



Student Guide

2024/2025



UNIVERSITÉ
TOULOUSE
CAPITOLE



www.ut-capitole.fr

Welcome to Toulouse Capitole University

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Toulouse Capitole University IN FIGURES

more than **21 000** students enrolled
in 2023-2024

3 campuses

135 national diplomas

750 professors and Phd students

650 administrative staff



Welcome address from the President

Dear Students,

Founded in **1229**, Toulouse Capitole University is one of the oldest universities in the world. Backed by almost 800 years, its scientific excellence means that its degrees are recognised as among the best in France and Europe.

Toulouse Capitole University, with its **21.000 students**, has a campus in the heart of Toulouse, spread over three sites steeped in history, and extends into the Occitanie region in the university towns of Rodez and Montauban.

As a very active member of the European university alliance Engage.eu, alongside 8 other European universities, and with more than 200 cooperation agreements with universities around the world, Toulouse Capitole University has seven outstanding members: **Toulouse School of Economics, Sciences Po Toulouse, the Faculty of Law and political sciences, Toulouse School of Management, the Faculty of administration and communication, the Faculty of Computer Science and the IUT de Rodez.**

On January 1st 2023, Toulouse Capitole University became an experimental public institution, and is developing a bold, forward- looking strategy.

Toulouse Capitole University offers more than a hundred national diplomas, private diplomas, preparation for competitive examinations and certifications, giving our students an undeniable competitive advantage. As part of its commitment to equal opportunities, the school provides support for students on initial training courses, as well as sandwich courses and distance learning courses, and offers courses tailored to each individual. It also promotes educational innovation with the aim of **meeting the needs of the socio-economic world as effectively as possible.**

Toulouse Capitole University is developing a high-quality talent prep school that enables deserving scholarship students and jobseekers to succeed in the competitive entrance exams for senior civil servants. It enables students facing difficulties

and disabilities, both visible and invisible, to be trained and integrated professionally and socially, thanks to competent, attentive and accessible services.

Toulouse Capitole University has joined forces with the Food Bank to set up an inclusive "Épicerie Solidaire" open to all students in the Occitanie region.

In tune with the **major challenges facing society** today and anticipating future ones, Toulouse Capitole University analyses, researches and questions concepts by bringing together all its disciplines: law, economics, management, political science, administration, information and communication, mathematics, computer science and languages.

Its twelve research structures bring together nearly 700 teacher-researchers and researchers, publishing in the most prestigious national and international journals, organising several hundred symposia and conferences each year, and supporting a flourishing doctoral programme.

A large number of visitors and visiting professors are welcomed here every year to encourage the development of disciplinary, interdisciplinary, inter-science and international knowledge.

The year 2023 was rich in recognition of its influence. Our university has achieved some prestigious successes, particularly internationally : **19th in the Shanghai rankings in Economics** thanks to the prestigious TSE and EQUIS accreditation thanks to the renowned TSM. Toulouse Capitole University was ranked **5th in the QS 2024 international ranking of universities in the field of Social Sciences and Management.**

Finally, all those involved in university life (teachers, researchers, elected representatives, heads of associations, members of support services, partners) are at your service. Our role is to welcome you, to ensure your health, safety and well-being, and to provide you with the skills you need to ensure your successful integration into the world of work at a salary commensurate with your skills. This is our primary concern. We are a university serving its students.

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

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

Hugues KENFACK
Full Professor



I am a student

Welcome Address from the Student Vice-President

Dear Students,

On behalf of the entire university community, I would like to welcome you to your university ! I'm delighted to have you with us, and I'm sure you'll have a enriching and exciting student experience that will help you achieve the goals you've set for yourself.

Arriving at the University can be a daunting experience, but I want to reassure you that the University's departments, teaching staff, student representatives and student associations will do everything in their power to help you achieve your full potential, not only during your academic career, but throughout your entire student life. Our University is a place for sharing, where knowledge is passed on, and where the society of tomorrow is created. Our University is also about human values, based on tolerance and diversity, so you all have a place here.

I'm convinced that you'll discover new passions, meet new people, get to know yourself better and develop your skills and talents. Above all, never give up and give yourself the means to achieve your dreams.

Student life is also about commitment, dedication and altruism, so get involved in what you believe in, get involved in student associations, take up the torch from those who came before you, because it's up to you today to leave something better for those who will come tomorrow !

I hope that your years at this University will be ones of pride, happy memories and accomplished goals. I look forward to seeing you on our campuses !

Welcome to all !

Raphael PERRET

Welcome Address from the Director of the SUIO-IP (Guidance and Careers Department)

Dear Students, Welcome to Toulouse Capitole University.

You've just turned a very important page in the book of your youth : your high school years. But today you will be turning another. Higher education. So, in a few years' time, when you look back at your past, you'll say that the university years were the best years of your life. But in the meantime, you're going to have to write this page. And that's where the department I run, the SUIO-IP, comes in, to support you throughout your university career, helping you to build your study plan and also your career plan. So the SUIO-IP is a team that is there for you every day, with guidance counsellors, national education psychologists and student ambassadors who are there to support you. There are interviews. If you're in any doubt about your course path, there are workshops. If you want to go on an internship, you need to write a CV and a covering letter. There are conferences with professionals to give you ideas about careers. There's also a huge alumni network to help you build your network of contacts. You'll find all this on the University's website, but in the meantime, I'm counting on you. Come and see us, we're at your service.

But first of all, I'd like to wish you all a wonderful start to the new academic year !

Nathalie LAVAL-MADER

As soon as you start the new academic year, you will have to familiarise yourself with a different organisation to that of high school : lecture theatres, semesters, tutorials, etc... Understanding this organisation will help you to organise yourself better and approach the new academic year with greater peace of mind.

HOW DOES THE ACADEMIC YEAR WORK ?

The academic year consists of 2 semesters : the 1st semester (S1) runs from September to December and the 2nd semester (S2) runs from January to April. To pass the first year of the bachelor's degree, you must therefore pass both semesters.

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

ORGANISATION OF LESSONS : CM OR TD ?

At Toulouse Capitole University, all classes last 1.5 hours.

In most cases, lectures are given in an lecture hall and are attended by all the students in the cohort (or a group of students in a large cohort, as it is often the case in first year). The tutorials are an opportunity for students to meet up in small groups and go into greater depth on the concepts covered in the lectures and put them into practice by specific exercises (case studies, commentary on a judgment, etc.) and, above all, the opportunity to ask questions.

WHAT IS AN UE ?

Each semester is made up of Teaching Units (UEs), which may take the form of lectures or tutorials (in Masters courses, UEs may also correspond to an internship or dissertation). Each time a student passes the exams for a teaching unit, he or she earns a certain number of credits (known as ECTS). To validate a semester, 30 ECTS must be obtained. A bachelor's degree therefore corresponds to 180 credits, or 6 semesters.

Student glossary

CM = Cours Magistral

TD = Travaux Dirigés

TP = Travaux Pratiques

UE = Unité d'Enseignement

EDT = Emploi Du Temps

MCC = Modalités de Contrôle des Connaissances. They define the conditions for obtaining a diploma.

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

Partiels : end-of-semester exams.

Bonification (=bonus) : certain lessons or activities may give rise to a semester bonus.

Knowledge is assessed in a number of ways: continuous assessment, i.e. throughout the semester (particularly during TDs) or during half-yearly exams, known as "partiels".

The exams take place in two stages :

- The 1st session corresponds to the continuous assessment and the final examination of a semester (in December for S1 and in April for S2).
- A 2nd session, also known as a "rattrapage" (resit session) is organised for UEs not validated at the 1st session. It is held in June for both semesters.



