



# STUDENT 'S GUIDE

2023/2024



UNIVERSITÉ  
TOULOUSE  
CAPITOLE



# Welcome at University Toulouse Capitole

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**19,700** students enrolled in 2021-2022

including **15.3%** of foreign nationality and

**36.2%** scholarship holders

**18,000** in national diplomas **1,300** in

university diplomas **70** theses defended

per year **559** teacher-

researchers and doctoral students

(including ATER and doctoral contracts)

NUMBERS



## The word of welcome of the President of the University

Dear students, Dear students,

Founded in 1229, Toulouse Capitole University is one of the oldest universities in the world, recognized for its scientific excellence and the value of its diplomas.

The Toulouse Capitole University has a campus in the heart of Toulouse, spread over three sites steeped in history, and extends into the Occitanie region in the balanced university towns of Rodez and Montauban.

It has more than 21,215 students and nearly 2,000 teachers, researchers, teacher-researchers and library staff, engineers, administrators, technicians, administrative, social and health.

Very active within the European university alliance Engage.eu alongside 8 other European universities, having concluded more than 200 cooperation agreements with universities around the world, thus contributing to better articulate the excellence of public service "at the French" and the best international standards, Toulouse Capitole University brings together seven members of excellence driven by a common ambition: to work together to make Toulouse Capitole University one of the major French and European institutions of higher education and research: Toulouse School of Economics, Sciences Po Toulouse, Faculty of Law and Political Science, Toulouse School of Management, Faculty of Administration and Communication, Faculty of Computer Science, IUT de Rodez.

Toulouse Capitole University, which became an experimental public establishment on January 1, 2023, is developing a bold strategy, looking to the future.

The Toulouse Capitole University offers more than a hundred national diplomas, university diplomas, preparation for competitions and certifications, thus bringing an undeniable competitive advantage to the people trained.

Concerned about equal opportunities, it trains students in initial, work-study or distance education, and offers courses adapted to each.

It also promotes pedagogical innovation with the aim of best meeting the needs of the world.

socioeconomic. Involved in society, Toulouse Capitole University contributes to lifelong learning.

Inclusive, the Toulouse Capitole University has created with the Food Bank a "Solidarity Grocery Store" open to all students from Occitanie and develops talent preparation courses that allow deserving scholarship students and job seekers to succeed in the competitions of the senior management of the public service. It allows students facing health difficulties or disabilities, visible and invisible, to be trained and integrated professionally and socially, thanks to competent actors, listening and accessibility of services.

In tune with the major current societal challenges and anticipating future challenges, Toulouse Capitole University analyzes, researches and questions concepts by comparing all of its disciplines: law, economics, management, political science, but also also administration, information and communication, mathematics, computer science and languages.

Its twelve research structures bring together nearly 600 teacher-researchers and researchers, publishing in the most prestigious national and international journals, organizing several hundred symposiums and conferences each year, and supporting a flourishing doctoral dynamic.

On the strength of its collective emulation, Toulouse Capitole University conducts quality scientific research thanks to national, European and industrial funding.

Many visitors and visiting professors are welcomed there each year to promote the development of disciplinary, interdisciplinary, inter-science and international knowledge.

All of this research is at the service of students.

Finally, all the players in university life (teachers, researchers, heads of associations, members of support services, partners) are at your service. Our role is to welcome you, to ensure your health, safety, your well-being, to provide you with skills in order to ensure your successful professional integration with a level of remuneration in line with your skills.

This is our primary concern. **We are a university at the service of its students.**

I invite you to discover our university and the services it offers through this guide.

My team and I wish you success and wish you an excellent academic year.

**Hugues Kenfack**  
University President



## The word of welcome of the Student Vice-President

Dear students,

On behalf of the entire university community, I would like to welcome you to our institution of higher learning. We are delighted to welcome you among us and are convinced that you will have a rich and exciting student experience.

We know getting started can be daunting at times, but we're here to support you on your academic and personal journey. Whether you're a freshman or already have college experience, we're here to help you succeed and thrive throughout your journey.

Our university is a place of knowledge, creation and innovation. We encourage students to surpass themselves and explore new horizons by encouraging them to participate in innovative projects, extracurricular activities, cultural and sporting events, and much more.

We are convinced that you will discover new areas of interest, make enriching encounters, and develop your skills and talents as active members of our university community.

We hope that your stay at our establishment will be a memorable and fulfilling experience, and that you will actively contribute to the life of our campus. We are happy to welcome you among us and look forward to seeing what you will accomplish during your academic journey.

Welcome everyone !

**Hairy Djibo**  
Student Vice-President

From September 1, 2023, find the new Student Vice-President, **Raphael Perret**.

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



## The word of welcome of the Director of SUIO-IP

Dear students, dear students,

Welcome to Toulouse Capitole University.

You have just turned a very important page in the book of your young years, the high school years. But today you are going to shoot another one. Higher Education. So, in a few years, when you look back on your past, you will say to yourself that the college years were the best years of your life. But in the meantime, this page, we will have to write it. And precisely, the service that I manage, the SUIO IP is there to support you throughout your university course, in the construction of your study project, but also in the construction of your professional project. So, the SUIO-IP is a daily team for you, with guidance officers, national education psychologists, student ambassadors who are there to support you.

There are interviews. If you have any doubts about your orientation, there are workshops. Do you want to go on an internship? you have to write a CV, a cover letter. There are conferences with professionals to give you ideas on trades. There is also a large Alumni network that is at your service to build your network of contacts with you. You will find all of this on the University's website, but in the meantime, I am counting on you. Come and see us, we are at your service.

But still, I wanted to wish you above all a good start to the new school year!

**Nathalie Laval-Mader**  
Director of SUIO-IP

  
**BIENVENUE**  
À UT CAPITOLE

Rendez-vous au  
**Forum  
Campus**

**LE 14 SEPTEMBRE 2023**

- De 9 h à 18 h
- Hall de l'Arsenal

**UNIVERSITÉ  
TOULOUSE  
CAPITOLE**





# I am a student

From the beginning of the school year, you will have to familiarize yourself with an organization different from that of high school: lessons in amphitheater, semesters, tutorials... Understanding this organization will allow you to organize yourself better and to approach the start of the school year more

## HOW DOES THE UNIVERSITY YEAR WORK?

The academic year is made up of 2 semesters: the 1st semester (S1) takes place from September to December and the 2nd semester (S2) takes place from January to April. To validate your first year of license, you must therefore validate the 2 semesters.

A timetable (EDT) will be sent to you for each semester. Please note that the number of hours does not include personal work, which is very important at the University!

### COURSE ORGANIZATION: CM OR TD?

At Toulouse Capitole University all courses last 1h30.

Lectures (CM) are, in most cases, theoretical courses given in an amphitheater and bringing together all the students of a promotion (or a group if it is a large promotion like this). is often the case in L1).

The tutorials (TD) are an opportunity to meet in small groups and to deepen the notions covered in lectures, to put them into practice by carrying out specific exercises (practical case, commentary on a decision of justice...) and above all to ask questions.

### WHAT IS EU?

Each semester is made up of Teaching Units (UE) which can take the form of CM or TD (in masters, the UEs can also correspond to an internship or a dissertation). Each time a student passes the exams of a teaching unit, he counts a certain number of credits (called ECTS). To validate a semester, you must obtain 30 ECTS. The license therefore corresponds to 180 credits, i.e. 6 semesters.

## Student's glossary

CM = lecture course

TD = tutorials

TP = practical work

UE = teaching unit

EDT = timetable

MCC = knowledge control modalities. They define the conditions for obtaining a diploma.

ECTS = European Credit Transfer System. They enable the recognition of studies and diplomas from the European area and promote mobility.

Partial: end of semester exams

Bonus: certain lessons or activities may give rise to a half-year bonus.

