Dear students,

The University of Toulouse Capitole is pleased to welcome you and to have you among its members this year.

Our University of Law, Economics and Management, which you have chosen for your studies, has been committed to excellence and professionalization since its creation in 1970. Open to the international community, both in terms of research and training, our University welcomes more than 20,000 students every year. It favours international networks in order to encourage scientific collaboration, student and teacher-researcher exchanges. It has 1100 teaching and administrative staff. It offers a high quality teaching and research environment and a high level of supervision. In the midst of an institutional transformation, the University now has the opportunity to evolve into an Experimental Public Establishment that combines the excellence of French public service with the best international standards.

The years that you will spend at Toulouse Capitole University, beyond the knowledge and know-how that you will acquire, will allow you to build your professional and personal project. Our University will accompany you throughout your academic career. All the teachers, researchers, administrative staff, elected representatives and association leaders are there to listen to you and are engaged every day to guarantee you the best possible reception conditions and to create the conditions for success and fulfilment for all students. Our University is located in an exceptional area in the heart of the city and offers a privileged setting for studying.

I invite you to discover our University and the services it offers through this guide designed to enlighten you on the university environment in all its dimensions, studies, sports, culture, associations, orientation and integration, health...

I wish you all the best and an excellent academic year.

Hugues Kenfack
President of the University
**GOVERNANCE**

• **A PRESIDENT**
  He runs the University, assisted by an office, project managers and Vice Presidents. He is elected for 4 years.

• **A STUDENT VICE-PRESIDENT (VPE)**

• **BOARD OF DIRECTORS (BOD)**
  32 MEMBERS INCLUDING 4 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 Board 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 INCLUDING 4 STUDENTS
  The Research Commission sets the rules for the operation of laboratories and is consulted on agreements with research organizations. It adopts measures to enable students to develop activities for the promotion of scientific, technical and industrial culture. It distributes the budget of the means intended for research.

  > **THE TRAINING AND UNIVERSITY LIFE COMMISSION (CFVU)**
  40 MEMBERS INCLUDING 4 STUDENTS
  The Training and University Life Commission of the Academic Board is consulted on the training programmes of the components. It adopts:
  - Examinations rules;
  - The rules for the evaluating courses;
  - Measures to ensure the success of the largest number of students;
  - Measures to enable the implementation of student guidance and the validation of prior learning, to help their entry into working life and to promote the cultural, sporting, social and associative activities offered to students, as well as measures to improve living and studying conditions, in particular measures relating to support activities, university and school works, medical and social services, libraries and documentation centers and access to digital resources;
  - Measures to promote and develop interactions between science and society initiated and led by students or teacher-researchers, within the institutions as well as in the area of influence of the institution;
  - 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.
  - The distribution of the envelop of resources intended for training.

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**IN FIGURES**

- 18,200 students enrolled in 2021-2022
- 15.4% of whom are foreign nationals
- and 35.7% of scholarship holders
- 17,200 in national diplomas
- 1,000 in university degrees
- 70 theses supported per year
- 559 teacher-researchers and doctoral students
The academic year is composed of two semesters: the 1st semester (S1) runs from September to January and the second semester (S2) runs from January to April. In order to validate the first year of the Bachelor’s degree, you must therefore validate both semesters. You will be provided with a timetable (EDT) for each semester. Please note that the timetable does not include personal work, which is very important at the University!

At the University Toulouse Capitole all courses last 1h30.
Lectures (CM) are, in most cases, theoretical courses given in lecture halls and bringing to gather all the students of a class (or a group if it is a large class as it is often the case in L1). The tutorials are an opportunity to work in small groups and to deepen the concepts covered during the lectures, to put them into practice by carrying out specific exercises (practical case, commentary on a court decision, etc.) and above all to ask questions.

Each semester is made up of Teaching Units (UE) which can take the form of CM or TD (in Master, the UE can also correspond to an internship or a thesis). Each time a student passes the exams of a UE, a certain number of credits are counted (called ECTS). In order to validate a semester, 30 ECTS must be obtained. The Bachelor’s degree corresponds to 180 credits, being 6 semesters.

The evaluation of knowledge is done in different ways: in continuous assessment, being throughout the semester (during tutorials in particular) or during semester exams, called as « partials ».

The exams are organised in two parts:
• The 1st session corresponds to the continuous examinations and the final examination of one semester (in December-January for S1 and in April for S2).
• A second session, also called « Resit exam », is organised for the UE not validated at the first session. It is organised in June for both semesters.
Numerous support measures are offered to first-year students. Some are common to all students, others are specific to the components and can be offered following a placement test at the beginning of the year.

A few examples, please ask your Faculty/School or teachers for more information.

• **In L1 Eco-Management**: support in mathematics to help students with difficulties. This is an additional 12 hours of teaching in the form of tutorials.

• **In L1 Management**: supportive teaching in mathematics.

• **In L1 AES**: the AREL programme takes two forms:
  - refresher course in mathematics for students in their final year of secondary school who have not taken these courses due to the reform of the « Baccalauréat » (September);
  - skills development training.

• **In L1 of Law**: the GAINS system is devoted to the methodology of academic work. Tutorial sessions are held in small groups of 15 students maximum.

**What happens if I fail the first semester exams?**

The Faculty of Law offers academic support to students who failed at the beginning of the 2nd semester, which focuses on the specific methodology of law studies.

**Documentary tutoring**: student tutors offer individualised support in academic work and documentary research. See page 23.

**The Summer University of the Faculty of Law**: to discover the university and law studies. This free preparatory takes place every year just before the official start of the academic year.

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**Common self-study devices:**

- **Voltaire project**: for a refresher course in spelling and written expression.
- **Cogitester**: to boost your neurons and train your memory.