Tools for success

A wide range of support services are available to first-year students. Some of these are common to all students, while others are specific to each Faculty and may be offered following a placement test at the beginning of the year.

Here are a few examples, so don't hesitate to ask your schooling office or teachers for more information.

- **In L1 Economics** : refresher course in maths at the beginning of the course.
- **In L1 Eco-Management** : maths support to help students with difficulties succeed. This involves 12 hours of additional teaching in the form of tutorials
- **In L1 Management** : support teaching in mathematics.
- **In L1 AES** : refresher course in mathematics for final year students who have not taken this course and optional support courses.
- **In L1 Law** :
 - Summer University
 - Facilities devoted to the methodology of university work



What happens if I fail my 1st semester exams ?

The Faculty of Law offers students who failed the opportunity to take part in university support courses (TSU) at the beginning of the 2nd semester, focusing on the methodology specific to law studies.

Documentary tutoring : student tutors offer you one-to-one support with your university work and documentary research. See page 21.

The Faculty of Law's Summer University : a chance to find out more about the university and studying law. This free preparatory session takes place every year just before the start of the academic year.

Shared self-study tools :

The Voltaire project : a refresher course in spelling and written expression.

Cogitest : pour booster ses neurones et entraîner sa mémoire.

You can find all the information you need to succeed in your undergraduate studies on the ut-capitole website : Section > "Orientation-Insertion"



I plan my undergraduate studies

SUIO-IP stands for Service Universitaire d'Information, d'Orientation et d'Aide à l'Insertion Professionnelle (Guidance and Careers Department).

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

Follow SUIO-IP on social networks :

Facebook : www.facebook.com/suiop.ut1

Instagram : www.instagram.com/suiop.utcapitole/



SUIO-IP ADVICE AND RESOURCES

Reception area • Arsenal Prefabs,
Arsenal car park

Monday : 12.30pm - 5pm
Tuesday - Wednesday - Thursday :
9.30am - 5pm Friday: by appointment

Tel. : 05 61 63 37 28

Mail : suiop-ip@ut-capitole.fr

I GET INFORMED WITH SUIO-IP RESOURCES

Further studies, training, job prospects, finding work and work placements... resources available at the SUIO-IP and on the online DOC.



DOC
EN LIGNE
SUIO-IP
<https://suiop-ut-capitole.centredoc.fr>





I ATTEND CONFERENCES, WORKSHOPS AND OPEN DAYS

SUIO-IP organises a number of events throughout the year, which you can find in the Guidance and Integration Diary on p.30.

The Infosup fair and the Open Day organised by the University are an opportunity to meet the teaching staff and talk to the students to find out more about the courses available if you want to change your career path, and to find out about further studies, particularly at Master's level.

The workshops and conferences organised by the SUIO-IP will help you to work on and build your study project from the first year of your degree.

I WILL BE SUPPORTED BY...

• Guidance officers, your 1st contact at the SUIO-IP

They will welcome you every day, guide you and provide you with personalised advice on your academic career (courses on offer, enrolment periods, change of study path, international mobility, etc.) and your career path (civil service entrance examinations, job opportunities by sector, job or work placement searches, CVs, letters, etc.).

They run workshops on building a study project and helping students find their place in society, and organise SUIO-IP events.

• Psychologists specialised in guidance counselling (National education psychologists)

They will meet you for a one-hour individual interview, by appointment made in advance at reception by a guidance officer. They offer you personalised support in building your personal and professional project and can help you with any guidance-related problems (difficulties in making choices, changing course of study, etc.).

The psychologists also run group activities: guidance workshops and information meetings (on changing career path, for example).



I meet student ambassadors



You can come and meet our student ambassadors (in AES, Law and Economics) without an appointment, at the SUIO-IP reception desk, **Monday to Friday, from 12.30pm to 2pm** from September to April. Contact them by e-mail at : etudiant.ambassadeur@ut-capitole.fr where they will be able to answer your questions ;

You can also find them at events organised by the SUIO-IP (Back-to-School, Infosup Fair, Open Days) and by the University (Campus Forum) during the academic year

Hichem, Master's student in Freedom Law

"My first and most important task is to listen. Because problems vary from person to person, finding a solution is not always easy. So it's vital to make people feel understood. It can feel like you're all alone in the world at university, but the student ambassadors are there to share their experiences with you, give you advice, help you go further in your projects, encourage you not to give up or, on the contrary, to drop everything to do something that suits you best, all from student to student with the support and experience of SUIO-IP staff."

Cindy, Master 2 Economics student

"As a student ambassador, we have the opportunity to formally share our academic experience and our experience of life as a student. So, we provide useful information (accommodation, academic guidance, student life) to new arrivals and we share what we learn at the SUIO with other students - for example, by taking an internship search workshop."

Léa, Master's student in Law with a major in Ethics

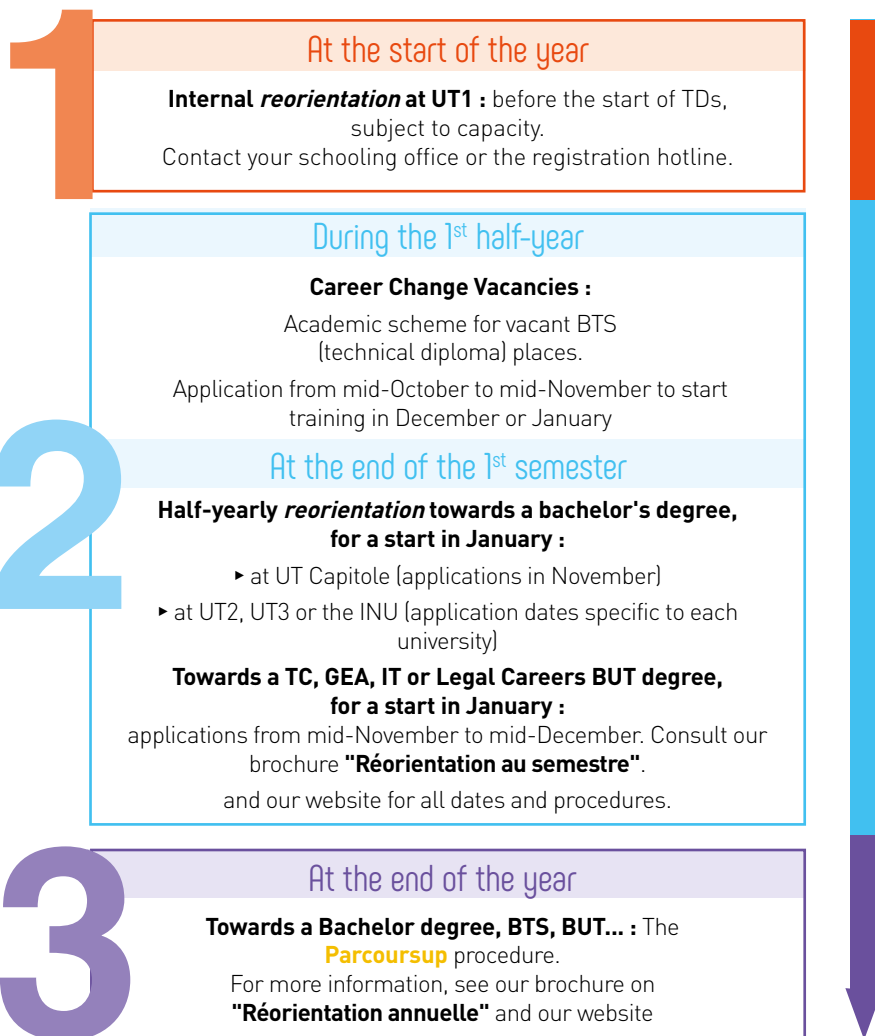
"Student support is provided every lunchtime at the SUIO-IP, without an appointment, during which students can explain their situation and ask any questions they may have. The role of the Student Ambassador is to encourage exchanges between students at different levels, by offering an attentive ear and sound advice".