## AND THE EXAMS?

The evaluation of knowledge is done in different ways: continuous assessment, that is to say throughout the semester (during tutorials in particular) or during semester examinations, called "partials".

### The exams take place in two stages:

- The 1st session corresponds to the continuous assessment and the final exam of one semester (in December for S1 and in April for S2).
- A 2nd session, also called "catch-up", is organized for teaching units not validated in the 1st session. It is organized in June for the 2 semesters.



## tools for success

**Many support systems are offered to first-year students.** Some devices are common to all students, others are specific to the components and can be offered following a placement test at the start of the year.

**Here are some examples, do not hesitate to ask your school or your teachers.**

- **In L1 Eco-Gestion:** support in **mathematics** to **promote** the success of students encountering difficulties. This is a 12-hour complementary lesson in the form of tutorials.



- **In L1 Management:** support teaching in **mathematics** ;
- **In L1 of AES:** refresher course in mathematics for final year students who have not followed this course;
- **In L1 of Law:** device devoted to the methodology of university work. TD sessions take place in small groups of a maximum of 15 students.

### What if I am postponed for the 1st semester exams?

The Faculty of Law offers deferred students university support work (TSU) at the beginning of the 2nd semester devoted to the specific methodology of law studies.

**Documentary tutoring:** student tutors offer you individualized support in academic work and documentary research. See page 27.

**The Faculty of Law Summer University:** to discover the university and legal studies. Free, this preparatory session takes place every year just before the official start of the school year.

### Common self-training devices:

**The Voltaire project:** for an upgrade in spelling and written expression.

**Cogitest:** to boost your neurons and train your memory.

Find all the devices to succeed in licensing on the [ut-capitole website](#):  
Topic > Orientation-Insert



# I build my undergraduate study project

The SUIO-IP is the University Service for Information, Guidance and Professional Integration. [www.ut-capitole.fr/orientation-insertion/](http://www.ut-capitole.fr/orientation-insertion/)

Follow the SUIO-IP on social networks:

 Facebook : [www.facebook.com/suiiop.ut1](http://www.facebook.com/suiiop.ut1)

 suiioip.ut1 Instagram : [www.instagram.com/suiiop.utcapitole/](http://www.instagram.com/suiiop.utcapitole/)



## SUIO-IP ADVICE AREA - RESOURCES

Reception area • Arsenal  
Prefab car park Arsenal

Monday: 12:30 p.m. - 5:00 p.m.

Tuesday - Wednesday - Thursday: 9:30 a.m. - 5:00 p.m.

Friday: by appointment

Such. : 05 61 63 37 28

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

## I'M INFORMING MYSELF

WITH SUIO-IP RESOURCES

700 targeted and renewed references at your disposal: •

Continuation of studies

• Training

• Job prospects •

Professional integration and search for an internship...



• Advice-Resources area of the SUIO-IP



• Online

documentation: <https://suiio-ut-capitole.centredoc.fr/>





## I ATTEND CONFERENCES, WORKSHOPS, OPEN DAYS

The SUIO-IP organizes several events throughout the year, which you can find on the Orientation and Integration Agenda p.30.

**The Infosup fair but also the Open Day** organized by the University are an opportunity to meet the teachers and discuss with the students in order to find out about the training courses if you wish to change your course and the pursuit of studies, in particular for a master's degree. .

**The workshops and conferences** organized by the SUIO-IP will allow you to work and build your study project from the first year of your bachelor's degree.

## I AM ACCOMPANIED BY...



### • **Orientation officers, your first contact at SUIO-IP**

They welcome you every day, guide you and provide you with personalized advice on your university career (training offer, registration periods, reorientation, international mobility, etc.) and on your professional career (public service competition, opportunities by sector, job search or internship, CV, letter, etc.).

They lead workshops on the construction of the university project and integration assistance for students and organize SUIO-IP events.



### • **Psychologists specialized in career counseling (National Education Psychologists)**

They receive you for a one-hour individual interview, by appointment made prior to reception by an orientation officer.

They offer you personalized support in the construction of your personal and professional project and help you with any problem related to orientation (difficulties in making choices, change of sector, etc.).

Psychologists also lead collective actions: orientation workshops and information meetings (on changes in courses, for example).





# I meet student ambassadors



You can come and meet our student ambassadors (in AES, Law, Economics) without an appointment, at the SUIO-IP reception desk, **Monday to Friday, from 12:30 p.m. to 2:00 p.m.** from September to April. Contact them by email at: [etudiant.Ambassadeur@ut-capitole.fr](mailto:etudiant.Ambassadeur@ut-capitole.fr) where they can answer your questions.

You can also find them at events organized by the SUIO-IP (Pre-return, Infosup Fair, Open Days) and by the University (Campus Forum) during the academic year.

## Hamza, Master's student in Criminal Law and Criminal Sciences

"As a master's student in criminal law, but also having gone through the AES in L1, I could particularly advise you, and inform you about the different possible paths within these two sectors. »

## Hichem, graduate student in Master's Degree in Freedoms Law

"My first and most important mission is to listen. Indeed, as the problems vary according to the people, finding a solution is not always easy. It is therefore essential to make the person feel understood.

You may feel like you're alone in the world at university, but the student ambassadors are there to share their experiences with you, advise you, help you go further in your projects, encourage you not to give up or on the contrary, to let go of everything to do something that suits you best, all that from student to student with the support and experience of the SUIO-IP staff. »

## Léa, student in a Master's degree in Law with a specialization in Ethics, from a CPGE

"Student support takes place every lunchtime at the SUIO-IP, without an appointment, by making contact during which the student can explain his situation and ask all his questions. The role of the Student Ambassador is to promote exchanges between students of different levels, by offering attentive listening and sound advice. »

## Mathieu, Master 1 Economics student

"As a student ambassador, we have the opportunity to formally share our academic experience and our life experience as a student. We therefore provide useful information (housing, academic orientation, student life) to new arrivals and we share what we learn within the SUIO with other students – for example, by following an internship search workshop. »



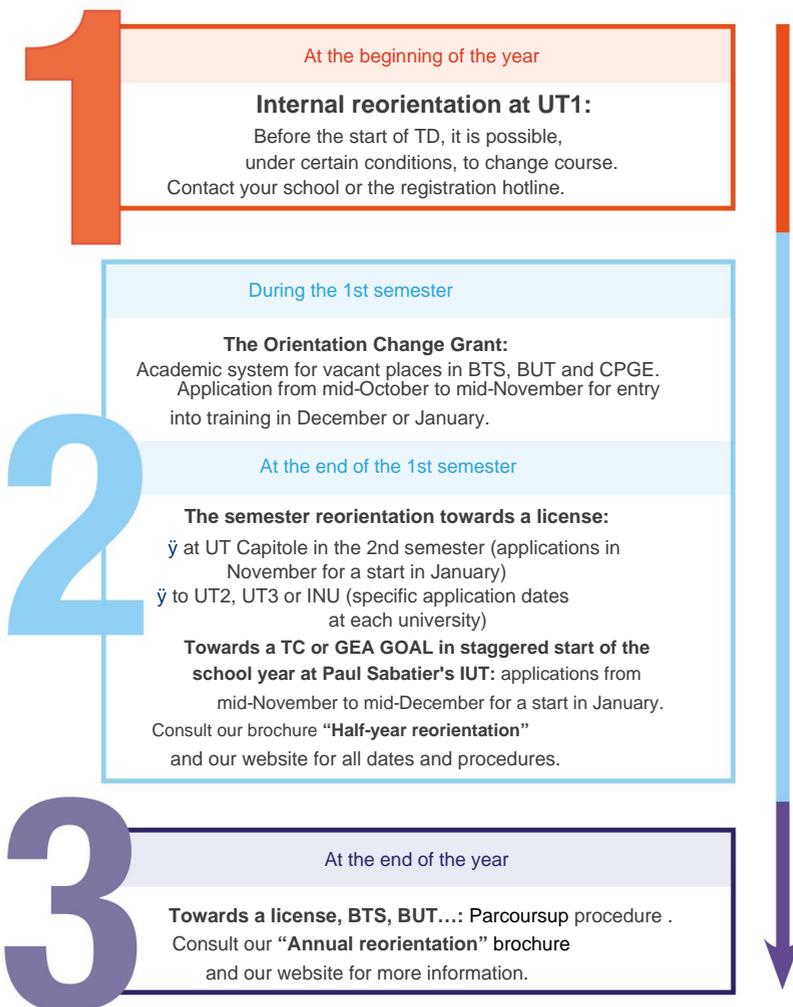


## What if I want to reorient myself?

**The first year at the University is an important step in your studies.**

It is normal to ask questions, the SUIO-IP team can accompany you.