Find out about all the measures to help you succeed in your degree course on the ut-capitole website: Section > Orientation-Integration
The SUIO-IP is the University Service for Information, Orientation and Assistance for Professional Integration. www.ut-capitole.fr/orientation-insertion/

I PASS MY DEGREE
SUIO-IP UT Capitole

I GET INFORMED
WITH SUIO-IP RESOURCES

700 targeted and renewed references at your disposal:
• Further studies
• Education
• Employment opportunities
• Professional integration and the search for an internship...

• Advice-Resource Area:
  1st floor of the SUIO-IP

• Doc online:
  www.ut-capitole.fr/orientation-insertion

I am building my undergraduate project
I ATTEND CONFERENCES, WORKSHOPS, OPEN HOUSES

The SUIO-IP organises several events throughout the year, which you can find on the Orientation and Integration Agenda p.30. The Infosup fair and the Open Day organised by the University are an opportunity to meet the teachers and discuss with the students in order to inform you about courses if you wish to change your course and the further studies, particularly in the Master programs. The workshops and conferences organised by the SUIO-IP will enable you to work on and build your study project from the first year of your degree.

I AM ACCOMPANIED BY...

• Guidance of counselors, your 1st contact at SUIO-IP
  They welcome you every day, guide you and provide you with personalised advice on your academic career (training offer, registration periods, reorientation, international mobility, etc.) and on your professional career (public service entrance examinations, job or internship opportunities, CVs, letters, etc.). They lead workshops on the construction of the university project and help with integration for students and organise SUIO-IP events.

• Psychologists specialised in guidance counselling (Psychologists from the National Education Ministry)
  They will meet you for a one-hour individual interview by appointment made in advance at the reception desk by an orientation officer. They offer you personalised support in the construction of your personal and professional project and help you with any problems related to orientation (difficulties in making choices, changing field of studies etc.). The psychologists also lead collective actions: orientation workshops and information meetings (e.g. on changing courses of study).

I create my portfolio of experiences and skills!

Internships, experience abroad, student jobs and commitments in the associative, sporting or cultural environment help to develop skills. From the beginning of the academic year, I can identify, formalise and develop these experiences and skills thanks to the PEC!

→ RDV on www.pec-univ.fr
I meet with student ambassadors

Hamza, student in Master of criminal Law and Criminal Sciences
« As a student of a master’s degree in criminal law, but also having studied my Bachelor’s 1st year in AES, I could particularly advise you and inform you about the different paths within these two fields »

Hichem, graduate student in Licence 3 in Law
« My first and most important mission is to listen. Indeed, as the problems are different depending on the person, finding a solution is not always obvious. It is therefore essential to make the person feel understood.
It feels like you’re all alone in the world at university, but the student ambassadors are there to share their experiences with you, guide you and give you advice, help you to go further in your projects, encourage you not to give up or to let go of everything to do something that best suits you, all this from student to student with the support and experience of the SUIO-IP staff. »

Jeanne, student in Master 1 Economics
« As a student at UT1, we welcome students and high school students all year during our office hours at the SUIO-IP or during immersion courses. We are there to answer their questions and share our student experience. »

Mathieu, student in Bachelor 3 Economics
« As a student ambassador, you have the opportunity to formally share our academic and life experience as a student. We give useful information (housing, academic orientation, student life) to newcomers and share we also share what we learn at the SUIO from other students - for example, by attending a workshop on finding an internship. »

Léa, student in a Master’s degree in Law with a major in Ethics, from a CPGE
« Students are accompanied every lunchtime at the SUIO-IP, without an appointment, during which the student can explain his or her situation and ask any questions. The role of the Student Ambassador is to encourage exchanges between students of different levels, by offering attentive listening and sound advice. »

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

You can also find them during the events organised by the SUIO-IP (Pre-entry, Infosup Fair, Open Days) and by the University (Campus Forum) during the academic year.
What if I wish to reorientate myself?

**The first year at the University is an important step in your studies.**
It is normal to ask questions, and 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 academic year: at the end of the first semester or at the end of the year.

### At the beginning of the year

**Reorientation within UT1:**
Before the beginning of tutorials, you can, under certain conditions, change your course. Contact your school office or call the enrolment hotline.

### During the 1st semester

**Change of orientation possibilities:**
Academic device for vacancies in BTS, BUT and CPGE. Application mid-October to mid-November for a start in training in December or January.

### At the end of the 1st semester

**Reorientation during the semester towards a Bachelor’s degree:**
- At UT Capitole for the 2nd Semester (applications in November to start in January)
- At UT2, UT3 or INU (application dates for each university)

**Towards a « BUT TC » or « GEA », with a postponed start at the UT Paul Sabatier:** applications mid-November to mid-December to start in January.

Please refer to our brochure « Semester reorientation » and our website for all dates and procedures.

### At the end of the year

**Towards a degree, BTS, BUT… : Parcoursup procedure.**
Please refer to our brochure « Yearly Reorientation » and our website for more information.

Throughout the year, the SUIO-IP offers lectures on « changing from one course of study to another in L1 » to learn about the various possibilities for orientation and/or reorientation. Ideal before an individual interview!
Throughout the academic year, the SUIO-IP offers you:

- **Workshops to assist professional integration to:**
  - Build your study project and your career plan
  - Learn to identify your qualities and motivations
  - Develop your internship and job search with effective tools (CV, cover letter, interview)
  - Preparing your international applications
  - Prepare your applications to a selective training programme or a gap year

- **Conferences for:**
  - Discovering jobs
  - Find out about internships, work experience, employment, community involvement
  - Find out about competitions

- **Professional meetings, the « Rendez-Vous Pro »:**
  - Themed meetings: « Justice, defence and security professions » and « Territorial professions », « Legal professions », « IT professions »
  - A hundred or so professionals who come to meet you each year

Online registration:
www.ut-capitole.fr/orientation-et-insertion/
WHY DO AN INTERNSHIP?