What if I want to change my study path ?

The first year at university is an important stage in your studies. It's normal to have questions, and the SUIO-IP team can help you. If you're wondering about a change of course in first year ("réorientation"), there are a number of options available to you at the start of the school year, at the end of the first semester or at the end of the year.



All year round, the SUIO-IP offers conferences on "changing study path in first year" to find out about the different options available for choosing and/or changing direction. Ideal before a personal interview !

I prepare my career plan

Throughout the academic year, the SUIO-IP offers :

• Workshops for :

- Building your study and career plans
- Learning how to make the most of your experience, get to know yourself better and identify your qualities and motivations
- Optimising your internship and job search with effective tools (CV, covering letter, interview)
- Preparing your international job applications
- Preparing your applications for selective training or a gap year

• Conferences for :

- discovering careers
- finding out about internships, work-linked training, employment and community involvement
- finding out about competitions

• Professional meetings, the "Rendez-Vous Pro":

- Careers Forum
- IT recruitment
- More than 100 professionals come to meet you every year

Online registration :

www.ut-capitole/accueil/orientation-insertion



The Professional life Module

- Optional and not compulsory, it is offered at bachelor's and master's level.
Law, AES, and IT, and will give you a bonus.
- 4 validation methods to be chosen: 'internship', 'project', "associative commitment" or "entrepreneurial mind"





Let's do an internship

Students, don't wait until the end of your studies to do an internship ! Whether it's an end-of-studies placement or a discovery placement, it's important to identify your expectations and your personal and professional goals : in other words, to think about your career plan.

THE INTERSHIP SEARCH

I prepare my application by taking part in SUIO-IP workshops and conferences.

I am connected to the University's Alumni network alumni.ut-capitole.fr to consult :

- The internship catalogue
- Internship and job offers and I create an alert

I use the SUIO-IP's documentary resources (e.g. the "Finding an internship" brochure).

KEY POINTS TO KNOW

Internship agreement required :

Form to be completed from the alumni.ut-capitole.fr website and with ENT identifiers ("Internships" tab > "Apply for an agreement" section).

Internship period :

Optional work placement : from September 1, 2024 to August 31, 2025.

Compulsory work placement : from September 1, 2024 to October 31, 2025.

Duration of placements :

6 months or a maximum of 924 hours in the same host organisation.

Gratification of work placements :

Compulsory in France if the duration of the work placement exceeds 308 hours (2 months) on the basis of €4.35/hour.

Important : before any placement begins, the agreement must be approved by the academic tutor as well as the University and signed by the host organisation and the student. This document sets out the teaching arrangements and ensures the student's social protection against accidents at work and occupational illnesses. Application to be submitted 15 days before the start of the course.



INTERNSHIPS OFFICE

**ARSENAL • 3rd floor
AR 379**

Tél. : 05 61 63 37 35
stages@ut-capitole.fr

Home

Monday : 1.30pm - 4.30pm
Tuesday to Thursday :
9am-12pm / 1.30pm - 4.30pm
Friday (remote working) :
9am-12pm / 1.30pm-4.30pm

I develop my professional network

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

From the Latin "élèves", the word "Alumni" refers to both students and graduates. Every year, more than 4 000 students graduate. This growing community can be found on this dedicated network. Entirely free of charge, it offers a wide range of features and acts as an accelerator for the professional integration of its members.

Why join the Alumni network ?

33 000 ACTIVE USERS (students, graduates and professionals)

- I explore the directory and interact with the community.

2 900 RECRUITERS AND 10 000 COMPANIES LISTED

- I contact the professionals.

900 PARTICIPANTS IN THE MENTORING PROGRAMME

- I sign up and find a professional mentor..

500 RECRUITMENT OFFERS

- I apply for internship, work-study or job offers.

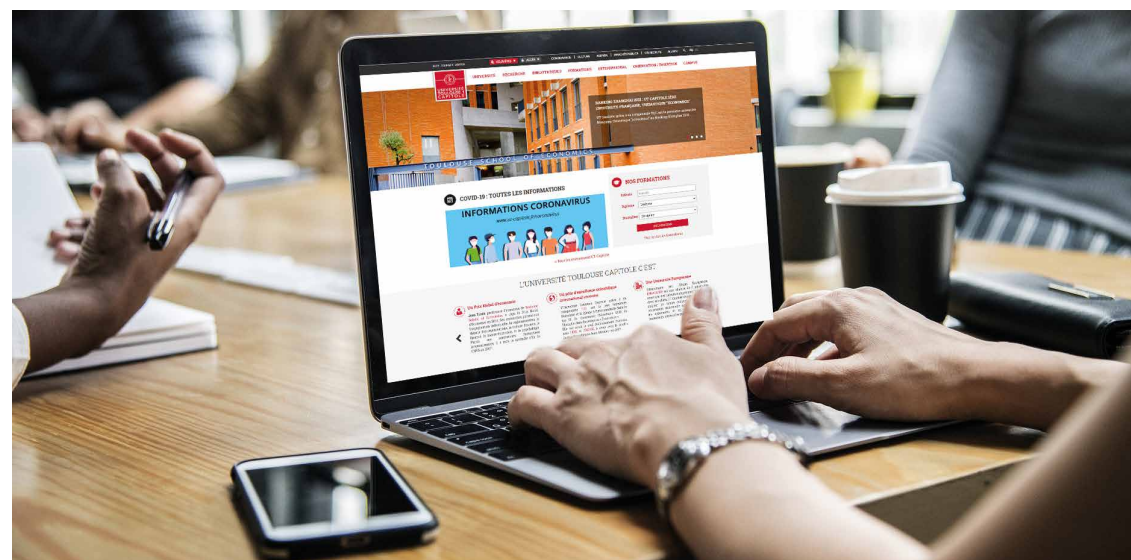
500 ARTICLES AND EVENTS

- I take part in events and keep up to date with professional news.

37 GROUPS

- I take part in groups related to my training or interests.

I activate my account with my ENT login on alumni.ut-capitole.fr





I am supported by a mentor

The Alumni network is also the dedicated tool for any student or graduate of Toulouse Capitole University who wants to get in touch with professionals for occasional help or support.

The mentoring programme calls on **volunteer** professionals (mentors) to help with the following issues :

- Career plan / Trades / Sectors
- Job applications / recruitment interviews / networking approach
- Guidance / Choice of training
- Study support / Student life / Tutoring
- Entrepreneurship / Business start- ups
- International mobility
- Disability
- Phd / Research

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

MENTORAT
Un accompagnement personnalisé pour développer ses compétences

UNIVERSITÉ TOULOUSE CAPITOLE

ÉTUDIANTS & DIPLÔMÉS
PROFESSIONNELS & PARTENAIRES
ENSEIGNANTS & PERSONNELS

www.alumni.ut-capitole.fr

PROJET PROFESSIONNEL, MÉTIERS
CANDIDATURE, RECRUTEMENT
ORIENTATION, RÉORIENTATION
AIDE AUX ÉTUDES, TUTORAT
MOBILITÉ INTERNATIONALE
ENTREPRENEURIAT
HANDICAP
DOCTORAT

Mentoring is a "A relationship of support, help and exchange in which an experienced person, the mentor, guides another person, the mentee, in the development of its skills.