If you are wondering about a change of course in L1, reorientations are possible from the start of the school year, at the end of the first semester or at the end of the year.



**Throughout the year, the SUIO-IP offers conferences on “changing courses in L1” to learn about the different possibilities of orientation and/or reorientation. Ideal before an individual interview!**



# I prepare my professional project

[www.ut-capitole.fr/orientation-et-insertion/preparer-son-insertion/](http://www.ut-capitole.fr/orientation-et-insertion/preparer-son-insertion/)

Throughout the academic year,  
the SUIO-IP offers you:

• **Workshops for:**

- Build your study project and your professional project
- Learn to value your experiences, get to know yourself better and identify your qualities and motivations
- Optimize your internship and job search with effective tools (CV, cover letter, interview)
- Prepare your international applications
- Prepare your applications for selective training, a gap year

• **Conferences to :**

- discover professions - learn about internships, work-study programs, employment, community involvement
- find out about competitions

• **Professional Forums, the "Rendez-Vous Pro":**

- Jobs forum
- IT recruitment
- More than 100 professionals who come to meet you every year

**Online registration:**

[www.ut-capitole.fr/orientation-et-insertion/](http://www.ut-capitole.fr/orientation-et-insertion/)



## The module Professional life

- Optional and optional, it is offered as a bachelor's and master's degree in law, AES, and computer science, and allows you to have a bonus.
- 4 validation methods choice: "internship", "project", "**associative commitment**" or "**entrepreneurial spirit**"

Online registration for the start of the school year  
**+ INFO AT SUIO-IP**





## I'm doing an internship

**Students, don't wait until the end of your studies to complete internships!** Whether it is an end-of-study internship or a discovery internship, it is important to identify one's expectations, one's personal and professional objectives: in other words, to question his professional project.

### INTERNSHIP SEARCH

**I prepare my candidacy** by participating in SUIO-IP workshops and conferences.

**I connect to the Alumni network of the University** [alumni.ut-capitole.fr](http://alumni.ut-capitole.fr) to consult:

- The catalog of internships by training course
- Internship and job offers and I created a alert

**I use the documentary resources** of the SUIO-IP (ex: brochure "Get an internship").

### KEY POINTS TO KNOW

#### Compulsory internship agreement:

Form to be completed from the site [alumni.ut-capitole.fr](http://alumni.ut-capitole.fr) and the ENT identifiers ("Internships" tab > "Apply for an agreement" section).

#### Internship period:

**Compulsory internship:** from September 1, 2023 to October 31, 2024.

**Optional internship:** from September 1, 2023 to August 31, 2024.

#### Duration of internships:

6 months or 924 hours maximum in the same host structure.

#### Gratification of internships:

Compulsory if the internship is longer than 2 months or 308 hours (€4.05/hour).

**Important:** Before leaving for an internship, the internship agreement must be sent to the internship office validated and signed by the referent teacher, the University, the host structure and the student. This document specifies the educational methods and ensures the social protection of the student with regard to accidents at work and occupational diseases.

Application to be submitted 15 days before the start of the internship.



### INTERNSHIP OFFICE

ARSENAL • 3rd floor AR  
379

Such. : 05 61 63 37 35

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

Monday: 1:30 p.m. - 4:30 p.m.

Tuesday to Thursday:

9 a.m. - 12 p.m. / 1:30 p.m. - 4:30 p.m.

Friday :

telecommuting service

9h-12h / 13h30 - 16h30



## I develop my professional network



The Alumni network is the professional network of Toulouse Capitole University. It brings together the establishment's professional community: students and graduates, mentors and professional partners, recruiters, teachers and staff.

From the Latin "pupils", the term "Alumni" refers to both students and graduates. Each year, more than 4,000 students graduate. This ever-growing community can be found on this dedicated network. Entirely free, it offers numerous functionalities and serves as an accelerator for the professional integration of its members.

### Why join the Alumni network?

**28,000 ACTIVE MEMBERS** (students, graduates, teachers, staff and professionals)

- I explore the directory and I interact with the community.

**2,600 RECRUITERS AND 7,000 REFERENCED COMPANIES**

- I contact the professionals.

**600 PARTICIPANTS IN THE MENTORING PROGRAM**

- I register and find a professional mentor.

**400 RECRUITMENT OFFERS**

- I am applying for internship, work-study or job offers.

**50 ARTICLES AND EVENTS**

- I take part in events and learn about professional news.

**30 GROUPS**

- I participate in groups related to my training or my areas of interest.

**I activate my account with my ENT credentials on [alumni.ut-capitole.fr](https://alumni.ut-capitole.fr)**





# I am accompanied by a mentor

The Alumni network is also the dedicated tool for any student or graduate of Toulouse Capitole University who wishes to contact professionals to obtain occasional help or benefit from support.

The mentoring program makes it possible to solicit professional **volunteers and volunteers** (mentors) on the following topics:

- Professional project/Professions/Sectors
- Applications/Recruitment interviews/Network approach
- Orientation/Choice of training
- Study assistance/University life/Tutoring
- Entrepreneurship/Business creation
- International mobility
- Handicap
- Doctorate/Research

To participate, go to **the Alumni network > Mentoring section.**

**MENTORAT**

Un accompagnement personnalisé pour développer ses compétences

UNIVERSITÉ TOULOUSE CAPITOLE

ÉTUDIANTS & DIPLÔMÉS  
PROFESSIONNELS & PARTENAIRES  
ENSEIGNANTS & PERSONNELS

PROJET PROFESSIONNEL, MÉTIERS  
CANDIDATURE, RECRUTEMENT  
ORIENTATION, RÉORIENTATION  
AIDE AUX ÉTUDIÉS, TUTORAT  
MOBILITÉ INTERNATIONALE  
ENTREPRENEURAT  
HANDICAP  
DOCTORAT

www.alumni.ut-capitole.fr

Mentoring is a “relationship of support, assistance and exchanges, in which an experienced person, the mentor, accompanies another person, the mentee, in the development of their skills. »



# I have a creative idea, a project that I want to develop...

<http://www.ut-capitole.fr/orientation-insertion/preparer-son-insertion/creation-d-entreprise/> With

the support of many partners, the **SUIO-IP** (Service Universitaire d'Information Orientation Professional Integration) offers awareness-raising actions to all students and recent graduates of the University:

- Workshops and conferences dedicated to entrepreneurship,
- Competition events to test a business creation project
- Individual meeting with the entrepreneurship referent of UT Capitole

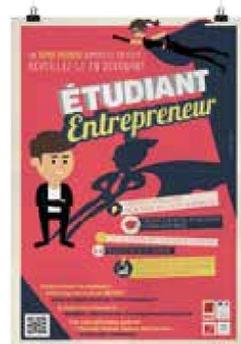
The **PEPITE** (Student Center for Innovation, Transfer and Entrepreneurship) supported by the Federal University of Toulouse supports students and young graduates in their business creation project through 2 courses:

- **The discovery course: raising awareness, with the national status of student-entrepreneur (SNEE)**

This first level allows you to work on your entrepreneur profile, learn about the stages of a project and discover the entrepreneurial ecosystem.