Students, don’t wait until the end of your studies to do an internship! Whether it’s a compulsory end-of-study internship or a discovery internship (optional), it’s important to identify your expectations, your personal and professional objectives: in other words, to ask yourself about your professional plan.

SEARCHING FOR AN INTERNSHIP

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

I am checking the internship and job offers and creating an alert on alumni.ut-capitole.fr.

I am using the documentary resources of the SUIO-IP:
- Catalogue of training courses by field of study
- The catalogue « Getting an internship »

KEY POINTS TO KNOW

**Compulsory internship agreement:**
Form to be completed from site alumni.ut-capitole.fr and the ENT identifiers (See « Traineeships » > « Create an agreement » section).

**Period of internships:**
**Compulsory internship:** from 1\textsuperscript{st} September 2022 to 31 October 2023.
**Optional internship:** from 1\textsuperscript{st} September 2022 to 31 August 2023.

**Duration of internships:**
6 months or a maximum of 924 hours in the same host structure.

**Internship bonus:**
Mandatory when the internship is longer than 2 months or 308 hours (€3.90/hour).

**Important:** All internships require the validation and signature of an internship agreement with the University’s internship office. This document specifies the teaching methods and ensures the student’s social protection with regard to work accidents and professional illnesses. Complete file to be submitted by email 15 days before the start of the course.

I am doing an traineeship
With the support of numerous partners, the SUIO-IP (University Information and Professional Orientation Service) offers awareness-raising activities to all students and young graduates of the University:

- Workshops and conferences dedicated to entrepreneurship,
- Competition events to test a business creation project,
- Individual appointment with the UT Capitole entrepreneurship advisor.

The PEPITE (Pôle Étudiant Pour l’Innovation le Transfert et l’Entrepreneuriat) supported by the Université Fédérale de Toulouse assists students and young graduates in their business creation project through 2 paths:

- **The discovery pathway: raising awareness, with the national student-entrepreneur status (SNEE)**
  This first level allows you to work on your entrepreneurial profile, to learn about the stages of a project and to discover the entrepreneurial ecosystem.

- **The emergence pathway: training, with the student-entrepreneur diploma - D2E**
  The Diploma allows you to go further in the development of your project, regardless of its progress.

**THE 2022-2023 CALENDAR**

**May to September:** submission of applications on the national platform [https://snee.esr.gouv.fr/](https://snee.esr.gouv.fr/) and contact with the school’s entrepreneurship advisor

**October:** commitment committee (selection of applications) with pitch to a jury

**November to June:** accompanying programme

**June or September:** submission of the report and defence (only for D2E)

Creativ’ Week from 3 to 9 October 2022

**CONTACT PEPITE-ECRIN:**
ecrin@univ-toulouse.fr

**REFERENT UT1 CAPITOLE:**
delphine.lartiges@ut-capitole.fr
The Alumni network is the professional network of the Toulouse Capitole University. It brings together students, graduates, teachers, staff, partners and recruiters of the institution. Every year, more than 4000 students graduate. This ever-growing community can be found on this dedicated network.

Why join the Alumni network?

22,000 ACTIVE USERS (students, graduates, teachers, staff and professionals)
- I explore the directory and interact with the community.

2,000 RECRUITERS AND 6,000 COMPANIES LISTED
- I contact the professionals.

700 ARTICLES AND EVENTS PUBLISHED
- I participate in events and keep up to date with professional news.

600 MENTORING PROGRAMME PARTICIPANTS
- I register and find a professional mentor.

500 ONLINE RECRUITMENT OFFERS
- I apply for internships, work experience or jobs.

30 GROUPS CREATED
- I participate in groups related to my education or interests.

Activate your account on alumni.ut-capitole.fr « Student » access with your ENT identifiers.
I WOULD LIKE TO STUDY ABROAD

Would you like to enrich your career with an experience abroad?
This is possible by applying for a year-long study trip to one of our partner universities to study for 3rd year Bachelor’s degree or a 1st year Master’s degree. Information meetings are organised in October!
Keep yourself informed about mobility opportunities and modalities on the website: https://www.ut-capitole.fr/international/etudes-stages-a-l-etranger/

Students in Law, Information Technology, Administration and Communication, BCI: envol@ut-capitole.fr
Study abroad trips are open to everyone. The Erasmus + programme 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 • Room J104-2: nathalie.castex@ut-capitole.fr

I WANT TO DO AN INTERNSHIP ABROAD

Would you like to enhance your curriculum through an internship abroad?
• the SUIO-IP will help you to search an internship;
• the internship office in the processing of your internship agreement;
• and the International Office in the application for a internship grant.

I AM A FOREIGN STUDENT ARRIVING AT UT CAPITOLE

If you are an international exchange student or an free-mover student, join the SCREI team as soon as you arrive and they will guide you through the registration process and your integration into the university!

Contact:
Exchange students: welcome-ut1@ut-capitole.fr
Individual students: portail.etranger@ut-capitole.fr
More information: www.ut-capitole.fr/international/venir-etudier-a-ut1/

www.ut-capitole.fr/europe-et-international/
INTERNATIONAL OFFICE
Arsenal • Welcome desk • Bureau J • Room J104
The Languages and Cultures Department organises preparations for official language certifications:

- **In English:**
  - FCE: Cambridge First Certificate in English (B2)
  - CAE: Advanced Certificate in English (C1)
  - TOEFL: Test of English as Foreign Language
  - TOEIC: Test of English for International Communication

- **In French:**
  - DELF: Diplôme d’Études en Langue Française - Level B2
  - DALF: Diplôme Approfondi de Langue Française - Level C1

- **In Spanish:**
  - DELE: Diplomas de Español como Lengua Extranjera, in partnership with the Cervantes Institute.