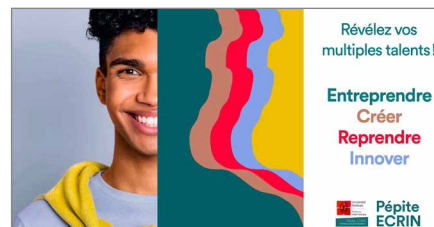
I have a creative idea or a project...

<https://www.ut-capitole.fr/accueil/orientation-insertion/stages-entrepreneuriat-cesure-creation-dentreprise>

With the support of a number of partners, **SUIO-IP** (Service Universitaire d'information Orientation Insertion Professionnelle) offers awareness-raising activities for all students and recent graduates of the University :

- Workshops and conferences dedicated to entrepreneurship,
- Competition events to test a business start-up project
- Individual meetings with the UT Capitole entrepreneurship advisor

The **PEPITE** (Pôle Étudiant pour l'Innovation le Transfert et l'Entrepreneuriat - Student Hub for Innovation, Transfer and Entrepreneurship), supported by the University of Toulouse, assists students and young graduates with their business creation projects through 2 routes :



• The discovery pathway: raising awareness, with national student-entrepreneur status (SNEE)

This pathway is designed for students who have an initial idea for a project.

• The emerging pathway: training, with the D2E student-entrepreneur diploma

This pathway is designed for students at the end of their studies and graduates with a concrete, well- thought-out project idea

THE 2024-2025 TIMETABLE

Discovery trail

June to November : Submission of applications on the national platform:
<https://snee.enseignementsup-recherche.gouv.fr/>
Contact the school's entrepreneurship advisor

July to December : Selection of applications with a pitch to a panel of judges

Emergence pathway

June to October : Submission of applications on the national platform :
<https://snee.enseignementsup-recherche.gouv.fr/>
Contact the school's entrepreneurship advisor

October : Selection of applications with a pitch to a panel of judges

Discovery and emergence :

November to June : Workshops and support

June : Oral defence only for the emergence pathway.



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

UT CAPITOLE CONTACT PERSON :
delphine.lartiges@ut-capitole.fr





Work-study, lifelong and distance learning

WORK/STUDY TRAINING PROGRAMS

<https://www.ut-capitole.fr/alternance>

Work-linked training combines a theoretical learning phase in a training establishment with a practical learning phase in a company. There are two types of sandwich courses :

- Apprenticeship contracts (target group : young people aged 16 and over and under 30 - special conditions for people with disabilities).
- The professionalisation contract (target audience : young people aged 16 to 25 and jobseekers aged over 26).

LIFELONG LEARNING

Executive Education and Digital University (EEDU)

Manufacture des Tabacs • 21 allées de Brienne • 05 61 12 88 56
• executive.education@ut-capitole.fr
<https://executive-education.ut-capitole.fr>

EEDU 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 are offered in face-to-face (on campus courses), blended (online courses with face-to-face group sessions) or fully remote learning formats.

DISTANCE LEARNING

Executive Education and Digital University (EEDU)

Manufacture des Tabacs • 21 allées de Brienne • 05 61 63 37 86
• executive.education@ut-capitole.fr
<https://www.ut-capitole.fr/formations/se-former-autrement/formation-ouverte-et-a-distance>

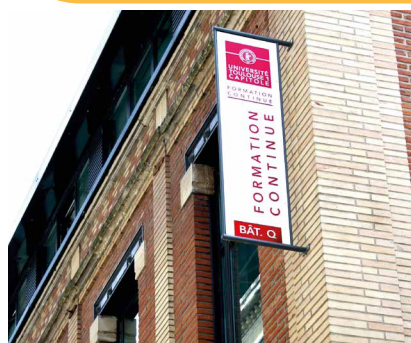
The Toulouse Capitole University offers the opportunity to take a course (from Licence 1 to Master 2, or a Private Diploma) while keeping up another activity, whether professional, university-based or personal, delivered in a distance and asynchronous learning format, with a teaching support.

Benefits for the employer :

- **For all contracts :**
 - Work-study students are not taken into account when calculating the numbers of employees.
 - aid for the recruitment of disabled workers paid by AGEFIPH.
- **For apprenticeship contracts :**
 - exemptions from employer and/or employee contributions are possible depending on the size of the organisation (private sector, public sector)
 - one-off support for employers hiring apprentices (until 31/12/2024)
- **For professional training contracts :**
 - flat-rate aid to employers for hiring jobseekers aged 26 and over
 - aid for hiring a jobseeker aged 45 and over...

Benefits for the apprentice :

- Combining theory and practice,
- Solid professional experience with in-company support,
- Salary,
- Training costs covered,
- Easier integration.



I study abroad

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

INTERNATIONAL OFFICE

Arsenal • Building J • Office J104

I WOULD LIKE TO STUDY ABROAD

Would you like to boost your academic career with an experience abroad ?

You can do this by applying for a study period at one of our partner universities a year in advance, to study for a 3rd year Bachelor's or 1st year Master's degree. Information meetings are organised from September onwards !

Keep up to date with mobility opportunities and terms and conditions on the website: <https://www.ut-capitole.fr/international/etudes-stages-a-l-etranger/>

Law, IT, Administration and Communication students, BCI : envol@ut-capitole.fr

Study periods abroad 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 stay abroad. Individualised support is offered to students with disabilities who wish to study abroad (Europe or outside Europe). Don't hesitate to make an appointment !

Nathalie Castex, Arsenal • Bureau J104-2 : nathalie.castex@ut-capitole.fr

I'M DOING AN INTERNATIONAL PLACEMENT

Would you like to add value to your course with a work placement abroad ?

- SUIO-IP can help you find a work placement ;
- the internship office in processing your internship agreement ;
- and the International Office in the application for a work placement grant.

I AM A FOREIGN STUDENT ARRIVING AT UT CAPITOLE

Whether you are an international exchange student or an individual, the International Office team can guide you through the process of integrating into the university.

Contact :

Exchange students : welcom-ut1@ut-capitole.fr

Individual students : portail.etranger@ut-capitole.fr

For further information :

<https://www.ut-capitole.fr/international/venir-etudier-a-ut1/>





I improve my language skills

LANGUAGES AND CULTURES DEPARTMENT (DLC)

www.ut-capitole.fr/langues

Arsenal • AR 223 • langues.etrangeres@ut-capitole.fr

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



The Languages and Cultures Department offers additional training :

- additional modules in French Language and Culture (LCF) for non-French-speaking students enrolled at UT Capitole
- in partnership with the International Office, specialised French modules (debate in French, legal French, business French) for students on an Erasmus exchange programme
- from the 2nd year (Law and AES), modules to prepare for mobility : MOBILANG

Toulouse Capitole University is an approved examination centre for the TCF (Test de Connaissance du Français) in partnership with France Éducation.