- **The emergence course: training, with the student-entrepreneur diploma - D2E**

The Diploma allows you to go further in the maturation of your project, whatever its state of progress.



## THE CALENDAR 2023-2024

**May to September:** Submission of applications on the national platform <https://snee.enseignementsup-recherche.gouv.fr/> and contact with the institutional entrepreneurship referent

**July to February:** Selection of **discovery trail applications**, dossier and pitch in front of a jury

**October:** Selection of applications **for the emergence pathway**, file and pitch in front of a jury

**From October to June:** Support program

**June or September:** File evaluation and oral defense **of the emergence course**



**CONTACT PEPITE-ECRIN :**

[ecrin@univ-toulouse.fr](mailto:ecrin@univ-toulouse.fr)

**REFERENT UT1 CAPITOLE:**

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

VOUS ÊTES VICTIME OU TÉMOIN  
DE FAITS DE VIOLENCE,  
DISCRIMINATION, HARCÈLEMENT?

STOP AUX  
VIOLENCES!

STOP AU  
SILENCE

La Mission  
égalité d'UT  
Capitole est là  
pour vous écouter  
et vous accompagner

Signalez ces comportements  
en toute confidentialité  
[stop-violences@ut-capitole.fr](mailto:stop-violences@ut-capitole.fr)



## I study abroad

[www.ut-capitole.fr/europe-et-international/](http://www.ut-capitole.fr/europe-et-international/)

### COMMON SERVICE FOR EUROPEAN AND INTERNATIONAL RELATIONS

Arsenal • One-stop reception desk Building J • Office J104

## I WISH TO PERFORM A STUDY MOBILITY ABROAD

### Do you want to enrich your career with an experience abroad?

This is possible by applying for a study trip to one of our partner universities one year in advance, to go on to License 3 or Master 1. Information meetings are organized from September!

Keep informed of the possibilities of mobility and the modalities on the website: <https://www.ut-capitole.fr/international/etudes-stages-al-etranger/>

### Students in Law, IT, Administration and Communication, BCI:

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

Study stays abroad are open to everyone. The Erasmus + program thus aims to promote the mobility of students with disabilities, paying particular attention to their specific needs during their study stay. Individualized support is offered to students with disabilities wishing to go abroad (Europe, outside Europe). Do not hesitate to make an appointment!

Nathalie Castex, Arsenal • Bureau J104-2 : [nathalie.castex@ut-capitole.fr](mailto:nathalie.castex@ut-capitole.fr)

## I'M DOING AN INTERNSHIP ABROAD

Do you want to enhance your course with an internship abroad?

- the SUJO-IP supports you in your search for an internship;
- the internship office in processing your internship agreement;
- and the Common Service for European and International Relations in the internship grant application.

## I AM AN INTERNATIONAL STUDENT COMING TO UT CAPITOLE

You are an international student on an exchange or on an individual basis, the SCREI team can guide you in your steps in order to integrate you as well as possible within the university!

Contact :

Exchange students: [welcome-ut1@ut-capitole.fr](mailto:welcome-ut1@ut-capitole.fr)

Individual students: [portal.etranger@ut-capitole.fr](mailto:portal.etranger@ut-capitole.fr)

More information:

[www.ut-capitole.fr/international/venir-etudier-a-ut1/](http://www.ut-capitole.fr/international/venir-etudier-a-ut1/)





# I improve my level in languages

## DEPARTMENT OF LANGUAGES AND CIVILIZATIONS

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

Arsenal • AR 223 • [langues.etrangeres@ut-capitole.fr](mailto:langues.etrangeres@ut-capitole.fr)

The Languages and Cultures Department (DLC) organizes and provides foreign language courses for all students at Toulouse Capitole University.



In addition to training, the Languages and Cultures Department offers:

- additional French Language and Culture (LCF) modules for non-French-speaking students enrolled at UT Capitole
- in partnership with the SCREI, specialized French modules (legal, business, social) for students enrolled in a Erasmus exchange
- from the 2nd year (Law and AES stream), preparatory modules for mobility: CAR

Toulouse Capitole University is an approved examination center for the passage of the TCF certification (test of knowledge of French) in partnership with France Education.

## LANGUAGE RESOURCE CENTER (CRL) [www.ut-capitole.fr/crl](http://www.ut-capitole.fr/crl)

ARSENAL LIBRARY • Ground floor • 05 34 45 62 05 • [crl@ut-capitole.fr](mailto:crl@ut-capitole.fr)

**This multimedia space co-managed by the DLC and the SCD is devoted to languages.**

In this learning space, you can in particular: - take part in

conversation workshops offered in 10 languages: German, English, Arabic, Chinese, Spanish, French as a Foreign Language, Italian, Japanese, Portuguese, Russian (small groups of 12 students maximum);

- meet an educational advisor (individual appointments) to take stock, follow a personalized course, etc. ;
- document yourself on site or borrow documentary resources: learning manuals, books, magazines, DVDs;
- prepare yourself with online resources for certifications: TOEIC, TCF, DELE;
- take part in cultural activities: international evenings, games evenings, theater and cinema workshops in English;
- exchange with people of different languages and cultures (tandem).



# I want to do sports



## DEPARTMENT OF PHYSICAL AND SPORTS ACTIVITIES (DAPS)

ARSENAL • Reception near the Amphi Despax • 05 61 63 35 59 • sports@ut-capitole.fr:

 Sports - UT1 Capitole

## WHY PLAY SPORTS AT UTCapitole? To succeed in your studies

According to scientific studies, the practice of one or more sports improves academic success at the level of higher education.

Indeed, a sports practice:

- Promotes the socialization of new students and creates an important network
- Preserves the physical and moral balance •

Gives a dynamic, a discipline, a framework thanks to rules

- And allows the lasting acquisition of transversal skills (stress management, self-esteem, organization, perseverance, leadership, etc.) necessary in your professional life.



## WHAT IS SPORT AT Capitoline? Some numbers

- **more than 4000 students** enrolled in courses who access a bonus
- **more than 90 High Level Athletes** •
- **more than 40 activities**
- **more than 80** sporting events per year

## HOW TO DO SPORTS AT UTCapitole? By registering with the DAPS

**The Department of Physical and Sports Activities (DAPS)** is the structure that manages and organizes physical activities and sporting events.

In our university, sport is an optional option subject to **educational registration giving rise to a bonus.**

Registration for DAPS takes place at the beginning of the first and second semester. Registration is done online only.

For sporting events and competition, you must also register with the DAPS.

The terms and conditions are specified for each event.





## WHAT TERMS OF PRACTICE? 3 modalities

- 1• Weekly sports lessons, with an evaluation at the end of the semester giving give rise to a bonus
  - **Well-being activities:** fitness coaching, bodybuilding, pilates, yoga, sophrology, sports-health, run & fit, handicap sports
  - **Team sports:** basketball, football, futsal, handball, hockey, rugby, volleyball, ball tennis
  - **Combat sports:** French boxing, fencing, karate, self defense, Tai Chi
  - **Dances:** contemporary dance, African dance, rock, Cuban salsa
  - **Individual sports:** athletics, urban workout, orienteering, running, climbing, golf, rhythmic gymnastics, multi-activities, preparation for physical competitions
  - **Racquet sports:** badminton, tennis, ball tennis, table tennis
- 2• Occasional supervised activities not evaluated (Dancing evenings, hikes, canoeing, ski course, wellness course, wellness workshops...)
- 3• Practice in competition (Academy Championship and French University Championship) by taking out a license from the UTCAP association.  
(Information: [association.sportive.utcap@univ-tlse.fr](mailto:association.sportive.utcap@univ-tlse.fr))



## HIGH-LEVEL ATHLETE AT UTCapitole? Everything is planned!

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](mailto:shn@ut-capitole.fr)).