- Toulouse 1 Capitole University is an approved examination centre for the TOEIC, Linguaskill, TCF (test de connaissance du français), DELF and DALF (French language diplomas issued by France Education).
- The Department of Languages and Cultures offers a complementary module in French Language and Culture (LCF) for non-French speaking students registered at UT1.
- The University of Toulouse 1 Capitole is a partner of the Dispositif Langues Accueil Migrants (DILAMI). Information and registration at UFTMiP.

This multimedia space dedicated to languages allows:
- to learn alone or in groups, guided by a teacher, to take stock, to follow a personalised path, to continue the work given in class, to assess oneself, to read or watch films in the original language on the spot, to use online resources and learning software.
- to borrow books, novels, audio books and DVDs.
- to participate and exchange with people from different languages and cultures through conversation workshops, film and theatre workshops, language tandems, quizzes, conferences, international evenings...

**The conversation workshops** are led by language teachers for groups of up to 12 students in a dedicated space. Ten languages are offered: Arabic, Chinese, English, French as a Foreign Language, German, Italian, Japanese, Portuguese, Russian, Spanish.
According to scientific studies, playing one or more sports improves academic success in higher education. Indeed, a sport practice:
• Promotes the socialisation of new students and creates an important network
• Preserves physical and moral balance
• Gives a dynamic, a discipline, a framework through rules
• And allows the sustainable acquisition of transversal skills (stress management, self-esteem, organisation, perseverance, leadership...) necessary in your professional life.

The Department of Physical and Sports Activities (DAPS) is the structure that manages and organises physical activities and sports events.
In our university, sport is an optional option subject to a pedagogical registration giving rise to a bonus.
For sports events and competition, you must also register with the DAPS.
The details are specified for each event.
WHAT POSSIBILITIES TO PRACTICE? 3 PRACTICE METHODS

1. Weekly sports lessons with an evaluation at the end of the semester leading to a bonus
   - **Wellness sports:** fitness coaching, weight training, pilates, yoga, sophrology, health sports, run & fit, disability sports
   - **Team sports:** basketball, football, futsal, handball, hockey, rugby, volleyball, tennis
   - **Combat sports:** French boxing, fencing, karate, self defence, Tai Chi
   - **Dance sports:** contemporary dance, African dance, rock, Cuban salsa
   - **Individual sports:** athletics, urban workout, orienteering, running, climbing, golf, rhythmic gymnastics, multi-activity, preparation for physical tests for competitions
   - **Racket sports:** badminton, tennis, tennis ball, table tennis

2. Occasional supervised activities that are not evaluated (dance evenings, hikes, canoeing, ski courses, wellness workshops, etc.)

3. Competition practice (Academy Championship and French University Championship) by obtaining a licence from the UTCAP association. (Information: association.sportive.utcap@univ-tlse.fr)

HIGH PERFORMANCE ATHLETES AT UT1? Everything has been 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).

DISABILITY SPORT AT UT1? A project in full development!

The DAPS now offers specific sports activities for students with disabilities. (For more information, please contact the following address: sport-handicap@ut-capitole.fr).
I get involved in the associative and cultural life

THE CULTURAL SPACE
Anciennes Facultés • Maison des Etudiants • Office AF 63 • www.ut-capitole.fr/culture
Paule Géry (responsible): paule.gery@ut-capitole.fr / culture@ut-capitole.fr
Thelma Marrot (contributor): thelma.marrot@ut-capitole.fr

As an extension of the teaching and research for excellence, the Cultural Space provide an opportunity to discover new horizons by giving a high priority to art in all its forms. It works to make culture accessible and easy for students but also for everyone in Toulouse. You will thus be able to enrich your view of the contemporary world and sharpen your critical thinking skills through a different, sensitive and intellectual approach. In order to get away from the common place and reach out to 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. This ambition is supported by the Cultural Space, but also by the libraries, the teaching staff and the student associations, and is divided into three leitmotifs: #INSPIRE YOURSELF, #SPEAK OUT #JOIN US

#INSPIRE YOURSELF
Music, performing arts, writing or visual arts, every year artists and thinkers are invited to create on campus, to share their work and to exchange with you. The 2022-2023 academic year promises great moments with the arrival of the director and actress Julie Du-Chaussoy in creative residency, season 4 of the stand-up comedy « Tentative d’épuisement » by Gaspard Chauvelot and the return of the Jean Balcon Company with its philosophical and/or poetic effractions to be discovered on campus. To be continued! You will also benefit from a multitude of events that are now well known and awaited: presentations of lyrical works with the university libraries, concerts by the Toulouse Student Symphony Orchestra, the Cinespaña and Short Film Competition festivals, the Night of Reading, contemporary art exhibitions every month in the « Si Gallery » and the opportunity to meet the artists during the « Art tea times ».
And finally, to further stimulate your curiosity, a billetterie with reduced rates and invitations open the doors to Toulouse’s stages and museums

Would you like to get involved in the cultural life of the campus?
Join the team of volunteers at the Espace Culturel! Nothing could be easier: send an email with your contact to Thelma Marrot or visit her at the office!
#EXPRESS YOURSELF

A range of artistic practice workshops offered by the Cultural Center and campus student associations also await you: symphonic music, theatre, computer-assisted music, silver and digital photography, reading aloud, rock choir, swing dances, video creation, film criticism and screen printing. Because practicing an artistic field allows you to acquire transversal skills, most of these workshops give you points for the current semester thanks to the Culture bonus. Find out more! The Cultural Center also supports the projects of students involved in artistic creation or invested in a cultural action. If you have an idea, if you wish to create an event on campus, the Cultural Space will assist you in its conception and realisation, will register it in the cultural agenda of the university (compulsory step) and will be your relay for the communication to the university community. The Cultural Center is also the privileged interlocutor for all those who would like to develop their artistic practice. Make an appointment by e-mail to discuss your projects and take them as far as possible!

