</th>
<th>Oral: 27 April to 16 May</th>
<th>from 20 April to 9 May</th>
<th>from 20 April to 9 May</th>
<th>2nd Chance Exams Semester 1 &amp; 2</th>
<th>from 8-27 June</th>
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<tr>
<th>2nd Chance Exams Semester 1 &amp; 2</th>
<th>from 8-27 June</th>
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NB: Political studies leave from 24 to 28 February.