## DISABLED SPORTS AT UTCapitole? A project in full development!

The DAPS now offers specific sports offers for **students with disabilities**

(Information by email, by contacting the following address: [sport-handicap@ut-capitole.fr](mailto:sport-handicap@ut-capitole.fr)).



## I cultivate myself and invest myself in the associative and cultural life

### THE CULTURAL

**AREA** Former Faculties • Student House • Office AF 63 • [www.ut-capitole.fr/culture](http://www.ut-capitole.fr/culture)

**Paule Géry** (head): [paule.gery@ut-capitole.fr](mailto:paule.gery@ut-capitole.fr) / [culture@ut-capitole.fr](mailto:culture@ut-capitole.fr)

**Thelma Marrot** (collaborator): [thelma.marrot@ut-capitole.fr](mailto:thelma.marrot@ut-capitole.fr)

As an extension of teaching and the search for excellence, the Espace Culturel offers the opportunity to discover new horizons by giving pride of place to art in all its forms. It works to ensure that culture is affordable and easy to access for you, students of course, but also for everyone in Toulouse. You will thus be able to enrich your view of the contemporary world and sharpen your critical spirit through a **different, sensitive and intellectual approach**.

To get out of the common places and meet everyone, every corner of the university can be taken over by artistic creation and cultural initiatives. Through art and culture, the university reaffirms its humanist and civic values and makes the campus a place of reflection on the complexity of the world and of exchange with the Other. An ambition carried by the Espace Culturel, but also the libraries, the educational teams and student associations, and which comes in three leitmotifs:

You want you  
invest in life  
culture on campus?

Be part of the Cultural Space's volunteer team! Nothing could be simpler: send an email with your contact details to Thelma Marrot or come see her at the office!

### #GET INSPIRED

Music, performing arts, writing or visual arts, every year artists and thinkers are invited to create on campus, to share their work and to discuss with you. The academic year 2023-2024 promises great moments with the last "Strange Day" by artist-in-residence Julie Du Chaussoy, season 5 of the stand-up "Attempt at exhaustion" by Gaspard Chauvelot and the return of Cie Jean Balcon with its break-ins philosophical to discover on campus. To be continued ! But also a multitude of events now expected every year: presentations of lyrical works with university libraries, concerts by the Orchester Symphonique Étudiant de Toulouse, the Cinespaña festival, exhibitions in the Grand Hall, in "La Galerie Si" or in the brand new place dedicated to contemporary art at the heart of the campus.

And finally, to further cultivate your curiosity, a ticket office at reduced rates and invitations open the doors to healthy Toulou stages and museums.





## #EXPRESS YOURSELF

Artistic workshops offered by the Espace Culturel and student associations on campus also await you: rock choir, film criticism, video creation, cyanotype, swing dances, drawing, reading aloud, computer-assisted music, symphonic music, film and digital photography, screen printing, stopmotion, theatre. Because practicing an artistic discipline makes it possible to acquire cross-disciplinary skills, most of the workshops offered are eligible for the cultural bonus. Find out!

The Espace Culturel also supports the projects of students engaged in artistic creation or involved in cultural action. If you have an idea, if you want to create an event on campus, he will accompany you in its conception and its realization, will include it in the cultural agenda of the university (compulsory procedure) and will be your relay for communication with the university community (see also section opposite). The Espace Culturel is also the privileged interlocutor for all those wishing to enhance their artistic practice.

Make an appointment by email to discuss your projects and take them as far as possible!

## STUDENT ASSOCIATIONS

[www.ut-capitole.fr/campus/vie-associative/](http://www.ut-capitole.fr/campus/vie-associative/)

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

Investing in an association allows you to integrate more easily, to live an experience in the service of a collective project, to develop cross-functional skills and to take on responsibilities: so many major assets in a professional life to come.

Culture, sport, civic engagement, knowledge sharing, solidarity, environment or festive events, you have every chance of finding the student association that suits you among the 80 domiciled at the university. Otherwise, it is always possible to create one!

### Check your intranet.

**Funding:** Some actions may benefit from funding such as the Solidarity and Development Fund for Student Initiatives (FSDIE). The Office of Student Life will help you put together your grant application file and will take care of checking it when it is submitted.



## #JOIN US

Follow our news on

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

   [cultureUT1Capitole](#)

The Espace Culturel office welcomes you

Monday to Thursday from 10  
a.m. to 12.30 p.m. and from 2 p.m. to 6.30  
p.m. and on

Friday from 10 a.m. to 12.30 p.m. and from 2 p.m.

## Your cultural projects deserve it!



The university supports students in the development and implementation of their projects. For files with a cultural vocation, contact the Espace Culturel to give you a helping hand. You can also request the Student Vice-President.



# Home

## GENERAL RECEPTION - GREAT ARSENAL HALL

Monday to Friday from 9:00 a.m. to 5:00 p.m.

For the **Law, Administration & Communication, and IT**, delivery, online only, of:

- Certificates of achievement
- Transcripts
- Education certificates

on "My Web Folder":

<http://www.ut-capitole.fr/accueil/>

[outilsnumeriques/applications/consulter/](http://www.ut-capitole.fr/outilsnumeriques/applications/consulter/)

# General education

## • Registration and Study Organization Office (BIO)

Provides cross-functional and logistical tasks common to all courses, from student registration to the awarding of diplomas.

- Questions relating to administrative registration: [inscription@ut-capitole.fr](mailto:inscription@ut-capitole.fr)
- Questions relating to the issuance of diplomas and transfer: [service.diplomes@ut-capitole.fr](mailto:service.diplomes@ut-capitole.fr)

## • Student Life Office (BVE)

Leads and coordinates social action in favor of students (CROUS scholarships, university aid, computer loans), welcomes and informs about the possibilities of financial aid. It welcomes associations and

students wishing to set up cultural projects (FSDIE).

- Questions relating to higher education scholarships: [Bourses@ut-capitole.fr](mailto:Bourses@ut-capitole.fr)
- Questions relating to the FSDIE, material aid, exemptions, reimbursements, etc. : [vie.etudiante@ut-capitole.fr](mailto:vie.etudiante@ut-capitole.fr)

## UT1 HANDICAP



Welcomes and accompanies students with disabilities throughout their university course: secretarial work, arrangement of studies and exams.

ARSENAL • AR 31 • Monday to Friday, 8:30 a.m. - 12:30 p.m. /

1:30 p.m. - 4:30 p.m. • [handicap@ut-capitole.fr](mailto:handicap@ut-capitole.fr)

In order to benefit from all the measures necessary for the smooth running of your studies, you must make an appointment with SIMPPS (see p.27) then with UT1 Handicap between August 28 and October 15.