#JOIN US

Follow our news on
www.ut-capitole.fr/agendaculturel
cultureUT1Capitole
The office of the Espace Culturel welcomes you from Monday to Thursday from 10am to 12:30pm and from 2pm to 6:30pm and on Friday from 10am to 12:30pm and from 2pm to 5pm.

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

Associative life is a laboratory of ideas, creativity, exchange and learning. Investing in an association makes it easier to integrate, to have an experience having a collective project, to develop transversal skills and to take on responsibilities: all major assets in a future professional life.

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. If not, it is always possible to create one!

Consult your intranet.

Funding: Some actions can also benefit from funding such as the Solidarity and Development Fund for Students Initiatives (FSDIE). The Student Life Office will help you put together your grant application and will make sure it is checked before submission.
Welcome

GAL RECEPTION – THE GRAND HALL DESK OF ARSENAL
Monday to Friday from 9.00 am to 5.00 pm

For the Law, Administration & Communication, and IT courses, only online issue of:
- Certificates of successful completion of exams
- Academic transcripts
- School certificate

on the University’s website, under the heading « Courses », « Managing your schooling »:
http://www.ut-capitole.fr/formations/gerer-sa-scolarite/

TOULOUSE SCHOOL OF ECONOMICS
- TSE RECEPTION:
  1, Esplanade de l’Université
  Opening hours: 8.30am -12.30pm / 1.30pm - 5.00pm • 05 61 63 36 90 • ecole-tse@ut-capitole.fr

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

General school

- Office of Registration and Organization of Studies (BIO)
  Responsible for the transversal and logistical missions common to all the courses of study, from the registration of students to the issuing of diplomas.
  - Issues related to administrative registration:
    inscription@ut-capitole.fr
  - Issues related to the delivery of diplomas:
    service.diplomes@ut-capitole.fr
  - Transfer issues:
    service.transferts@ut-capitole.fr
  - Other inquiries: scolarite.generale@ut-capitole.fr

- Student Life Office (BVE)
  Coordinates and directs the social action in favor of students (CROUS grants, University aid), welcomes and informs about the possibilities of financial aids. It welcomes associations and students wishing to set up cultural projects (IFSDIEI).
  - Questions concerning higher education grants:
    bourses@ut-capitole.fr
  - Questions concerning FSDIE, material aids, exemptions, reimbursements, etc.:
    vie.etudiante@ut-capitole.fr

UT1 DISABILITY

Welcomes and accompanys students with disabilities throughout their university studies: secretariat, study and examination arrangements.
ARSENAL • AR 31 • Monday to Friday, 8.30am - 12.30pm / 1.30pm - 4.30pm • 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 at SIMPPS (see p.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 Law in Montauban
scolmmb@ut-capitole.fr • 05 63 91 88 51

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

1st year Bachelor’s in Eco-Management / and in Economics
T022 • 05 61 63 35 51
scoltesl1@ut-capitole.fr

IUT Rodez
05 65 77 10 80 • www.iut-rodez.fr
Facility of Information Technology
2 L3 (3rd year of Bachelor’s degree) information technology courses are available to holders of a L2 in economics, management, AES, Law, BUT or BTS
AR 07 • 05 61 63 39 58
scolarite.informatique@ut-capitole.fr

Schools communicate mainly:
- on your UT1 mailbox
- by posting on the information boards of your courses:
  > 1st and 2nd year in Law, Legal Capacity, Management
    Boards located at the Anciennes Facultés.
  > 3rd year and Master in Law, AES, Economics
    Boards located in the inner street, Arsenal.
  > Economics
    Boards located in the TSE building, 1, Esplanade de l’Université.
    Remember to check them regularly!
SANDWICH COURSE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)
Manufacture des Tabacs • 21 Allées de Brienne • Bâtiment Q
05 61 12 88 94 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/alternance

The sandwich course combines a theoretical learning phase in the training institution and a practical learning phase in the company:
• The apprenticeship contract (Target group: young people over 16 and under 30 (special conditions for people with disabilities).
• The professionalisation contract (target audience: young people aged 16 to 25 and jobseekers aged 26+).

ALL THROUGH LIFE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)
Manufacture des Tabacs • 21 Allées de Brienne • Bâtiment Q
05 61 12 88 94 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/formcont

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

FROM A DISTANCE

OPEN AND DISTANCE LEARNING (ODL)
Manufacture des Tabacs • 21 allées de Brienne • Bât. E •
5th floor • 05 61 63 37 86 • service.foad@ut-capitole.fr •
https://www.ut-capitole.fr/formations/se-former-autrement/
formation-ouverte-et-a-distance

The ODL service of the University of Toulouse Capitole allows you to pursue a university education (from the 1st year of the licence) in conditions compatible with the pursuit of a professional activity, face-to-face training or any other form of constraint that prevents you from following a traditional course.

Benefits for the company:
• For all contracts:
  - work-study students are not taken into account in the calculation of the workforce
  - aid for the recruitment of disabled workers paid by AGEFIPH
• For apprenticeship contracts:
  - exemptions from employers and employees contributions are available depending on the size of the structure (private sector, public sector)
  - one-off support for employers of apprentices (until 30/06/2022)
• For professionalisation contracts:
  - lump sum aid to the employer for the hiring of a jobseeker aged 26 and over
  - aid for the hiring of a jobseeker aged 45 and over...