LANGUAGE RESOURCE CENTRE (CRL)

www.ut-capitole.fr/crl

ARSENAL LIBRARY • Ground floor • 05 34 45 62 05 • crl@ut-capitole.fr

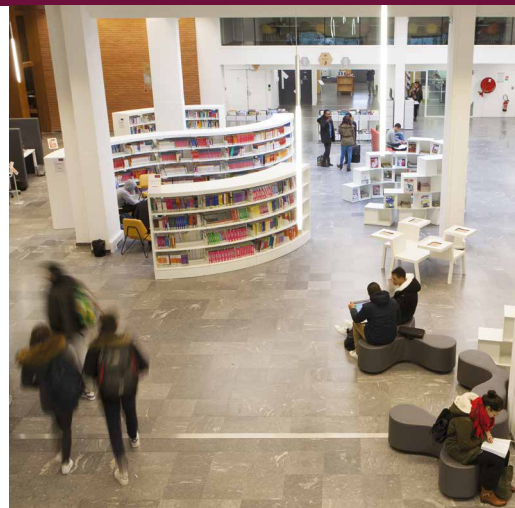
This multimedia space, co-managed by the DLC and the SCD (Documentation Department), is dedicated to languages.

In this learning area, you can:

- take part in conversation workshops in 10 languages: German, English, Arabic, Chinese, Spanish, French as a Foreign Language, Italian, Japanese, Korean, Russian (small groups of 10 students maximum) ;
- meet with an educational adviser (one-to-one appointments) to take stock, follow a personalised path, etc... ;
- get information on site or borrow resources: learning manuals, books, magazines, DVDs, etc... ;
- prepare for certifications with online resources: TOEIC, TCF, DELE ;
- take part in cultural activities: international evenings, games evenings, theatre and cinema workshops in English ;
- exchange ideas with people of different languages and cultures during "tandem + games" evenings



Libraries



4 campus libraries and an online library !
440 000 books and 800 journals, 300 000 e-books and 57 000 e-journals available for consultation on site or online via the "Libraries" section of the website, as well as digital examination papers in law, AES, economics, management, etc...
www.ut-capitole.fr/bibliotheques/documentation/

Arsenal Library

11 RUE DES PUITS-CREUSÉS

Monday to Friday 8am to 10pm*
 Saturday 8am to 5.30pm or 8pm
 05 34 45 61 03

Manufacture des Tabacs Library

21 ALLÉE DE BRIENNE • BÂT. H

Monday to Friday 8am to 8pm*
 Saturday 8am to 5.30pm or 8pm
 05 61 12 88 00

Garrigou Library

ANCIENNES FACULTÉS • 1ST FLOOR

Monday to Friday, 9am to 6pm
 Closed on Saturdays
 05 61 63 37 09

Room François de Bourtac

ARSENAL • 1ST FLOOR • SALLE 106

Monday to Friday, 9am to 6pm
 Closed on Saturdays
 05 61 63 37 03

* Les horaires varient en fonction du calendrier universitaire. Se référer au site internet des bibliothèques.



I CONSULT AND I BORROW DOCUMENTS

In the Archipel catalogue, you can:

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

From our "Libraries" web pages, access online documentation selected according to your disciplines.



More information and all the latest news on the University website :
www.ut-capitole.fr/bibliotheques/





I AM SUPPORTED THROUGHOUT THE YEAR



- **Ask a question** at the reception desk, in the libraries and remotely, by chat, email or text message via the "A question ?" service.



- **Get to grips with the tools you need to succeed !** In September, talk to your librarians, who will be on hand to welcome you to their stands at the Arsenal and Manufacture des Tabacs libraries.



- **Help from tutors :** from September to March, master's and doctoral students from all disciplines will be on hand at the Arsenal library to offer advice and support:
 - > individualised support for academic work
 - > personalised support for documentary research



- **Get help from a librarian:** all year round, you can book a library appointment with a librarian specialising in your subject.



If you are a student with a disability, the Arsenal library has a dedicated room and two priority work rooms with adapted equipment and computer workstations.

Contact us for a personalised welcome :
bu-handicap@ut-capitole.fr

I USE THE GROUP WORK ROOMS

At the Arsenal and the Manufacture des Tabacs libraries, specially adapted and equipped rooms are available. Equipment available: interactive screens, mobile screens, mediascapes, HDMI TV, whiteboards, flipcharts. Book online from the website using the BUBox application, for 9 hours over 21 days.

I'M BORROWING A TABLET OR LAPTOP

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



I want to play sport

PHYSICAL AND SPORTING ACTIVITIES DEPARTMENT (DAPS)

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

For all the latest sports news : instagram : [sports-utcapitole](https://www.instagram.com/sports-utcapitole)

WHY DO SPORT AT UT CAPITOLE ? To succeed in your studies

According to scientific studies, playing one or more sports improves academic success at university level :

- It encourages new students to socialise and creates an important network
- It preserves physical and moral balance
- It gives a dynamic, a discipline, a framework thanks to rules
- It helps you acquire the cross-disciplinary skills (stress management, self- esteem, organisation, perseverance, leadership, etc.) that you need in your professional life.



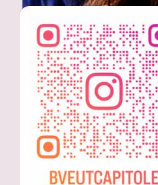
WHAT IS SPORT AT UTCapitole ? A few figures

- **More than 4 000 students** enrolled in courses qualify for a bonus
- **More than 90** top-level athletes
- **More than 40** activities
- **More than 80** sporting events a year (Sport Event Campus)

HOW CAN I PLAY SPORT AT UTCapitole ? BY REGISTERING FOR THE DAPS

The Department of Physical and Sport Activities (DAPS) manages and organises physical activities and sports events. At our university, sport is an optional activity subject to **enrolment in a course, which gives rise to a bonus**. Registration for the DAPS takes place at the beginning of the first and second semesters. Registrations can only be made online. For sporting events and competitions, you must also register with the DAPS. Details are given for each event.

A notice board dedicated to sports awaits you in the corridor of the main hall !



All the info on our instagram
page : [sports-utcapitole](https://www.instagram.com/sports-utcapitole)



HOW DOES IT WORK ? 3 modalities

- Weekly sports lessons, with an assessment at the end of the semester leading to a bonus. All our activities are free !
 - Wellness activities** : fitness coaching, weight training, pilates, yoga, health sports, run & fit
 - Team sports** : basketball, football, futsal, handball, hockey, rugby, volleyball, tennis, American sports, Backyard Games
 - Combat sports** : French boxing, fencing, karate, self-defence, Tai Chi
 - Dances** : contemporary dance, African dance, rock, Cuban salsa
 - Individual sports** : athletics, orienteering, running, climbing, golf, multi- activities, preparation for physical tests for competitive examinations
 - Racquet sports** : badminton, tennis, ball tennis, table tennis, pickleball
- Non-assessed supervised activities (dance evenings, hiking, canoeing, ski courses, wellness courses, wellness workshops, etc.), called **"Sport Event Campus"**.
- Competitive practice (Academy Championships and French University Championships) by taking out a permit with the UTCAP association. (For more information: association.sportive.utcap@univ-tlse.fr) Students receiving grants are eligible for the "PassSport" scheme, which entitles them to a free permit.



HIGH LEVEL SPORTS AT UTCapitole ? WE'VE GOT IT COVERED !

The DAPS also offers support for **high-level or good-level sportspeople** (information on the website or by contacting 05 61 63 38 01 - shn@ut-capitole.fr).

DISABLED SPORT AT UTCapitole ?

The DAPS now offers special sports packages for **students with disabilities** (information by e-mail, by contacting the following address: sport-handicap@ut-capitole.fr).



I go deeper and get involved in community and cultural life

Would you like to get involved in campus cultural life ?

Join the team of volunteers at the Espace Culturel ! It's as easy as sending an email to Thelma Marrot with your contact details, or dropping in to see her at the office !