## SCIENCE PÔ RECEPTION:

Tobacco Factory Building D

Hours: 8:30 a.m.-12:30 p.m. / 1:30 p.m.-5:00 p.m.  
05 61 11 02 60

## HOME OF THE SCHOOL OF ECONOMICS TOULOUSE - TSE :

1, Esplanade de l'Université Opening  
hours: 8:30 a.m.-12:30 p.m. / 1:30 p.m.-5:00  
p.m. 05 61 63 36 90 • [ecole-tse@ut-capitole.fr](mailto:ecole-tse@ut-capitole.fr)  
**TSM HOME**

Former Faculties • AF 019

# schooling

## L1 AES

AR 121 • 05 61 63 38

95 [scolaes1@ut-capitole.fr](mailto:scolaes1@ut-capitole.fr) **L1 Law**

AR 18 • 05 61 63 - 35 16 / 35 20 / 36

04 [scoldroit1@ut-capitole.fr](mailto:scoldroit1@ut-capitole.fr)

## L1 Law in Montauban

[scolmtb@ut-capitole.fr](mailto:scolmtb@ut-capitole.fr) • 05 63 91 88  
51

## L1 Economy (all courses)

T022 • 05 61 63 35 51

[scoltsel1@ut-capitole.fr](mailto:scoltsel1@ut-capitole.fr)

## L1 computer science course "Management and digital"

Manufacture des Tabacs Bât F 1er  
stage  
[scolarite.informatique@ut-capitole.fr](mailto:scolarite.informatique@ut-capitole.fr)

## IUT Rodez

05 65 77 10 80 • [www.iut-rodez.fr](http://www.iut-rodez.fr)

Schools mainly communicate:

- on your UT1 mailbox
  - by display on the **information panels** of your sectors:
- > For any specific request concerning your timetable, exams, proof of absence, please contact your L1 school.



# I train differently

## ALTERNATELY

### CONTINUING TRAINING, VALIDATION OF ACQUIRED AND LEARNING (FCV2A)

Manufacture des Tabacs • 21 Allées de Brienne • Building Q  
05 61 12 88 94 • [fcv2a@ut-capitole.fr](mailto:fcv2a@ut-capitole.fr)  
[www.ut-capitole.fr/alternance](http://www.ut-capitole.fr/alternance)

Work-study training combines a theoretical learning phase in a training establishment and a practical learning phase in a company.

There are two alternating devices:

- The apprenticeship contract (Target audience: young people over 16 and under 30 (special conditions for people with disabilities)).
- The professionalization contract (Target audience: young people aged 16 to 25 and job seekers aged over 26).

## THROUGHOUT LIFE

### CONTINUING TRAINING, VALIDATION OF ACQUIRED AND LEARNING (FCV2A)

Manufacture des Tabacs • 21 Allées de Brienne • Building Q  
05 61 12 88 94 • [fcv2a@ut-capitole.fr](mailto:fcv2a@ut-capitole.fr)  
[www.ut-capitole.fr/formcont](http://www.ut-capitole.fr/formcont)

Continuing Education 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 face-to-face (courses at the university) or remotely (with face-to-face grouping phases).

## FROM A DISTANCE

### OPEN DISTANCE TRAINING (FOAD)

Manufacture des Tabacs • 21 allées de Brienne • Bât. E  
• 5th floor • 05 61 63 37 86 • [service.foad@ut-capitole.fr](mailto:service.foad@ut-capitole.fr)  
• <https://www.ut-capitole.fr/formations/se-former-autrement/open-and-distance-learning>

The Toulouse Capitole University's FOAD service allows you to follow a university course (from the 1st year of your bachelor's degree) under conditions compatible with the pursuit of a professional activity, face-to-face training or any other form of constraint preventing the follow-up of a traditional education.

## Benefits for the employer:

- For all contracts:
  - work-study students are not taken into account in the calculation of the workforce
  - aid for hiring disabled workers paid by AGEFIPH
- For apprenticeship contracts:
  - exemption from contributions
  - employers and/or employees are possible depending on the size of the structure (private sector, public sector)
  - a unique aid for employers of apprentices (until 31/12/2023)
- For contracts of professionalization:
  - flat-rate aid to the employer for hiring a jobseeker aged 26 and over
  - help in hiring an applicant
  - employment of 45 years and over...

## Benefits for the alternate:

- Combine theory and practice,
- Solid professional experience with business support,
- A remuneration,
- Cost of training covered,
- Easy insertion.





# University libraries

4 Libraries on campus and an online library!  
440,000 books and 800 journals, 300,000 e-books and 57,000 e-journals to be consulted on site or online from the "Libraries" section of the website as well as digitized exam subjects in law, AES, economics, management...  
[www.ut-capitole.fr/bibliotheques/documentation/](http://www.ut-capitole.fr/bibliotheques/documentation/)



## Arsenal Library

11 RUE DES PUIITS-CREUSES

Monday to Friday from 8:00 a.m. to 10:00 p.m.\*  
Saturday from 8:00 a.m. to 5:30 p.m. or 8:00 p.m.  
05 34 45 61 03

## Library of the Tobacco Factory

21 ALLÉE DE BRIENNE • BUILDING. H

Monday to Friday from 8:00 a.m. to 8:00 p.m.\*  
Saturday from 8:00 a.m. to 5:30 p.m. or 8:00 p.m.  
05 61 12 88 00

\* Times vary according to the university calendar. Refer to the library website.

## Garrigou library

FORMER FACULTIES • 1ST FLOOR

Monday to Friday from 9:00 a.m. to 6:00 p.m.  
Closed on Saturday  
05 61 63 37 09

## Francois de Boutaric Room

ARSENAL • 1ST FLOOR • ROOM 106

Monday to Friday from 9:00 a.m. to 6:00 p.m.  
Closed on Saturday  
05 61 63 37 03

## I CONSULT AND I BORROW DOCUMENTS

# Archipel

Le catalogue des bibliothèques du réseau

In the Archipel catalog, you can:

- search for printed or digital documents in all university libraries in the Toulouse network
- book documents
- extend your loans
- consult what's new in your disciplines

You can borrow and return your documents in all the libraries of the network, thanks to the interuniversity shuttle.

More information and all the news on the Université de Toulouse website: [www.ut-capitole.fr/bibliotheques/](http://www.ut-capitole.fr/bibliotheques/)





## I AM ACCOMPANIED THROUGHOUT THE YEAR



- Ask a question at reception, in the libraries and remotely, by chat, email or SMS via the "One question ? »
- Find your way around the BU and develop your information skills: From the Back to school, you will take part in the first mandatory and graded TU "Information Skills" tutorial: the "Visit Active" tutorial.



- Be helped by tutors: From September to March, at the Arsenal library, master's and doctoral students offer for all disciplines:
  - > individualized support in academic work
  - > personal support tailored to research mental
- Being by a librarian: Throughout the year, you can make a librarian's documentary appointment in with and your specialized discipline.



**Students with disabilities**, in the Arsenal and Manufacture des Tabacs BUs, sit in your reserved rooms and your priority seats.

Access suitable equipment: tele-enlargers, PCs, software, tables with mobile trays, etc. Thanks to the digital document supply service,

receive documents by email. Consult all our services on our web portal.



Contact us for a personalized welcome: [bu-handicap@ut-capitole.fr](mailto:bu-handicap@ut-capitole.fr)

## I USE THE ROOMS GROUP WORK

In the library of the Arsenal and the library of the Manufacture des Tabacs, adapted and equipped rooms are at your disposal.

Equipment available: interactive screens, mobile screens, mediascapes, HDMI TV, whiteboards, flipcharts.

Online reservation for 3 hours max. per day from the website.

## I'M BORROWING A TABLET OR LAPTOP

- At the Arsenal library, you can borrow a tablet for 21 days.
- At the library of the Manufacture des Tabacs and at the Arsenal, laptops are available for you to work on site.



# Digital spaces

## INTRANET

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

The day after your registration, you can connect to your intranet, which will give you access to the various resources and information related to your studies (schooling, registrations, orientation workshops, internships, etc.) and your student life (sport, culture, health and well-being...):

- your UT Capitole e-mail box (schools favor this means of communication with students),
- your timetable, your exam results and your school records,
- your personal diary,
- computer support,
- online library services,
- the educational platform "My online courses" (MOODLE). The teachers offer course supplements (detailed plans, videos, slide shows, bibliographies, etc.) and online activities (quizzes, homework).