Advantages for the work-study student:
• Combining theory and practice,
• Solid professional experience with company coaching,
• Remuneration,
• Training costs are covered,
• Facilitated integration.
University libraries

4 campus libraries 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 digital exams subjects in law, AES, economics, management...

www.ut-capitole.fr/bibliotheques/documentation/

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

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

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

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

* Times vary according to the university calendar. Please refer to the libraries’ websites.

I CONSULT AND I BORROW DOCUMENTS

Archipel
Le catalogue des bibliothèques du réseau

In the Archipel catalogue, you can:
• search for printed or digital documents in all Toulouse’s universities libraries,
• reserve documents,
• extend your loans,
• consult the news in your disciplines.

You can borrow and return your documents in all the libraries, thanks to the inter-university shuttle.

More information and all the news on the University’s website:
www.ut-capitole.fr/bibliotheques/
I AM ACCOMPANIED THROUGHOUT THE YEAR

- **Ask a question** at the reception, in the libraries and you can also contact librarians by chat, email or SMS via the « A question? »
- **Find your way around the Library and develop your information skills**: you will take part in an obligatory and graded tutorial of the « Information Skills » course: the tutorial « Active Visit ».
- **Advice and help from student tutors**: Master’s and PhD’s students are available at the Arsenal library from September to March:
  > individualized support in academic work
  > personalized support for documentary research
- **Make an appointment with a librarian**: all year round, you can make a documentary appointment with a librarian specialized in your subject.

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, self-capture equipment, whiteboards, flipcharts. Online booking for up to 3 hours per day from the website.

I BORROW A TABLET OR LAPTOP

- At the Arsenal library, you can borrow a tablet for 14 days.
- At the Manufacture des Tabacs library and at the Arsenal, laptops are available and at your disposal to work on-site.

**Students with disabilities** have access to a dedicated room and two priority work rooms with equipment and computer stations.

**Contact us for a personal welcome:** bu-handicap@ut-capitole.fr
Digital spaces

**INTRANET**

www.intranet.ut-capitole.fr

The day after your registration, you can log into your intranet account on the digital educational network to access various resources and information related to your studies (schooling, enrolment, orientation workshops, internships, etc.) and to your life as a student (sports, culture, health and well-being, etc.):

- your UT Capitole e-mail box (the school favours this means of communication with students),
- your timetable, exams results and your school record,
- your personal calendar and a file storage area,
- IT support,
- online library services,
- the virtual office, intended for personal use and for sharing with other students (chat, forums, announcements, address book, etc.),
- the « My Online Courses » (MOODLE) teaching platform. Teachers provide supplementary material (detailed outlines, videos, slide shows, bibliographies, etc.) and online activities (quizzes, homework).

**First connection?**

1. Please have your student number available on your student card.

2. Go to the intranet via https://intranet.ut-capitole.fr

3. Click on « Forgot your password? » and fill in the fields. You will be asked to enter your « Username » and « Date of birth » before clicking on « Validate »

Password

The password will be sent to the student’s personal address or mobile phone number given at the time of their online or in-person administrative registration.
INTERNET

Internet: www.ut-capitole.fr
The university’s website is a showcase for its activities and operations. Through the agenda, you can follow its news.

SOCIAL NETWORKS

Toulouse Capitole University is active on the following social redes:
- Facebook (@UT1Capitole)
- Twitter (@UT1Capitole)
- Instagram (@UT1Capitole)
- LinkedIn (Université Toulouse 1 Capitole)
- YouTube (Université Toulouse 1 Capitole)
- Alumni (www.ut-capitole.fr)
Stay connected!

STUDENT NEWSLETTER

This newsletter is an institutional source of information for the students of the Toulouse 1 Capitole University and is published every fortnight. It is sent to your e-mail address: nom.prenom@ut-capitole.fr

FREE ACCESS COMPUTER ROOMS

ARSENALE • 1st FLOOR • Room AR 150
MANUFACTURE DES TABACS • BUILDING E • Room ME 101
Free access on presentation of student card. Tutor available for information on digital uses. More information (opening dates, opening hours) via the FAQ on the intranet homepage.

THE WI-FI NETWORK

The university provides wireless access points (Wi-Fi) for its users who have a computer account (students, staff and guests).
Two networks are available with the following SSIDs: EDUROAM, UT1
The ISD recommends the use of the EDUROAM network for all individual connections.
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 tutorial on UT1 (authenticated access)

IN SUMMARY

Internet = information open to the general public
Intranet = information and tools reserved for students and staff of the university [news, timetable, room reservation, Moodle, mailbox...]

STUDENT GUIDE 2022/2023
The Crous (Centre régional des œuvres universitaires et scolaires) of Toulouse-Occitanie carries out its missions for all students in the Toulouse academy and assists them in their daily life in Toulouse, Albi, Auch, Castres, Figeac, Millau and Tarbes. They welcome, guide and answer students’ questions by phone, by message or face-to-face at the Case space (Crous Accueil Services Etudiants) on grants and scholarships, accommodation, catering, culture and campus life, and student jobs.

CATERING OUTLETS ON CAMPUS

On the Toulouse 1 Capitole University campus, the Crous de Toulouse-Occitanie offers a varied and balanced catering service, cooked every day by its teams. Vegetarian and organic food, formulas and complete meals are available throughout the year.

In addition to the Brasserie Riquet (by reservation), several catering outlets are located close to the classrooms and offer complete meals from 1€* for students with grants, with formulas and a menu of products to eat in or take away.