THE CULTURAL SPACE

Anciennes Facultés • Maison des Etudiants • Office AF 63 • www.ut-capitole.fr/culture

Paule Géry (manager) : paule.gery@ut-capitole.fr / culture@ut-capitole.fr

Thelma Marrot (contributor) : thelma.marrot@ut-capitole.fr

As an extension of its excellent teaching and research, the university offers the chance 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, not only for you, the students, but for everyone in Toulouse. You'll be able to enrich your view of the contemporary world and sharpen your critical mind through a different, sensitive and intellectual approach.

Through art and culture, our university reaffirms its humanist and civic values and makes the campus a place for reflection on the complexity of the world and for exchange with others. This ambition is supported not only by the Espace Culturel, but also by the libraries, teaching staff and student associations, and can be summed up in three leitmotifs #.

#INSPIRE YOURSELF

The 2024-2025 academic year promises a host of exciting events on campus. These include a **concert by pianist Rémi Panossian**, the **season 6 of the funny and political stand-up "Tentative d'épuisement"**, an **exhibition of young photography "in the Petit Hall"**, a **DJ set in the Cloister garden**, **concerts by the student orchestra and the EXTRA Expos, dedicated to student talent**. The season will also be punctuated by a host of discovery events : a concert at the Halle aux grains for students of the Orchestre National du Capitole, opera performances and major conferences with the university libraries, exhibitions and meetings at the Galerie Si, and a number of themed film debates.

Finally, to whet your curiosity even further, a reduced-price ticket office and invitations will open the doors of Toulouse's theatres and museums to you.





#JOIN US

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

cultureUT1Capitole
 cultureUT1c
 cultureUTCapitole

The Espace Culturel office is open
Monday to Thursday from 10am to 12.30pm and from 2pm to 6.30pm,
and on Fridays from 10am to 12.30pm
and from 2pm to 5pm

Your cultural projects deserve it !



The university helps students to develop and implement their projects. For cultural projects, contact the Espace Culturel to give you a hand. You can also contact the Student Vice-President.

Whether it's culture, sport, civic engagement, sharing knowledge, solidarity, the environment or festive events, there's every chance that you'll find the student association that's right for you among the 80 based at the university. If not, you can always start your own !

FINANCING

Some initiatives may be eligible for funding from the Solidarity and Development Fund for Student Initiatives (FSDIE). The Student Life Office will advise you on how to apply.

#EXPRESS YOURSELF

The Espace Culturel and student associations on campus offer a range of practical arts workshops: **choir, film criticism, art criticism, video creation, cyanotype, swing dancing, drawing, reading aloud, symphonic music, silver and digital photography, screen printing, stopmotion and theatre.** Because practicing an artistic discipline enables you to acquire cross-disciplinary skills, most of the workshops on offer are eligible for the Culture Bonus. Find out more !

The Espace Culturel also supports your projects. If you have an idea, if you want to create an event on campus, it will help you design and run it, register it in the university's cultural diary (a compulsory step) and act as your point of contact for communicating with the university community (see also opposite). The Espace Culturel is also the ideal point of contact for anyone wishing to promote their artistic practice.

Make an appointment by e-mail to discuss your projects and take them as far as possible !

STUDENT ASSOCIATIONS

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

Community life is a laboratory for ideas, creativity, exchange and learning.

Involvement in an association makes it easier to fit in, gives you experience of working on a collective project, helps you develop cross-disciplinary skills and gives you the opportunity to take on responsibilities : all major assets in your future professional life.

Whether it's culture, sport, civic engagement,



Reception

GENERAL WELCOME - MAIN HALL OF THE ARSENAL

Monday to Friday, 9am to 5pm

For the **Law, Administration & Communication, and Computer Science** tracks, the following are only delivered online :

- Certificates of achievement
 - Transcripts
 - Schooling certificates
 - on "My Web Folder" :
- <http://www.ut-capitole.fr/accueil/outilsnumeriques/applications/consult/>

General schooling

• Registration and Organisation of Studies Office (BIO)

Carries out cross-disciplinary and logistical tasks common to all programmes, from student enrolment to the awarding of diplomas.

- Questions relating to administrative registrations : inscription@ut-capitole.fr
- Questions relating to the awarding of diplomas and transfers : service.diplomes@ut-capitole.fr

• Student Life Office (BVE)

Runs and coordinates social action for students (CROUS grants, University grants, computer loans), welcomes and provides information on financial aid. It welcomes associations and students wishing to set up cultural projects (FSDIE) :

- Questions relating to higher education grants : bourses@ut-capitole.fr
- Questions relating to the FSDIE, material aid, exemptions, reimbursements, etc : vie.etudiante@ut-capitole.fr

UT1 HANDICAP



Welcomes and assists students with disabilities throughout their academic path: secretariat, study and exam 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 your studies to run smoothly, you must make an appointment with SIMPPS (see p.27) and then with UT1 Handicap between August 28 and October 15.

SCIENCE PÔ RECEPTION:

Manufacture des tabacs Building D
Opening hours : 8.30am-12.30pm / 1.30pm-5pm - 05 61 11 02 60

WELCOME TO THE TOULOUSE SCHOOL OF ECONOMICS - TSE :

1, Esplanade de l'Université
Opening hours : 8.30am-12.30pm / 1.30pm-5pm - 05 61 63 36 90

ecole-tse@ut-capitole.fr

TSM HOME

Anciennes Facultés • AF 019

Schooling

L1 AES

AR 121 • 05 61 63 36 95
scolaes1@ut-capitole.fr

L1 Law

AR 18 • 05 61 63 - 35 16 / 35 20 / 36 04
scoldroit1@ut-capitole.fr

L1 Law à Montauban

scolmtb@ut-capitole.fr • 05 63 91 88 51

L1 Economics (all tracks)

T022 • 05 61 63 35 51
scoltsel1@ut-capitole.fr

L1 Computer Science "Management and Digital"

Manufacture des Tabacs • Bât F • 1st floor
scolarite.informatique@ut-capitole.fr

IUT Rodez

05 65 77 10 80 • www.iut-rodez.fr

The main communication channels used by schools are :

- your UT1 mailbox
 - the **information board** in your sectors :
- > If you have any specific requests concerning your timetable, examinations or proof of absence, please contact your schooling office.

You are a victim or you have witnessed acts of violence, discrimination, bullying?

STOP VIOLENCE!



Report these behaviors in complete confidentiality
stop-violences@ut-capitole.fr

UTCapitole's equality mission is here to listen and support you



A problem ?
Go to the INTRANET page :
<http://www.ut-capitole.fr/campus/accueil/campus/vie-etudiante/outils-numeriques>, heading "account > IT and login".

Digital spaces

MY DIGITAL WORKSPACE

<http://monespace.ut-capitole.fr>

From the day after you register, you can connect to your intranet, which will give you access to a range of resources and information related to your studies (schooling, enrolments, career guidance workshops, work placements, etc.) and your life as a student (sport, culture, health and well-being, etc...)

- your UT Capitole electronic mailbox (the schooling office usually opts for this means of communication with students), your timetable, your exam results and your student file,
- your personal diary,
- IT support,
- online library services,
- the "My online lessons" (MOODLE) teaching platform. Here, teachers offer supplementary lessons (detailed outlines, videos, slideshows, bibliographies, etc.) and online activities (quizzes, homework).

WHAT IS IT ?

The university provides you with a computer account. To access it, you need a login and a password..

first connection ?

1. Please have the student number shown on your student card ready.
2. Go to the intranet at <https://intranet.ut-capitole.fr>
3. Click on "Forgot your password ?" Then fill in the fields Click on "Login" 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 when registering online or in person.