### A difficulty ?

Go to the page <https://www.ut-capitole.fr/accueil/campus/student-life/digital-tools> section "computer account and identifier".

### First login?

1. Bring your student number indicated on the student card.
2. Go to the intranet via the address <https://intranet.ut-capitole.fr>
3. Click on "Forgot your password?" » then fill in the fields « Identifier » and « Date of birth » before clicking on « Validate »

#### Password



The password will be sent to the personal address or mobile phone of the student provided during his administrative registration online or in person.



Last 8 characters of your student number

(example : 21962012)





## INTERNET

Internet: [www.ut-capitole.fr](http://www.ut-capitole.fr) The university's website presents to the public the research activities, the training offer and the life of the campus, the agenda. You can follow its news.

## SOCIAL NETWORKS

Toulouse Capitole University is present and active on the following social networks:

- Facebook (Toulouse Capitole University @utcapitole)
- Twitter (@UT1Capitole)
- Instagram (@UT1Capitole)
- LinkedIn (Toulouse Capitole University)
- YouTube (Toulouse Capitole University) Stay connected!



## STUDENT NEWSLETTER

This newsletter is intended for all students of Toulouse Capitole University and is published every two weeks. It is sent to your email address: [nom.prenom@ut-capitole.fr](mailto:nom.prenom@ut-capitole.fr)

## COMPUTER ROOMS WITH FREE ACCESS

ARSENAL • 1ST FLOOR • Room AR 150

TOBACCO MANUFACTURE • BUILDING • Room ME 101

Free access on presentation of your student card. Monitor present for information on digital uses. More information (opening date, times) via the FAQ from the intranet home page

## THE WI-FI 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 the use of the EDUROAM network for any individual connection.

Practical information on digital technology <http://www.ut-capitole.fr/campus/informations/Pratiques/outils-numeriques/> "WIFI university" section

- Consult the article and the tutorial on EDUROAM (authenticated access)
- Consult the article and the tutorial on UT1 (authenticated access)



### IN SUMMARY

**Internet** = information open to the general public

**Intranet** = information and tools reserved for university students and staff (news, timetable, room reservations, Moodle, mailbox, etc.)



# On-campus catering

## TOULOUSE CROUS – OCCITANIA



The Crous (Regional Center for University and School Works) of Toulouse-Occitanie carries out its missions at the service of all students of the Toulouse Academy and accompanies them in their daily life in Toulouse, Albi, Auch, Castres, Figeac, Millau and Tarbes. Student life advisers welcome, guide and answer students' questions by telephone, message or face-to-face at the Case space on scholarships and aid, housing, catering, culture and campus life, employment student.

### CATERING POINTS ON THE CAMPUS

On the Toulouse 1 Capitole University campus, the Crous de Toulouse-Occitanie offers varied, balanced meals cooked daily by the teams. Vegetarian, organic, formulas and complete meals are available throughout the year.

In addition to the Brasserie Riquet (on reservation), several catering outlets are located near the classrooms and offer full meals from €1\* for scholarship students, with formulas and a menu of products for lunch on site or take away.

\*2023 rates

**1 U' restaurant** : open 7 days a week, for lunch and dinner

**4 cafeteria** open from Monday to Friday

- Arsenal (below Rest U' Arsenal)
- Capitole (in the main building of the university)
- Dug wells (in the yard)
- Manufacture des Tabacs (in Building E on the mezzanine floor)

**To find timetables, menus and geolocate Crous catering outlets, visit the website [crous-toulouse.fr/se-restaurer](http://crous-toulouse.fr/se-restaurer) or download the Crous Mobile application!**

### Crous contacts:

You have questions concerning: the financing of your studies, housing, catering, cultural life, Cvec...

By message: [www.crous-toulouse.fr/mailmes](http://www.crous-toulouse.fr/mailmes)

By phone: •

Accommodation, culture, campus life, social service: 05 61 12 54 70

• Stock exchange and CVEC: 09 72 59 65 31

By appointment:

• With an adviser on [www.crous-toulouse.fr/rdvconseiller](http://www.crous-toulouse.fr/rdvconseiller)

• With the social service on [www.crous-toulouse.fr/formulaire](http://www.crous-toulouse.fr/formulaire)

To stay informed, •

Follow @CrousToulouse on Instagram, Twitter, Facebook, LinkedIn, Youtube

• Consult the website: [www.crous-toulouse.fr](http://www.crous-toulouse.fr)

### TO SAVE TIME AND BENEFIT FROM THE STUDENT RATE, PAY WITH IZLY!



**What is this ?** It is the contactless on-campus payment solution for students and university staff. Izly allows you to pay for your purchases in the Resto U' and Cafet' du Crous but also to pay for certain services on campus (automatic distribution, laundry, etc.). Izly also allows you to benefit from the rate adapted to your status.

**How to pay with Izly?** You can pay contactless with Izly without waiting for your student card thanks to the Qr Code. Izly is also available for contactless payment with the student card or the Crous pass.

**How to activate his account?** Izly sends you an e-mail, in priority to your e-mail used when you registered on [messervices.etudiant.gouv.fr](http://messervices.etudiant.gouv.fr), otherwise on that of your educational establishment. You are then directed to the [izly.fr](http://izly.fr) website to activate your online account.

**Need help, questions about Izly?** Consult the [help.izly.fr](http://help.izly.fr) website or contact assistance by email at [assistan-ce-izly@crous-toulouse.fr](mailto:assistan-ce-izly@crous-toulouse.fr)



## WIZARDS OF SOCIAL SERVICE



They welcome you and listen to you whatever the nature of your difficulties (social, family, psychological, financial, etc.).

They inform you about all the measures concerning student life (scholarship, housing, social legislation) and support and guide you in your various procedures.

To make an appointment :

- Complete the form on [www.crous-toulouse.fr/formulaire](http://www.crous-toulouse.fr/formulaire)
- Call 05 61 12 54 70 between 9:00 a.m. and 4:30 p.m.
- Go to the reception of the social service 58 rue du Taur - 1st floor  
Open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 4:30 p.m.

## the social

### THE STUDENT SOCIAL FILE

For any scholarship application, it is essential to compile a Student Social File (DSE) at the beginning of the calendar year on [messervices.etudiant.gouv.fr](http://messervices.etudiant.gouv.fr).

Find more info on [www.crous-toulouse.fr/bourses](http://www.crous-toulouse.fr/bourses)

#### To know !

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

### SCHOLARSHIP DEPARTMENT CONTACTS

#### Toulouse Capitole University

> See page 22

> By **appointment at the general reception** from Monday to Friday.

## Health

### INTERUNIVERSITY DEPARTMENT OF PREVENTIVE MEDICINE AND PROMOTION OF HEALTH (SIMPPS) UFTMiP

FORMER FACULTIES • Ground floor BUILDING. DIG-WELLS • Contact secretariat: 05 61 63 37 25



The **SIMPPS** is a medical and social service exclusively reserved for students. You can make an appointment and benefit in complete confidentiality and without advance payment:

- a (preventive) health examination;
- **nursing care** (interview, advice, guidance, care);
- consultations with **general practitioners** ;
- **appointments with social workers** : listening and assistance adapted to university, family, personal, administrative and financial problems;
- medico-psychological assistance (**psychiatrist and psychologists**) ;
- specialized consultations (**family planning centre, tobacco specialist**) ;
- **nutritionist** consultations (face-to-face or remotely);
- consultations with a **sexologist doctor** (face-to-face or remotely);
- a **vaccination** center ;
- study accommodations for **disability**.

The SIMPPS also organizes numerous prevention and health promotion actions around sexuality, nutrition, physical activity, stress, and addictions.

All student associations can call on this service to help them set up a project or participate in an event. SIMPPS is your point of contact for all questions relating to your health. Do not hesitate to come meet us !