*tariff Sept 2021

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

What is it? Izly is the contactless payment solution on campus for students and university staff. It allows you to pay for your purchases in the Resto U’ and Cafet’ of the Crous but also to pay for certain services on campus (vending machines, laundry, etc.). Izly also allows you to benefit from the rate adapted to your status and from good deals and loyalty operations.

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 do you activate your account? Izly sends you an e-mail, first to the e-mail address you used when you registered on msservices.etudiant.gouv.fr, if not to the e-mail address of your educational institution. You are then directed to the Izly.fr website to activate your account online.

Need help, questions about Izly? Visit help.izly.com or contact support by email at assistance-izly@crous-toulouse.fr

Contacts:
- Crous de Toulouse-Occitanie - 58 rue du Taur - CS 67096 - 31070 Toulouse CEDEX 7
- Student reception area from 9:00 to 16:00
- Student Life Lines:
  > Accommodation, social services, culture, campus life: 05 61 12 54 70
  > Scholarships and CVE: 09 72 59 65 31
- Website crous-toulouse.fr
- Facebook, Instagram, Twitter: @croustoulouse

Find all the Crous contacts on: crous-toulouse.fr/contacts

Catering on campus
CROUS DE TOULOUSE – OCCITANIE

1 Resto U’: open 7 days a week, lunch and dinner
4 cafet’ open from Monday to Friday
• Arsenal (below the Arsenal Resto U’)
• Capitole (in the main building of the university)
• Dug wells (in the yard)
• Manufacture des Tabacs (in the E-building on the mezzanine floor)

To find out the schedules, menus and geolocation of the Resto U’, visit crous-toulouse.fr/oumanger or download the Crous Mobile application!
ORGANISE MY STUDENT LIFE

INTERUNIVERSITY SERVICE FOR PREVENTIVE MEDICINE AND HEALTH PROMOTION (SIMPPS) UFTMIP

The SIMPPS (Service Interuniversitaire de Médecine Préventive et de Promotion de la Santé) is a medical and social service exclusively for students. You can make an appointment for consultations with general practitioners, specialists and social workers. You will benefit from confidentiality and without advance payment:

- a (preventive) health check-up;
- a nursing service (interview, advice, guidance, care);
- consultations with general practitioners;
- appointments with social workers: listening and help adapted to university, family, personal, administrative and financial problems;
- a medical-psychological assistant (psychiatrist and psychologists);
- specialized consultations (family planning centre, tobacco specialist);
- nutritionist consultations (face-to-face or distance learning);
- consultations with a sexologist (face-to-face or remote);
- a vaccination center;
- for disability-related study accommodations.

In addition, the SIMPPS organises numerous prevention and health promotion activities 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. The SIMPPS is your contact for any question related to your health. Do not hesitate to come and meet us!

THE STUDENT SOCIAL FILE

A single site to manage everything: https://www.messervices.etudiant.gouv.fr

Applications or renewals of scholarships (for higher education or on social criteria) must be made on the Internet from 15 January and before 31 May on www.crous-toulouse.fr.

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

CONTACTS SCHOLARSHIP DEPARTMENT
Toulouse Capitole University
See p.22
By appointment at the general reception desk from Monday to Friday.

THE STUDENT
SOCIAL FILES

SOCIAL WORKERS

The social workers welcome you and listen to you whatever the nature of your difficulties (social, family, psychological, financial...). They inform you about all the measures concerning student life (grants, housing, social legislation). They accompany you and guide you through the various procedures.

To make an appointment:
- by telephone via the Student Life Line on 0 806 800 131 (price of a local call) between 9.00 and 16.30
- at the Crous secretariat, 58 rue du Taur, between 9:00 and 16:00
- by email 24 hours a day at the following web address: crous-toulouse.fr/social

Health

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The Welcome Desk 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 and entrepreneurship, mobility, transport, student initiatives. The multilingual team welcomes you, answers your questions and helps you whatever your situation is, all year round.

Partner services:
Consult the opening hours of the services and how to make an appointment for each partner:
welcomedesk.univ-toulouse.fr/vie-quotidienne/laccueil-welcome-desk/
l-accueil-welcome-desk

- The Prefecture: the foreign students’ office 1st application (visa for minors attending school, competition visa) and renewal (ANEF problem), withdrawal of residence permit, APS title and job search - Creation of company.
- The Centre d’Information et d’Orientation du Supérieur (CIO du Sup) of the Toulouse academy: orientation, reorientation, resumption of studies towards Higher Education.
- The CAF: Assistance with housing assistance applications, file follow-up, activity allowance applications.
- A CROUS branch (Regional Center for University and School Works): Information and support for DSE, accommodation, grants, catering, culture.

With the support of:

→ Consult the training offer of the universities, grandes écoles and specialized schools of the Toulouse academy: formation.univ-toulouse.fr/
ORGANISE MY STUDENT LIFE

CRIJ
(Youth Information Center)

Info Jeunes Occitanie
The Info Jeunes is a resource Center dedicated to young people. The team offers support on issues of orientation, job discovery, housing, social rights, job search, commitment and international mobility.

Located on 17 rue de Metz, and in its Toulouse branches (Mirail, Empalot Soupetard and Quartiers Nord), you can come and enjoy free individual or group coaching.

You can take part in many events organized all year round such as « Les mercredis des métiers » with testimonies from professionals, recruitments to encourage contact with employers, baby-sitting courses, CV, cover letter and self-confidence workshops, virtual reality activities and thematic forums.

Looking for a job, an internship or volunteering? Updated advertisement are available on www.crij.org.