UNDER WHAT CONDITIONS ?

This account is strictly personal and its use is subject to the rules and recommendations of the school's IT Charter.

> **You are a student** : your personal email address and mobile number are those you provided when you registered. To change this information, go to the "My Web File" application.

MY COMPUTER ACCOUNT

Your computer account consists of a login and a password.

> **You are a student** : all students registered at the university for the current year automatically receive a computer account (the day after registration) valid for ALL the school's digital services (Intranet, Wifi, computers, etc.). First of all, you should check the status of your administrative registration with your registrar.

MY LOGIN

First-time user or forgotten login ?

For security reasons, your login will not be sent to you when you register. To receive your username, simply log on to <https://intranet.ut-capitole.fr>. Once on the authentication page, click on "Forgot your login ?" then fill in the "Email address" field or your mobile number" before clicking on "Validate". The username will be sent to the personal email address or mobile number (given when registering online or in person for students or given to your HR department for staff).

The image shows two screenshots of the University of Toulouse Capitole's authentication page. The first screenshot is the main login page with a red circle around the 'Identifiant oublié ?' link. A red arrow points to the second screenshot, which is a form titled 'Identifiant oublié ?' with a text input field for 'Email ou numéro de mobile' and a 'Valider' button. Below the input field, there is an example: 'Exemple : jean.dupon@orange.fr OU 061020304'. At the bottom, there is a link to 'Pour plus d'informations, consultez la page sur les comptes informatiques à UT Capitole'.

MY PASSWORD

First login, forgotten or unknown password ?

The image shows a screenshot of the University of Toulouse Capitole's authentication page. A red circle highlights the 'Mot de passe oublié ?' link. Below the link, there is a small text box that says 'Pour plus d'informations, consultez la page sur les comptes informatiques à UT Capitole'.

For security reasons, your password is not sent to you when you register. To receive your password, simply log on to <https://intranet.ut-capitole.fr>. Once on the authentication page, click on "Forgot your password ?" then fill in the "Username" and "Date of birth" fields before clicking on "Confirm". The password will be sent to your personal email address or mobile number (provided when you registered online or in person for students, or to your HR department for staff).

FOR WHAT ?

The login page is the only way to access your personal information online (internal news, practical information, etc...), as well as all the tools, services and digital resources made available to you by the University (email, online course platform, etc.). All these tools and content are presented via the university's intranet site. In addition, your login details enable you to connect to the university's computers and to WiFi on campus.

INTERNET

Internet : www.ut-capitole.fr

The university's website provides information on research activities, the range of courses on offer, campus life and the calendar of events. You can follow the latest news.

SOCIAL NETWORKS

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

- Facebook (Toulouse Capitole University)
- X (@UT1Capitole)
- Instagram (@UT1Capitole)
- LinkedIn (Université Toulouse Capitole)
- YouTube (@UniversiteToulouseCapitole)

Stay tuned !

STUDENT NEWSLETTER

This newsletter is intended for all students at Toulouse Capitole University and is published every fortnight. It is sent to your e-mail address: surname.firstname@ut-capitole.fr



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...)

FREE-ACCESS COMPUTER ROOMS

ARSENAL • 1st FLOOR • Room AR 150

Free access on presentation of student card. Monitor on hand to provide information on digital uses. More information (opening dates and hours) via the FAQ on the intranet home page.

THE WI-FI NETWORK

The university provides its users with a computer account (students, staff and guests) with wireless access points (Wi-Fi). Two networks are available with the following SSIDs: EDUROAM, UT1 The IT Department recommends using the EDUROAM network for all individual connections. Practical information on digital technology <http://www.ut-capitole.fr/campus/informationspratiques/outils-numeriques/> > Section "WIFI université"

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





Social

THE STUDENT SOCIAL FILE

To apply for a grant, you must complete a Dossier Social Étudiant (DSE) at the beginning of the calendar year on messervices.etudiant.gouv.fr.

Find out more at

www.crous-toulouse.fr/bourses

What you need to know !

French government scholarship holders are exempt from paying tuition fees and can obtain reimbursement of these fees from the school as soon as they receive their final award.

CONTACTS SCHOLARSHIP DEPARTMENT

Toulouse Capitole University

> Seepage 24

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



LES ASSISTANTS DE SERVICE SOCIAL

Ils vous accueillent et vous écoutent quelle que soit la nature de vos difficultés (sociales, familiales, psychologiques, financières...). Ils vous informent sur l'ensemble des dispositifs concernant la vie étudiante (bourse, logement, législation sociale) et vous accompagnent et vous orientent dans vos différentes démarches.

Pour prendre rendez-vous :

- Remplir le formulaire sur www.crous-toulouse.fr/formulaire
- Appeler au 05 61 12 54 70 entre 9h00 et 16h30
- Vous rendre à l'accueil du service social 58 rue du Taur - 1^{er} étage Ouvert de 8h30 à 12h30 et de 13h30 à 16h30

Health

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

ANCIENNES FACULTÉS • GROUND FLOOR, PUIITS-CREUSÉS BUILDING •
Contact secrétariat : 05 61 63 37 25



SIMPPS is a medical and social service dedicated to students only. You can make an appointment and benefit from a confidential service with no 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 with university, family, personal, administrative and financial problems ;
- medical and psychological assistance (**psychiatrist and psychologists**) ;
- specialist consultations (**family planning centre, tobaccoologist**) ;
- **Nutritionist** consultations (face-to-face or online) ;
- consultations with a **sexologist** (face-to-face or online) ;
- a **vaccination centre** ;
- **disability-related** study arrangements.

SIMPPS also organises a wide range of prevention and health promotion activities focusing on sexuality, nutrition, physical activity, stress and addiction. All student associations can call on this service to help them set up a project or take part in an event. SIMPPS is your point of contact for any questions you may have about your health. Don't hesitate to come and meet us !



On-campus catering



TOULOUSE – OCCITANIE CROUS

The Toulouse-Occitanie Crous (Centre régional des œuvres universitaires et scolaires - regional centre for university and school works) provides services for all students in the Toulouse academy and supports them in their daily lives in Toulouse, Albi, Auch, Castres, Figeac, Millau and Tarbes. Student life advisers welcome, guide and answer students' questions by telephone, by message or in person at the Case centre about grants and subsidies, accommodation, catering, culture and campus life, student jobs...

CATERING OUTLETS ON CAMPUS

On the Toulouse 1 Capitole University campus, the Toulouse-Occitanie Crous offers a catering that is varied, well-balanced and cooked every day by our teams. Vegetarian, organic and full meal formulas are available all year round.

In addition to the Brasserie Riquet (booking required), a number of catering outlets are located close to the classrooms and offer complete meals from as little as €1* for students with CROUS grants, with a range of formulas and a menu of products to eat in or take away.

**Sept. 2024 rate*

1 restaurant : open 7 days a week for lunch and dinner.

4 cafeterias open from Monday to Friday

- Arsenal (downstairs from Resto U' Arsenal)
- Capitole (in the university's main building)
- Puits Creusés street (in the courtyard)
- Manufacture des Tabacs (in Building. E on the mezzanine floor)

To find out about opening times, menus and the location of Crous catering outlets, visit crous-toulouse.fr/se-restaurer or download the Crous Mobile application !