## L'accueil - Welcome Desk



Université  
Fédérale  
Toulouse  
Midi-Pyrénées

41 allées Jules Guesde - All. Matilda - 31000 Toulouse Without appointment, Monday to Friday from 9 am to 12.30 pm and from 1.30 pm to 5 pm (6 pm in September)  
welcomedesk@univ-toulouse.fr • Metro welcomedesk.univ-toulouse.fr  
line B: Stop Carmes or François Verdier

The Reception - Welcome Desk is a space that facilitates your formalities and brings together several services to help you in your installation and your integration on the site of the Toulouse academy.

Training, housing, health, residence permit formalities, transport and mobility, art and culture on campus, sport, student initiatives... A multilingual team welcomes you to answer your questions, advise you and help you with the formalities, whatever your situation and your request, all year round.

### Partner services:

Consult the opening hours of the services and the procedures for making appointments for each partner:

welcomedesk.univ-toulouse.fr/vie-quotidienne/laccueil-welcome-desk/services\_laccueil-welcome-desk



- The Prefecture: the office for foreign students Appointment for 1st request (visa for educated minors, competitive visa) and renewal (ANEF problem), withdrawal of residence permit, APS permit and Job search – Business creation.



- The Information and Orientation Center for Higher Education (CIO du Sup) of the Toulouse Academy: orientation, reorientation, resumption of studies towards Higher Education.



- CAF: Accompaniment request for housing assistance, follow-up of file, request activity bonus.



- A Crous branch in Toulouse-Occitanie: Information and DSE support, housing, scholarships, catering, culture.

With the support of :



ÿ Consult the training offer of universities, colleges and specialized schools of the Toulouse Academy: [formation.univ-toulouse.fr/](http://formation.univ-toulouse.fr/)



## The CRJ



### Youth Info Occitania

Because becoming independent can be learned on a daily basis, the Info Jeunes team is at your service to help you with your projects on the themes of guidance, discovering jobs, housing, social rights, search for jobs, commitment or international mobility.

Whether at 17 rue de Metz or in its Toulouse branches (Mirail, Empalot, Soupetard and Quartiers Nord), come and take advantage of free individual or collective support.

Participate throughout the year in many events such as "Les wednesdes des métiers" with testimonials from professionals, recruitments in order to promote contact with em

workers, babysitting training, CV workshops, cover letter or self-confidence, virtual reality activities or even thematic forums.

Looking for a job, an internship or volunteering? Ads checked and updated daily are available on [www.crij.org](http://www.crij.org).

As part of your leisure activities, take advantage of ski passes at reduced rates in the Pyrenees in winter and sports stays with its UCPA relay.

**FOR MORE INFORMATION:** [www.crij.org](http://www.crij.org) and on our social networks [infojeunestoulouse](https://infojeunestoulouse.com) • Online: <https://crijoccitanie.my.webex.com/join/info.jeunes.occitanie>  
Info Jeunes Occitania (by [crijoccitanie](https://crijoccitanie.com)): 17 rue de Metz - 31000 Toulouse - 05 61 21 20 20 - [contact@crij.org](mailto:contact@crij.org)

## Transportation



Line A: Metro Capitole  
Line B: Metro Compans Caffarelli

Bus lines: 1 - 45 - 63

Stop Compans-Caffarelli

**Tisséo Agencies:** [www.tisseo.fr](http://www.tisseo.fr)

You can benefit from reductions on Tisséo subscription if you are under 25 years old or students under 35

years. With this subscription, you can also benefit from advantageous rates with Vélo Toulouse Carte Jeunes Tisséo.

[www.velo.toulouse.fr/](http://www.velo.toulouse.fr/)

**Subscriptions-and-Tickets**

Station 29: 31 rue Valade

Station 30: 40 place Anatole France

Station 31: 7 rue des Salenques



### LOCAL MISSIONS:

#### REMO YOUNG AND 16-29 YEARS OLD PROJECT

The Federal University of Toulouse and the Toulouse Capitole University are associated with the projects of the local missions of Haute Garonne and Toulouse. The local mission is a space for intervention at the service of young people aged 16 to 25. In the event of dropping out of school, the local missions offer them support to boost their projects and carry out internships.

Find the addresses of the local missions:

- from Haute Garonne: <https://www.missionlocale31.org>

- from Toulouse: <https://www.mission-locale.fr/annuaire/agence/mission-locale-toulouse>





# Guidance and Integration Agenda

2023-2024

1st semester	
<b>WORKSHOPS AND CONFERENCES</b> « DEFINE YOUR PROJECT - PREPARING FOR YOUR INSERTION »	From October to April
<b>CONFERENCES:</b> "HALF-YEARLY REORIENTATION IN L1"	September to December
2e semester	
<b>SALON INFOSUP</b>	<b>From January 11 to 13, 2024</b>
<b>CONFERENCES:</b> "REORIENTATION AT THE END OF L1"	January to March
<b>PRO MEETINGS</b> Jobs forum "Law and Admin Com" IT Recruitment Forum	January 18, 2024  January 25, 2024
<b>OPEN DAY</b>	<b>Saturday, February 3, 2024</b>

For more information, please see the section  
 "Orientation-Insertion" on the UT1 Capitole website:  
[www.ut-capitole.fr/orientation-insertion/](http://www.ut-capitole.fr/orientation-insertion/)

# Calendar 2023-2024\*

SECTORS	RIGHT	ADMINISTRATION & COMMUNICATION	TSE		TSM	LAW/A&C TSE / TSM	COMPUTER SCIENCE	
	Licence - M1	Licence - M1	Licence	M1	Licence - M1	M2	Licence - Master	
WELCOME At UT CHAPTERS	From August 28 to September 14, 2023 Find all our back-to-school events on: <a href="https://www.ut-capitole.fr">https://www.ut-capitole.fr</a>							
SEMESTER 1						Annual organization		
START OF COURSE	Monday 11 Sept.	Monday 4 Sept.						
ALL SAINTS HOLIDAYS: from Monday October 30 to Sunday November 5, 2023 inclusive								
END OF CLASS	Saturday 2 December	Saturday 25 November	Saturday 2 December			Friday, December 22		
REVISIONS		Revisions or rat course trapping: from November 27 to December 2	December 4 to 8					
EXAMS SESSION 1 S1	December 4 to 22	December 4 to 22	From December 11 to 22	From December 4 to 22				
CHRISTMAS HOLIDAYS: from Saturday December 22, 2023 to Sunday January 7, 2024 inclusive								
SEMESTER 2						Annual organization		
START OF COURSE	Monday, January 8, 2024							
WINTER HOLIDAYS: Monday February 19 to Sunday February 25, 2024 inclusive								
END OF COURSES	Saturday March 30	Saturday March 30	SATURDAY April 6	SATURDAY 23 mars	Saturday April 6			
REVISIONS	April 1-6 _			From 25 to 30 mars				
EXAMS SESSION 1 S2		April 1-6 _		From April 1 to 13				
SPRING BREAK : from Monday April 8 to Sunday April 14, 2024 inclusive					SPRING BREAK : from Monday April 8 to Sunday April 14, 2024 inclusive			
REVISIONS			From April 15 to 20					
EXAMS SESSION 1 S2	From April 15 to May 4	From April 15 to 27	From April 22 to May 4		From April 15 to May 4			
END OF CLASS						Saturday May 4	Saturday May 4	
EXAMS SESSION 2 S1 AND S2	Licence: from June 17 to 29	From June 17 to 29	From June 10 to 29	From June 10 to 22	From June 17 to 29			

\* Provisional timetable given for information only. The definitively validated calendar will be available for consultation on the University's website.

University calendar of Sciences Po Toulouse available on the Sciences Po Toulouse website: <https://www.sciencespo-toulouse.fr/>

guides