As part of your leisure activities, you can benefit of discounted ski passes in the Pyrenees in winter and sports holidays with its UCPA relay.

FOR MORE INFORMATION: www.crij.org and on our social networks infojeunestoulouse • Online: https://crijocitanie.my.webex.com/join/info.jeunes.occitanie Info Jeunes Occitanie (by crijocitanie): 17 rue de Metz - 31000 Toulouse - 05 61 21 20 20 - contact@crij.org

Transports

Line A: Subway Capitole
Line B: Subway Compans-Caffarelli
Bus lines: 1 - 45 - 63 / Stop Compans-Caffarelli

Tisséo agencies: www.tisseo.fr
You can benefit from discounts on your Tisséo subscription if you are under 25 years old or a student under 35 years old. With this subscription, you can also benefit from advantageous rates with the Vélo-Toulouse Carte Jeunes Tisséo.

www.velo.toulouse.fr/Abonnements-et-Tickets
Station 29: 31 rue Valade
Station 30: 40 place Anatole France
Station 31: 7 rue des Salenques

Local Missions: REMO Youth Project and 16-29 Year Olds

The Toulouse Federal University and the Toulouse Capitole University are associated with the projects of the local missions of Haute-Garonne and Toulouse. The Toulouse local mission is a center at the service of young people between 16 and 25 years old. The local mission deals with issues related to employment, training, housing, health, etc. If you have dropped out of school, you will be listened to and supported to boost their projects and do internships.

Find the addresses of the local missions:
- of Haute-Garonne: https://www.missionlocale31.org
## Agenda of Guidance and Integration 2022-2023

### 1st semester

<table>
<thead>
<tr>
<th>Workshops and Mini-Conferences</th>
<th>From mid-October to the end of April</th>
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</thead>
<tbody>
<tr>
<td><strong>Conferences:</strong> The « L1 Semester Reorientation » Programme</td>
<td>From September to December</td>
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<tr>
<td><strong>Professional Meetings</strong></td>
<td>From October to December</td>
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<tr>
<td>Justice, Defence and Security Professions</td>
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<tr>
<td>Territory Professions</td>
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<tr>
<td>Infosup Fair (online)</td>
<td>January 13-14, 2023</td>
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</tbody>
</table>

### 2nd semester

<table>
<thead>
<tr>
<th>Conferences: « Reorientation at the End of L1 »</th>
<th>From January to March</th>
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<tbody>
<tr>
<td><strong>Professional Meetings</strong></td>
<td>From January to April</td>
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<tr>
<td>Legal Professions</td>
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<tr>
<td>IT Professions</td>
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<tr>
<td><strong>Open House Day</strong></td>
<td>Saturday February 11, 2023</td>
</tr>
</tbody>
</table>

For more information, please see
The « Orientation-Insertion » section on the UT1 Capitole website:
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<th>SUBSIDIES</th>
<th>LAW Licence - M1</th>
<th>ADMINISTRATION &amp; COMMUNICATION Licence - M1</th>
<th>TSE Licence - M1</th>
<th>TSM Licence - M1</th>
<th>LAW / A &amp; C TSE / TSM M2</th>
<th>IT Bachelor - Master</th>
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<td>WELCOME TO UT CAPITOLE</td>
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<td>From 22 August to 9 September 2022</td>
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<td>SEMESTER 1</td>
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<tr>
<td>START OF COURSES</td>
<td>Monday 5 September 2022</td>
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<td>ALL SAINTS HOLIDAYS</td>
<td>Monday 31 October to Sunday 6 November included</td>
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<td>END OF COURSES</td>
<td>Saturday 3 December 2022</td>
<td>Saturday 17 December 2022</td>
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<tr>
<td>REVIEWS</td>
<td>From 5 to 10 December</td>
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<td></td>
<td>Licence: Revisions or session 1 S1: from 5 to 16 December included</td>
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<td>M1: from 5 to 10 December</td>
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<td>EXAMS SESSION 1 S1</td>
<td>From 12 to 16 December included</td>
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<td>M1: from 12 to 16 December included</td>
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<td>From 5 to 16 December included</td>
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<td>CHRISTMAS HOLIDAYS</td>
<td>from Saturday 17 December 2022 to Monday 2 January 2023 included</td>
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<td>EXAMS SESSION 1 S1</td>
<td>From 3 to 14 January 2023 included</td>
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<td>SEMESTER 2</td>
<td>Annual organisation</td>
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<tr>
<td>START OF COURSES</td>
<td>Monday 16 January 2023</td>
<td>Tuesday 3 January 2023</td>
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<tr>
<td>WINTER HOLIDAY</td>
<td>Monday 27 February to Sunday 5 March 2023 included</td>
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<tr>
<td>END OF COURSES</td>
<td>Saturday 8 April</td>
<td>Saturday 15 April</td>
<td>Saturday 1st April</td>
<td>Saturday 15 April</td>
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<tr>
<td>REVIEWS</td>
<td>From 10 to 15 April</td>
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<td>Revision or Session 1 S2: 17-22 April included</td>
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<td>EXAMS SESSION 1 S2</td>
<td>From 17 to 22 April included</td>
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<td>Licence: from 3 to 22 April included</td>
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<td>M1: from 3 to 15 April included</td>
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<td>SPRING HOLIDAY</td>
<td>Monday 24 April to Monday 8 May 2023 included</td>
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<td>EXAMS SESSION 1 S2</td>
<td>From 9 to 20 May included</td>
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<tr>
<td>CORRECTIONS / DELIBERATIONS</td>
<td>Licence: from 22 May to 17 June</td>
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<td>M1: from 22 May to 13 July</td>
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* Provisional timetable given as an indication. The definitively validated calendar will be available on the University’s website.