Crous contacts :

If you have any questions about: financing your studies, accommodation, catering, cultural life, the Cvec... Send a message: www.crous-toulouse.fr/mailmse On the phone:

- Housing, culture, campus life, social services: 05 61 12 54 70
- Scholarships and CVEC: 09 72 59 65 31 By appointment:
- With an advisor on www.crous-toulouse.fr/rdvconseiller
- With the social service on www.crous-toulouse.fr/formulaire To stay informed,
- Follow @CrousToulouse on Instagram, Twitter, Facebook, LinkedIn, Youtube
- Visit the website: www.crous-toulouse.fr



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



What is it ? It is the on campus contactless payment solution for university students and staff. You can use Izly to pay for your purchases at the Crous restaurant and cafeterias, and also to pay for certain on campus services (vending machines, laundry, etc...). Izly also allows you to benefit from the price adapted to your status and from good deals and loyalty offers.

How do I pay with Izly ? You can pay contactless with Izly, even before receiving your student card thanks to the Qr Code. Izly is also available for contactless payment with the student card or Crous pass.

How do I activate my account ? Izly will send you an email, primarily to the email address you used when you registered with messervices.etudiant.gouv.fr, and to the email address of your educational institution. You will then be directed to the izly.fr website to activate your account online.

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



l'accueil - Welcome Desk

41 allées Jules Guesde - All. Matilda - 31000 Toulouse
No appointment necessary, Monday to Friday, 9am to 12.30pm
and from 1pm to 5pm (6pm in September)
welcomedesk@univ-toulouse.fr • welcomedesk.univ-toulouse.fr
Metro line B: Carmes or Francois Verdier station



Université
Fédérale
Toulouse
Midi-Pyrénées

L'Accueil - Welcome Desk is a space that makes it easier for you to get started and brings together a number of services to help you settle and integrate in Toulouse.

Training, accommodation, health, residence formalities, transport and mobility, art and culture on campus, sport, student initiatives... A multilingual team is on hand to answer your questions, give you advice and help you through the process, whatever your situation and whatever your requirements, all year round.

Partner organisations :

Consult the opening hours of the institutions and how to make an appointment with each partner :

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



- The "Prefecture": the foreign students' office – appointment for a 1st application (visa for minors attending school, competition visa) and renewal (ANEF problem), withdrawal of residence permit, APS permit and job search – setting up a business.



- The "Centre d'Information et d'Orientation du Supérieur (CIO du Sup)" / Higher Education Information and Guidance Centre in the Toulouse education authority: guidance, path change, resumption of studies towards Higher Education.



- The "CAF": assistance with housing benefit applications, case follow-up, activity allowance applications.



- A branch of Toulouse-Occitanie "Crous": information and support on DSE (Student Social Dossier), accommodation, grants, catering and culture.

With the support of :



→ Check out the range of courses offered by the universities, "grandes écoles" and specialist schools in the Toulouse education authority: formation.univ-toulouse.fr/

CRIJ



Info Jeunes Occitanie

Because becoming independent is something you learn every day, the Info Jeunes team is at your service to help you with your projects around guidance, discovering careers, housing, social rights, finding jobs, volunteering and international mobility.

Either at 17 rue de Metz or at one of our branches in Toulouse (Mirail, Empalot, Soupetard and northern quarters), come and take advantage of free individual or group support.

Throughout the year, you can take part in a wide range of events, such as "Les mercredis des métiers" (careers Wednesdays), with testimonials from professionals, recruitment events to help you get in touch with employers, baby-sitting courses, CV, covering letter and self-confidence workshops, virtual reality activities and themed forums.

Looking for a job, an internship or volunteering? Offers checked and updated daily are available on www.crij.org.

As part of your leisure activities, take advantage of discounted ski passes in the Pyrenees in winter and sports holidays with its UCPA relay centre.

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

Transports



Line A: Metro Capitole

Line B: Metro Compans- Caffarelli
Bus lines: 1 - 45 - 63

Compans-Caffarelli stop

Tisséo agencies: www.tisseo.fr

You can benefit from discounts on your Tisséo season ticket if you are under 25 or a student under 35. With this season ticket, you can also benefit from special rates with the Vélo-Toulouse Carte Jeunes Tisséo.

www.velo.toulouse.fr/
Subscriptions and tickets

Station 29: 31 rue Valade

Station 30: 40 place Anatole France

Station 31: 7 rue des Salenques



MISSION LOCALE : REMOJEUNE AND 16-29 PROJECT



The Toulouse Federal University and the Toulouse Capitole University are associated with the projects of the Haute Garonne and Toulouse *Mission Locale*. The *Mission Locale* is a place where young people aged 16 to 25 can find help. If they have dropped out of school, the *Mission Locale* offer them support to boost their projects and take part in work placements. Find the addresses of the *Mission Locale* :

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

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



Guidance and Careers Diary 2024/2025



1 st Semester	
WORKSHOPS AND MINI-CONFERENCES	From mid-October to the end of April
CONFERENCES : "CHANGING YOUR STUDY PATH IN FIRST YEAR"	September to December
PROFESSIONAL MEETINGS Justice, Defence and Security professions Territorial professions	From October to December
INFOSUP TRADE FAIR	From 9 to 11 January 2025
2 nd Semester	
CONFERENCES : "CHANGING YOUR STUDY PATH AFTER YOUR FIRST YEAR"	January to March
PROFESSIONAL MEETINGS Legal professions IT professions	January to April
OPEN DAYS	Saturday February 8, 2025

For more information, please visit the "Orientation-Insertion" section on the UT1 Capitole website

www.ut-capitole.fr/orientation-insertion

Timetable 2024-2025*

Tracks :	Law	Administration & Communication	TSE		TSM		Law / A&C / TSE / TSM	IT
	Licence - M1	Licence - M1	Licence	M1	Licence	M1	M2	Licence - Master
Welcome to UT Capitole	From Aug. 19 to Sept. 12, 2024 Find all our back-to-school events on : https://www.ut-capitole.fr							
SEMESTER 1							Annual Organisation	
Start of courses	Monday, Sept. 9	Monday, Sept. 2						
TOUSSAINT: Monday, Oct. 28 to Sunday, Nov. 3, 2024 inclusive								
End of courses	Saturday, Nov. 23	Saturday, Nov. 30					Saturday, Dec. 21	
Revision time	Revising: from Nov. 25 to Dec. 1st	Revising or missed lectures catch-up : From Dec. 2 to 8	Revising : From Dec. 2 to 8					
Exams Session 1 - 1 st semester	From Dec. 2 to 20	From Dec. 9 to 20						
CHRISTMAS HOLIDAY : from Monday, Dec. 23, 2024 to Sunday, Jan. 5, 2025 inclusive								
SEMESTER 2							Annual Organisation	
Start of courses	Monday, Jan 6, 2025							
WINTER HOLIDAY : from Monday, Febr. 17, 2024 to Sunday, Febr. 23, 2025 inclusive								
End of courses	Saturday, Apr. 5			Saturday, March 22	Saturday, Apr. 5			
Révision time	From Apr. 7 to 13		From Apr. 7 to 20	From March 24 to 30	From Apr. 7 to 13			
Exams Session 1 - 2 nd semester		From Apr. 1 to 6		From Apr. 1 to 13	From Apr. 7 to 20			
SPRING HOLIDAYS	From Apr. 21 to 27			From Apr. 14 to 27	From Apr. 21 to 27			
Exams Session 1 - 2 nd semester	From Apr. 28 to May 10				From Apr. 28 to May 10	From Apr. 28 to May 3		
End of courses							Saturday, May 3	
Examinations Session 2 1 st and 2 nd semester	Licence : from June 16 to 28	From June 16 to 28	From June 9 to 21	From June 2 to 14	From June 16 to 28	From June 2 to 14		

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

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

Student Guide

2024/2025

